



## How to Configure Microsoft Outlook 2007 for q.com E-mail

Email Type:  
@q.com



### Use this document if:

- You need to configure Microsoft Outlook 2007 for q.com e-mail.

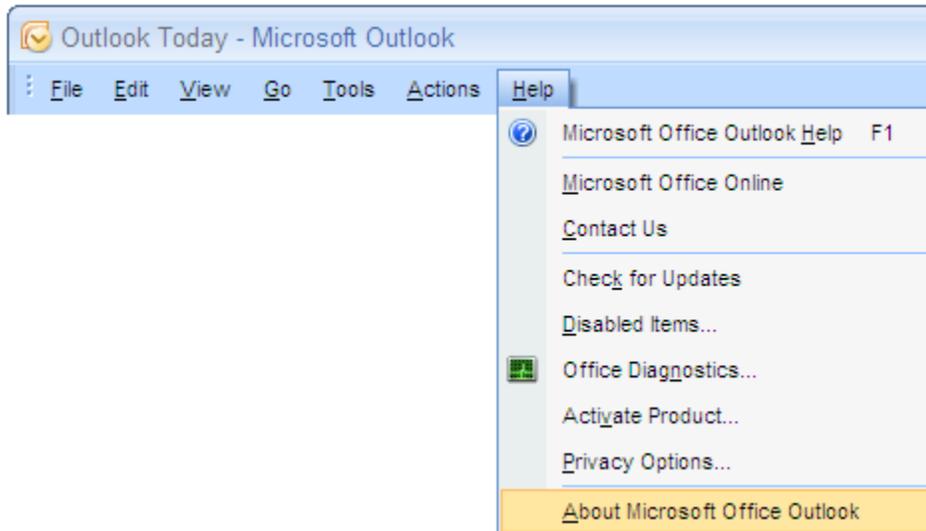
### This document assumes:

- You know your q.com e-mail address and password.
- You have a genuine activated copy of Microsoft Outlook 2007.
- Your q.com e-mail address is associated to a Qwest DSL® account.
- You have a working Internet connection.

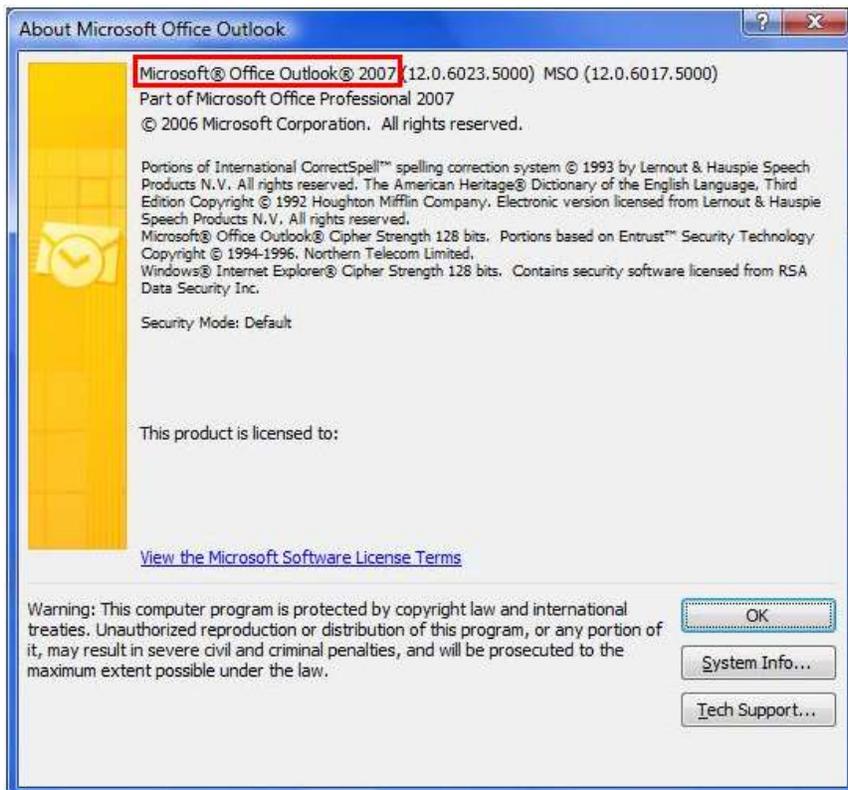
Incoming/Outgoing server info: If you are familiar with how to configure Outlook 2007, use the following information. If you need more help, continue reading.

- Incoming Server:
  - pop3.live.com
  - port 995, SSL enabled
- Outgoing Server:
  - smtp.live.com
  - port 25, SSL enabled, requires authentication

This document only applies to Microsoft Outlook 2007. To find out what version you are using, Select Help, then About Microsoft Office Outlook to see what version of Outlook you have.



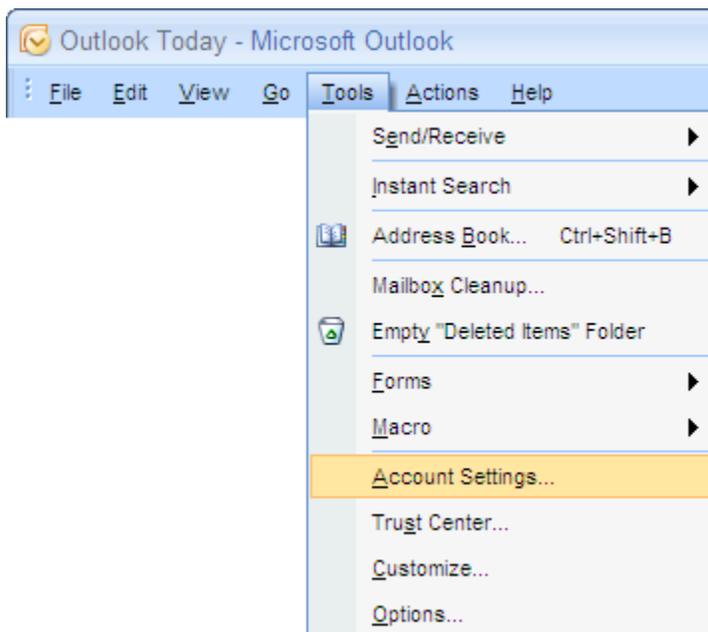
If the 'About' screen says 2007 like in the picture below, continue reading.



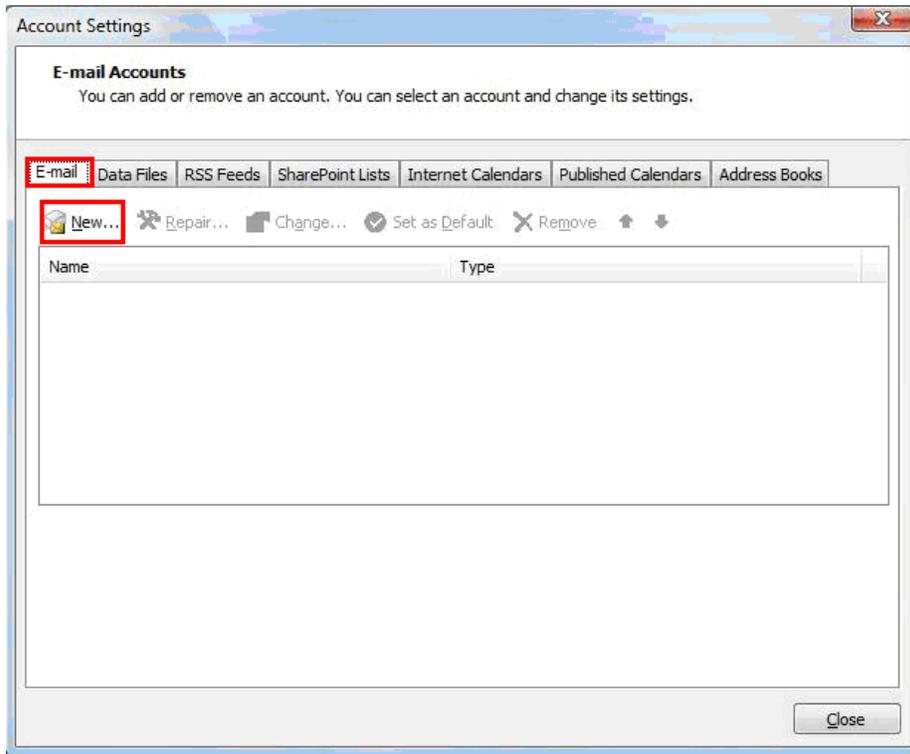
1. Open Outlook using the icon on your desktop or Start menu.



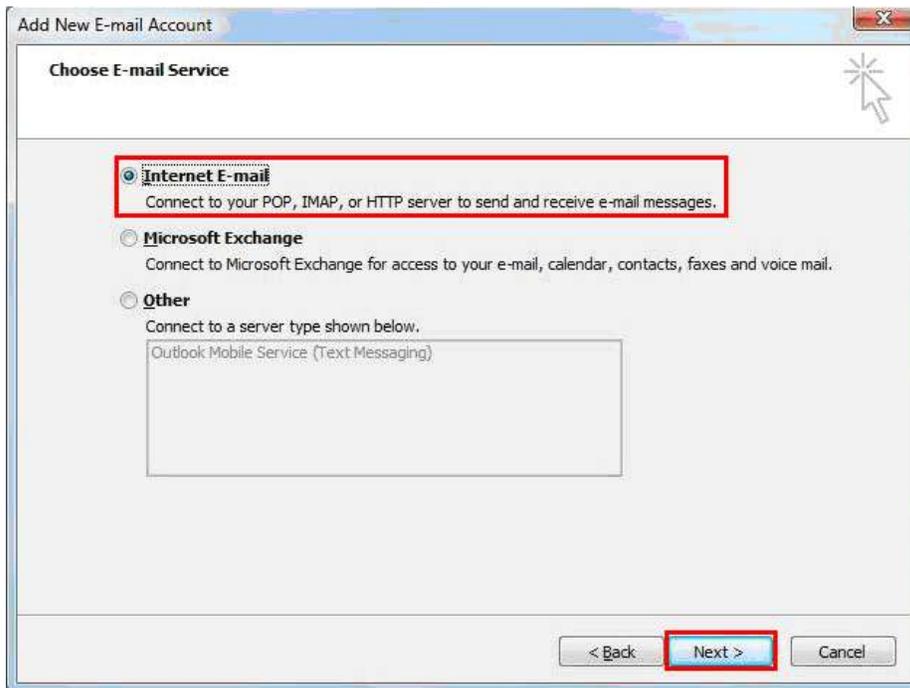
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings....**



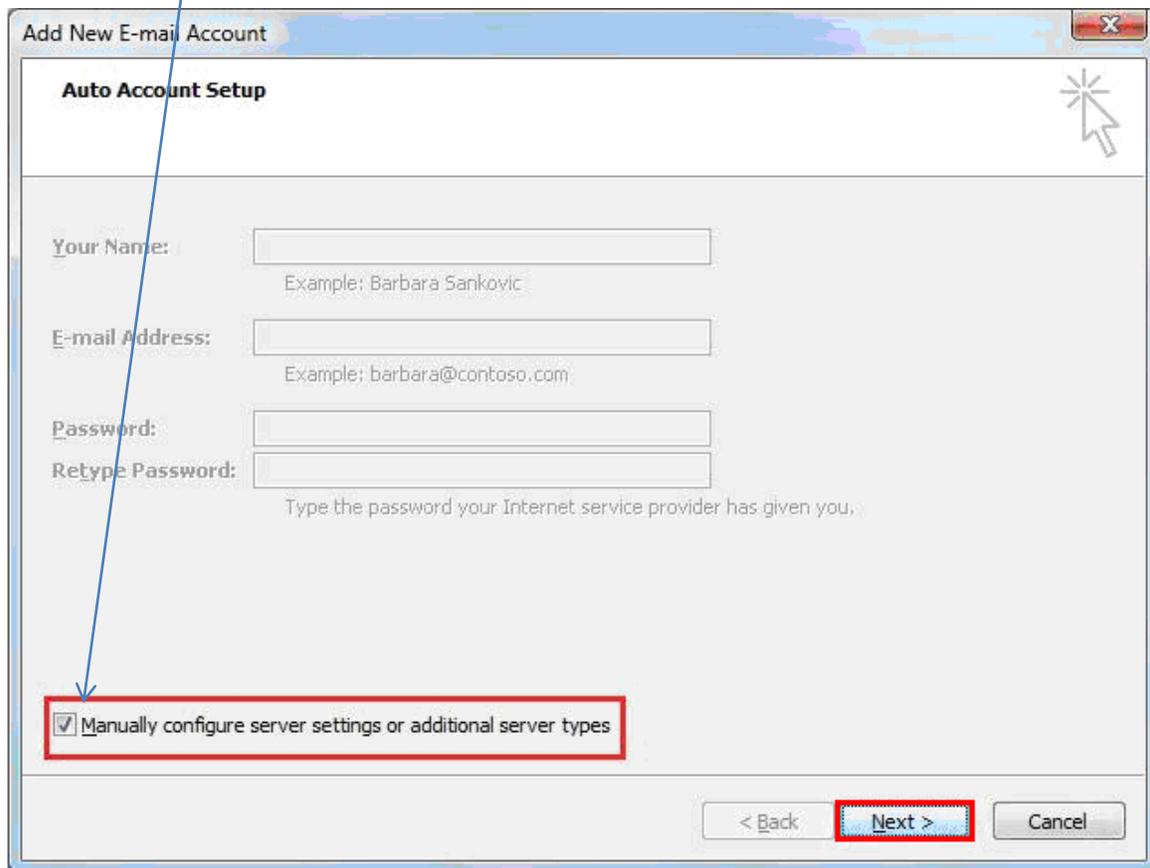
3. Select the **E-mail** tab. Select **New**.



4. Select **Internet E-mail**. Select **Next**.



5. Check this box. Select **Next**.



**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manually configure server settings or additional server types**

< Back **Next >** Cancel

6. This will appear on your outgoing e-mail. (e.g. personal name, nickname or company name)

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the

7. Type in your e-mail address

E-mail Address:

recommend you test your account by clicking the button below. (Requires network connection)

8. Select **POP3**

**Server Information**

Account Type:

9. Type **pop3.live.com**

Incoming mail server:

10. Type **smtp.live.com**

Outgoing mail server (SMTP):

11. Type in your e-mail address

**Logon Information**

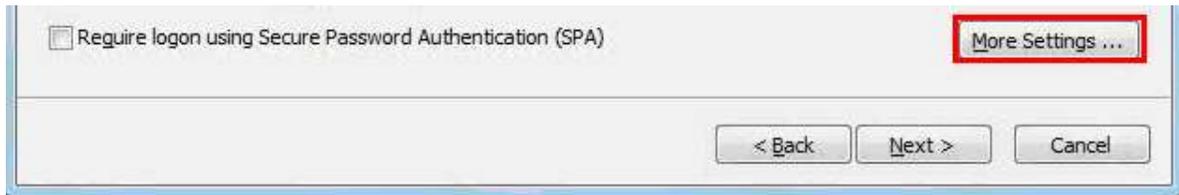
User Name:

12. Type your email password. (Remember, passwords are CASE sensitive)

Password:

Remember password

14. Select **More Settings**

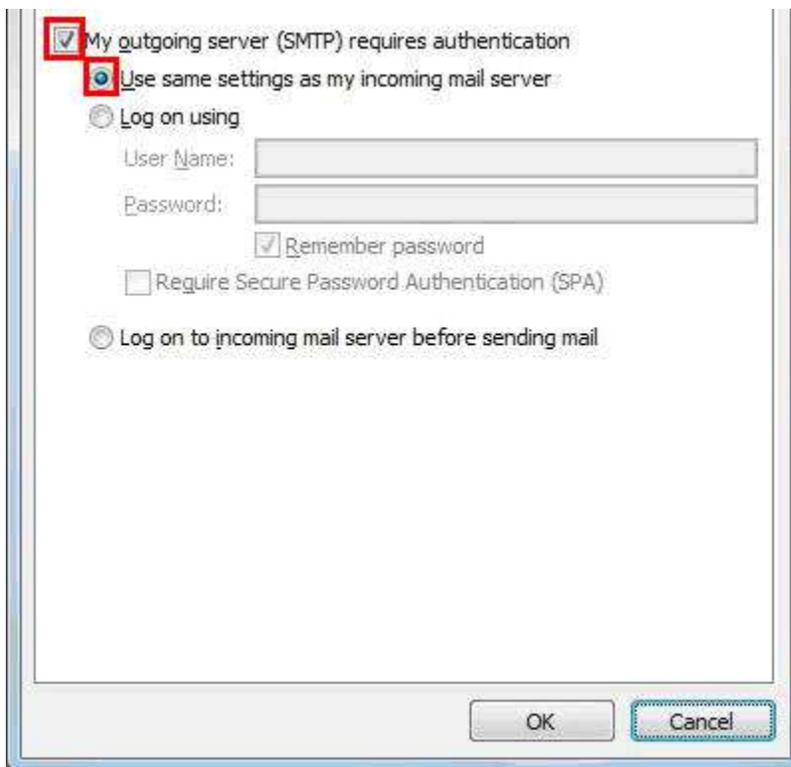


15. Select the **Outgoing Server** tab



16. Check the box next to:

- **My outgoing server (SMTP) requires authentication.**
- Then bullet point **Use the same settings as my incoming mail server.**



17. Select the **Advanced** tab.



18. Check the box next to:

- **This server requires an encrypted connection (SSL)**
- Then type **995** in the **Incoming server (POP3)** box.



19. Select **TLS** from the **Use the following type of encrypted connection**, drop down.

- Make sure the **Outgoing Server (SMTP)** box shows 25.

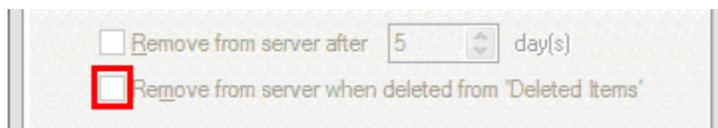


20. If you would like MSN to maintain a backup copy of your email on its e-mail server:

- a. Check the box next to Leave a copy of messages on the server. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer be obtained or viewed using <http://mail.live.com> or <http://hotmail.com>.



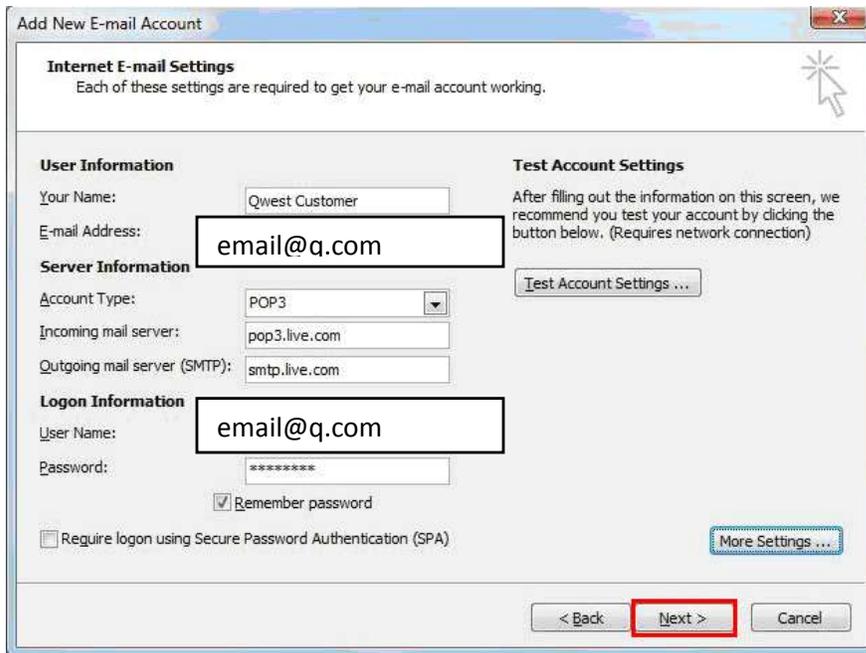
- b. Checking the box next to Remove from server when deleted from 'Deleted Items' tells the remote MSN e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the MSN e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>.



21. Select **OK**



22. Select **Next**



23. Select **Finish**

