

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

**Email Type:**  
**@yourdomainname.com**



### Use this document if:

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

### This document assumes:

- You know your yourdomainname.com e-mail address and password.
- You have a genuine activated copy of Microsoft Outlook 2007.
- You have a working Internet connection.

**NOTE:** There are 2 Qwest offerings that support vanity domains and email, (e.g. designer@thepagedesigner.com) Qwest.net and Qwestoffice.net. This document is for Qwest.net customers only. If you already know you are a Qwestoffice.net customer go to <http://qwestoffice.com/newemailtutorials>.

If you are not sure if Qwest.net is your e-mail provider:

1. Go to [whois.net](http://whois.net)
2. Enter your domain name in the 'WHOIS Lookup' field
3. Click Go
4. Scroll down toward the bottom of the page. Locate the 'Name Servers' section
5. If you see the following in the 'Name Servers' Section, this document applies to you:

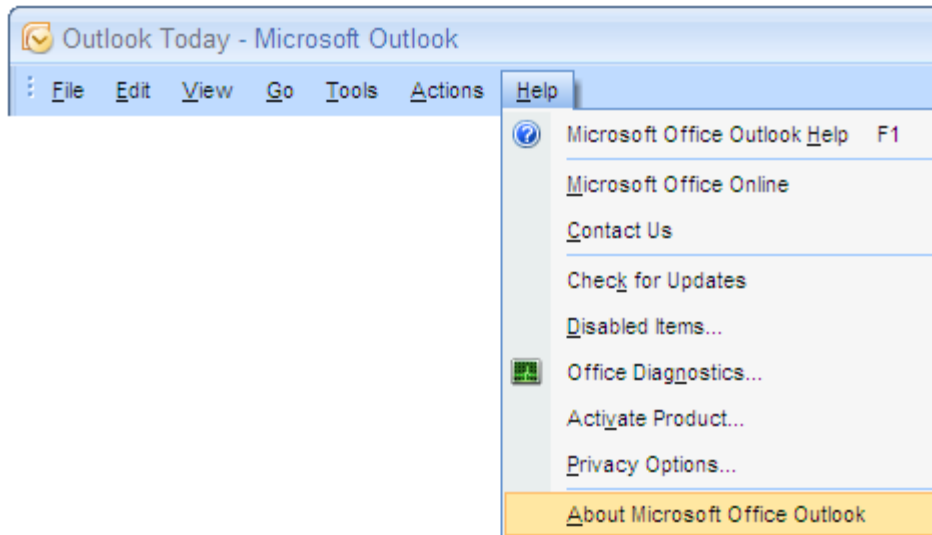
AUTHNS1.MPLS.QWEST.NET  
AUTHNS2.DNVR.QWEST.NET  
AUTHNS3.STTL.QWEST.NET

If you see the following go to <http://qwestoffice.com/newemailtutorials>:

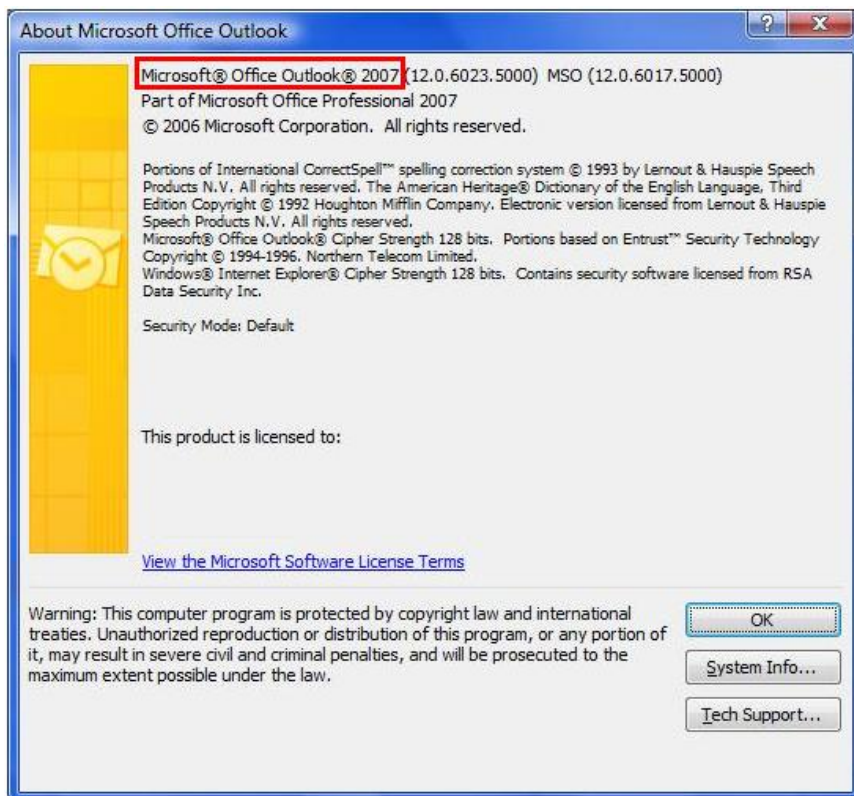
a.dns.qwestoffice.com  
b.dns.qwestoffice.com

If any other server name is listed, your domain is pointed to someone other than Qwest. You will need to contact your email provider who is hosting your custom domain for further assistance.

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



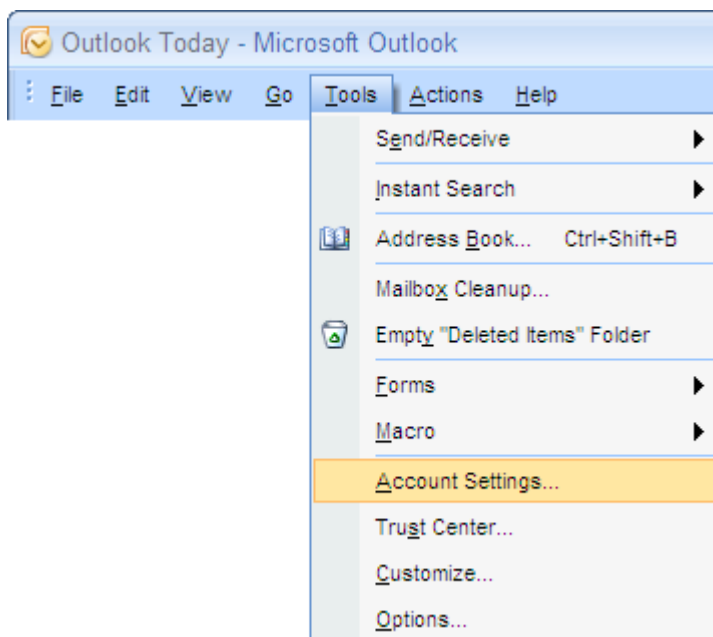
If the 'About' screen says 2007 like in the picture below, continue reading.



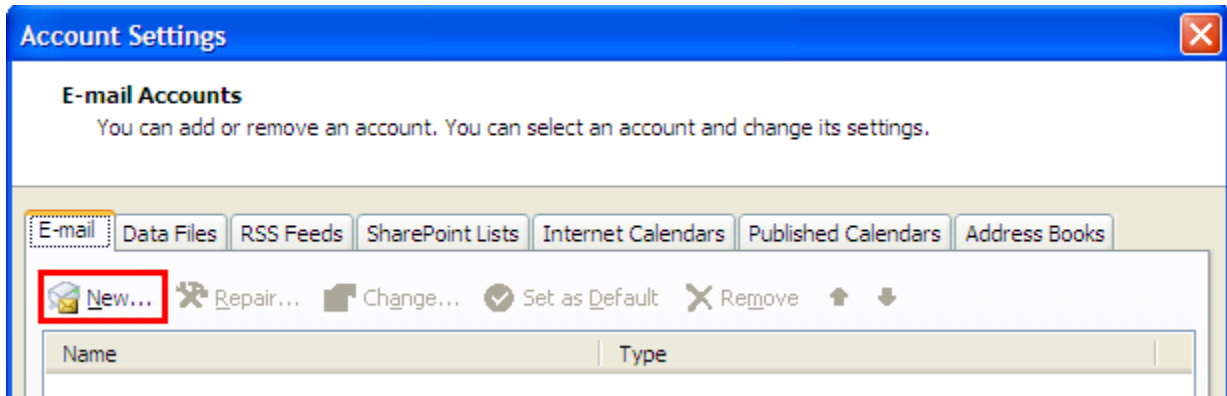
1. Open Outlook using the icon on your desktop or Start menu.



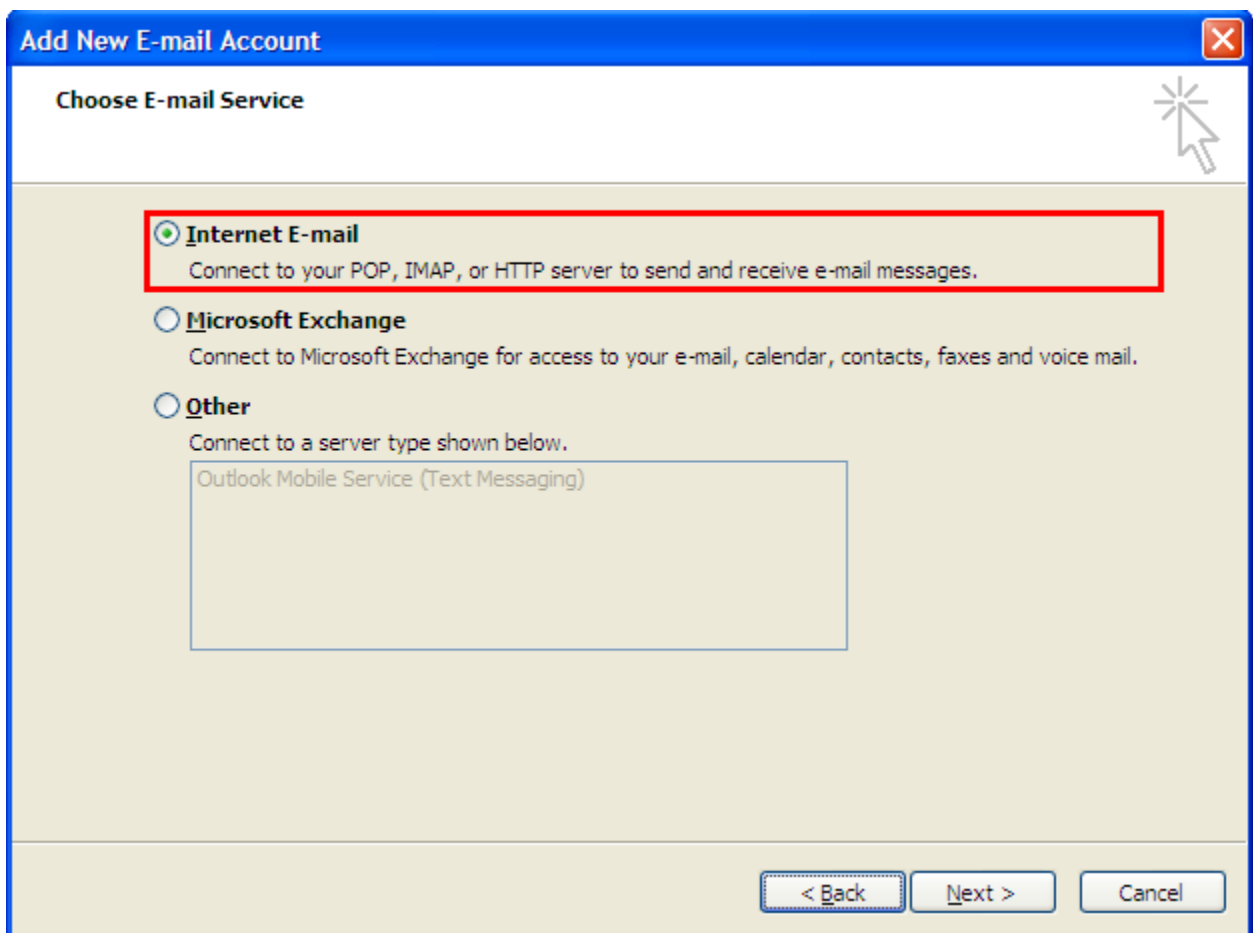
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings...**



3. In the 'E-mail Accounts' dialog box, make sure the **E-mail** tab is selected and select **New**.



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



5. Check the box labeled **Manually configure server settings or additional server types**. Leave the other fields on this page empty. Select **Next**.

**Add New E-mail Account** [Close]

**Auto Account Setup** [Help]

Your Name:   
Example: Barbara Sankovic

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

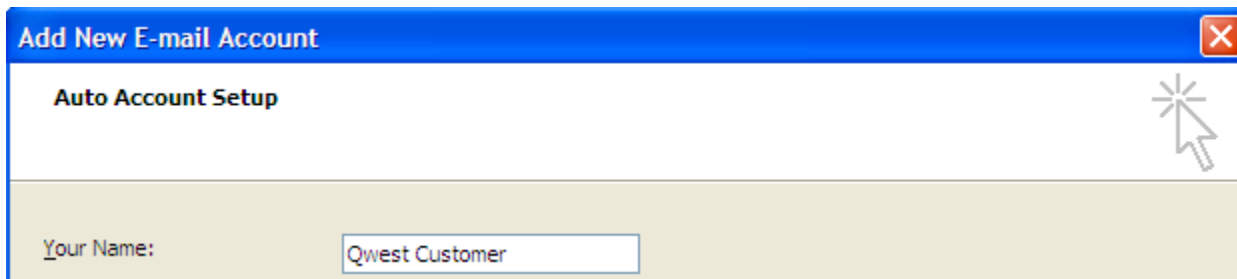
Password:

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

Manually configure server settings or additional server types

< Back   Next >   Cancel

6. Type the name you want displayed on outgoing e-mail messages in the 'Your Name' field.

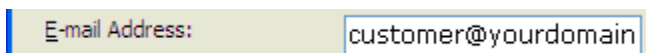


**Add New E-mail Account**

**Auto Account Setup**

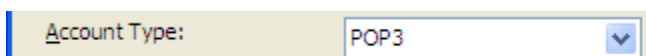
Your Name:

7. Type your full @yourdomainname.com e-mail address in the 'E-mail Address' field.



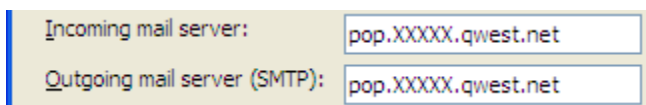
E-mail Address:

8. The account type should be set to POP3.



Account Type:

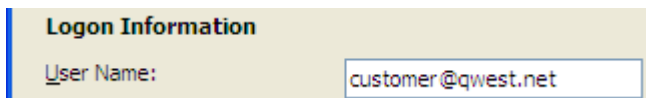
9. Using the list at the end of this document, enter an Incoming and Outgoing mail server (they will be the same).



Incoming mail server:

Outgoing mail server (SMTP):

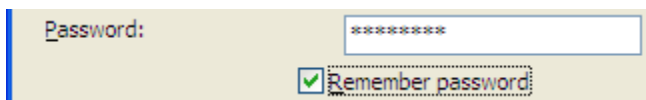
10. In the 'User Name' field, type your user name. This is NOT the same as your email address.



**Logon Information**

User Name:

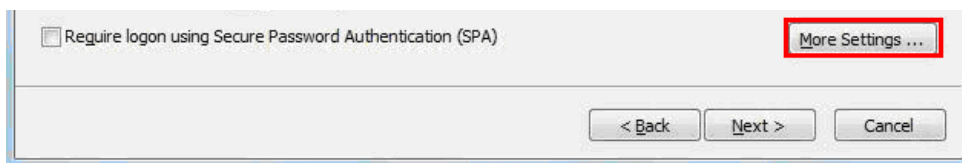
11. In the 'Password' field, type you email password. (Remember, passwords are CaSe SenSiTiVe)



Password:

Remember password

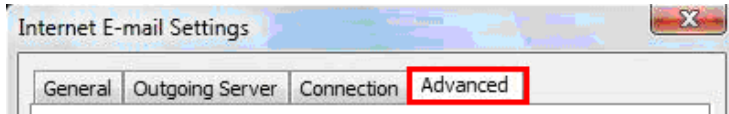
12. Select More Settings.



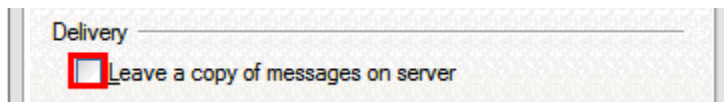
Require logon using Secure Password Authentication (SPA) **More Settings ...**

< Back   Next >   Cancel

13. Select the **Advanced** tab.

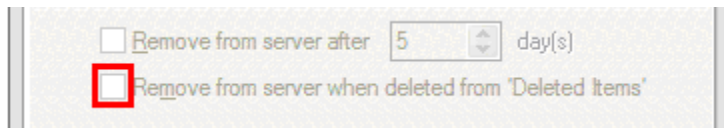


14. If you would like Qwest to maintain a backup copy of your email on its e-mail server:  
**a.** Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no longer be obtained or viewed using another computer.



Read this if you checked the box in **19a**.

- b.** Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote Qwest e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the Qwest e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using another computer.



15. Select **OK**.



16. Select **Next**.

The screenshot shows the 'Add New E-mail Account' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-heading 'Each of these settings are required to get your e-mail account working.' Below this, there are four sections of information:

- User Information:** 'Your Name:' (Qwest Customer), 'E-mail Address:' (customer@msn.com)
- Server Information:** 'Account Type:' (POP3), 'Incoming mail server:' (pop3.live.com), 'Outgoing mail server (SMTP):' (smtp.live.com)
- Logon Information:** 'User Name:' (customer@msn.com), 'Password:' (\*\*\*\*\*), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A text block stating 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button.

At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

17. To complete the process select **Finish**.

The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' stage. The title bar reads 'Add New E-mail Account'. The main heading is 'Congratulations!' with the text 'You have successfully entered all the information required to setup your account.' and 'To close the wizard, click Finish.' On the left side, there is a decorative graphic of a mailbox. At the bottom center, there are two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted with a red box.



## **Qwest Mail Servers**

### **Arizona**

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

### **Colorado**

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

### **Idaho**

- Boise- pop.bois.qwest.net

### **Iowa**

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdr.rr.qwest.net
- Davenport- pop.dvnp.qwest.net

### **Minnesota**

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

### **Montana**

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

### **Nebraska**

- Omaha- pop.omah.qwest.net

### **New Mexico**

- Albuquerque- pop.albq.qwest.net

### **North Dakota**

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

### **Oregon**

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

### **South Dakota**

- Sioux Falls- pop.sxfl.qwest.net

### **Utah**

- Salt Lake City- pop.slkc.qwest.net

### **Washington**

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

### **Wyoming**

- Cheyenne- pop.chyn.qwest.net