

How to Configure Microsoft Outlook 2007 for qwest.net E-mail

Email Type:
@qwest.net



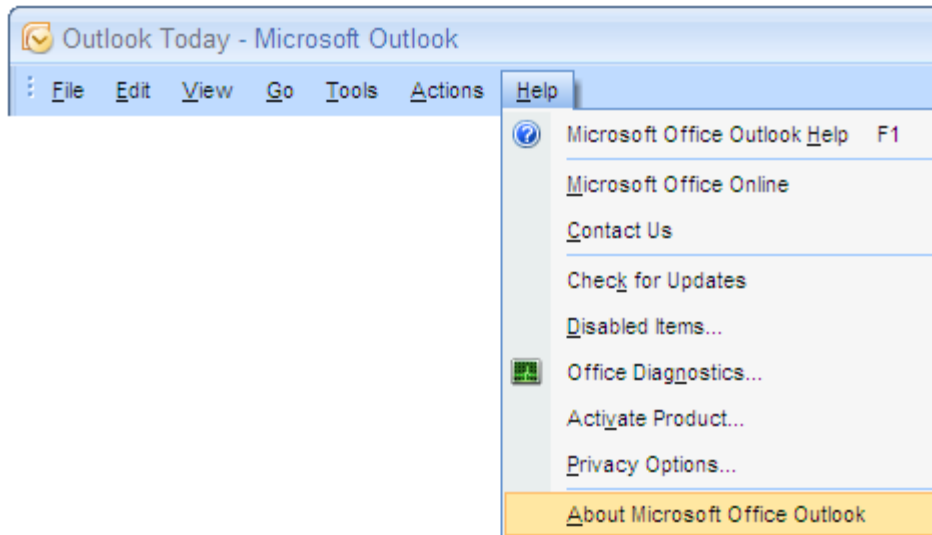
Use this document if:

- You need to configure Microsoft Outlook 2007 for qwest.net e-mail.

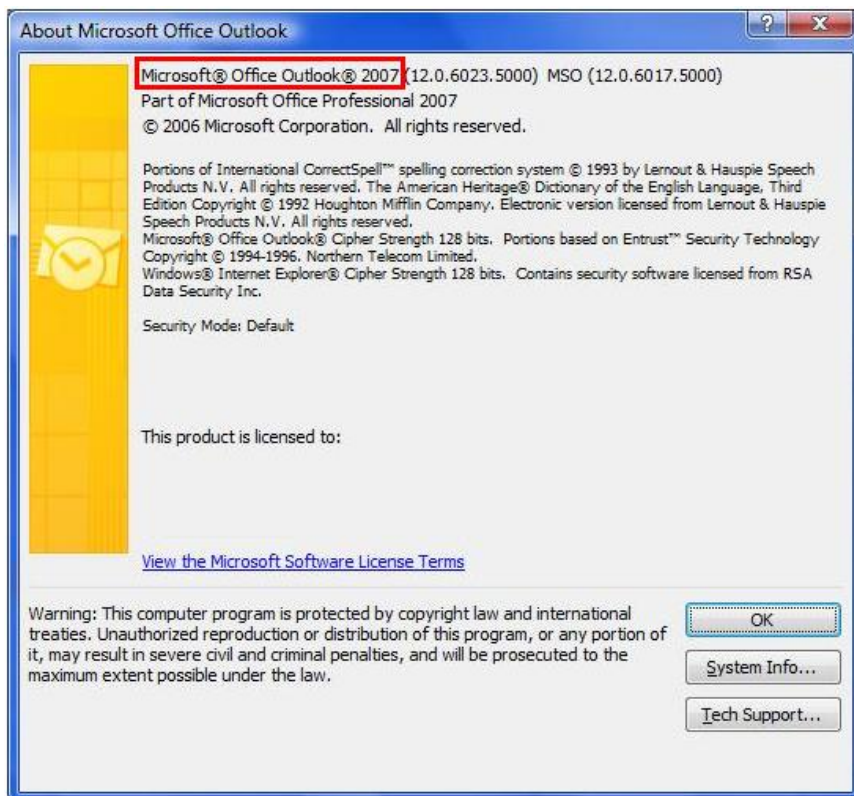
This document assumes:

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

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



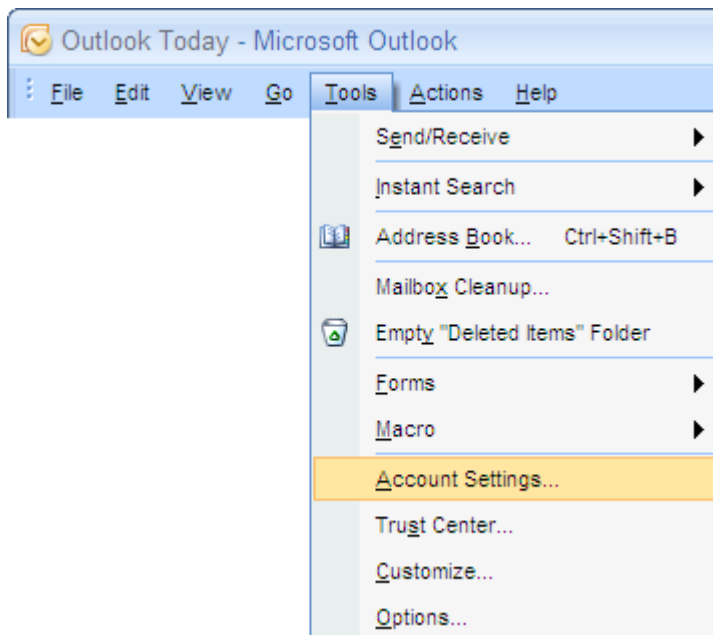
If the 'About' screen says 2007 like in the picture below, continue reading.



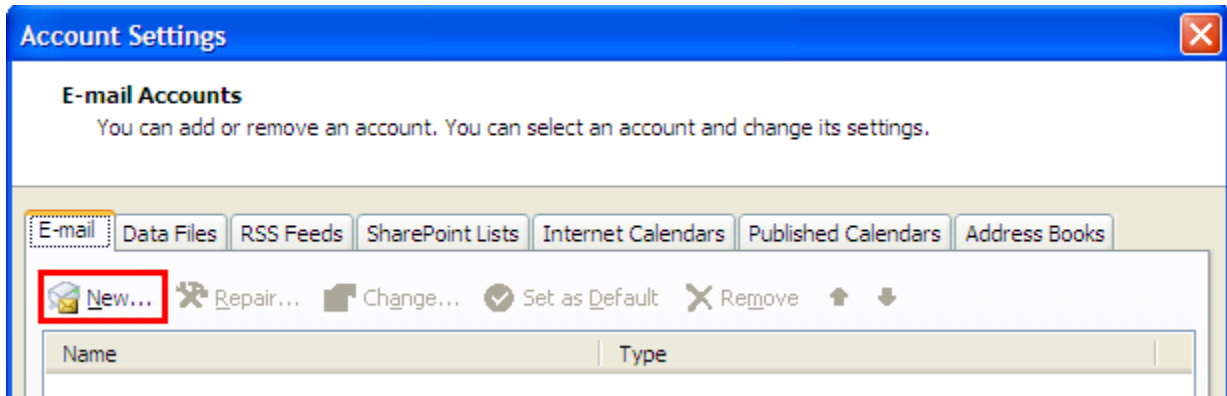
1. Open Outlook using the icon on your desktop or Start menu.



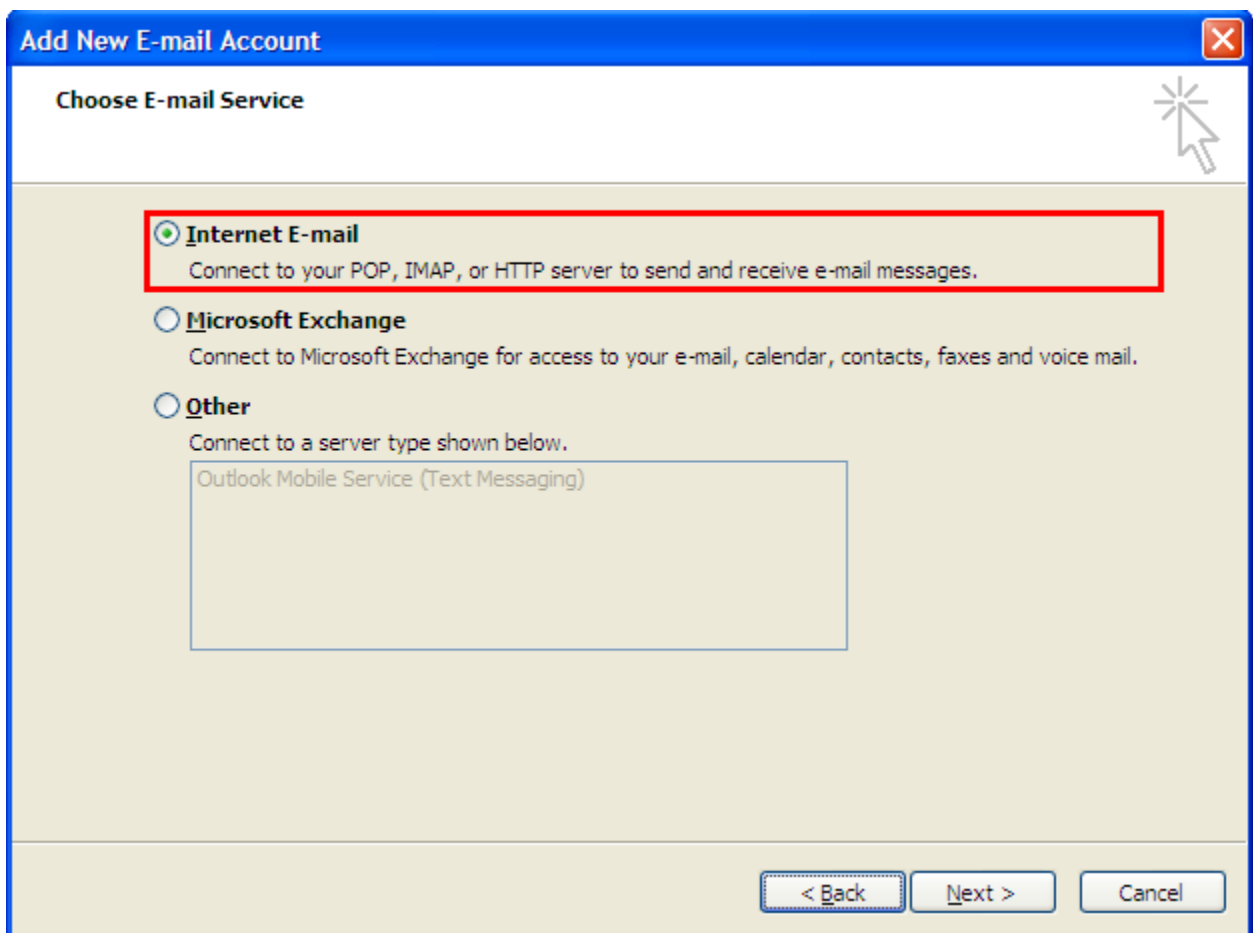
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings...**



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

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

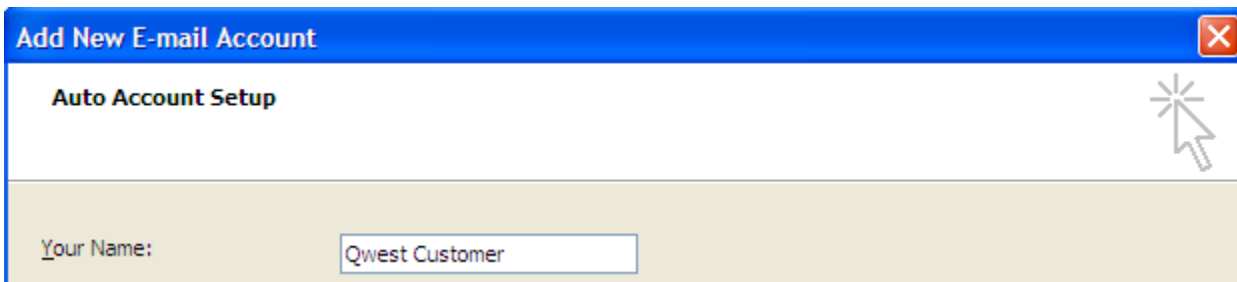
Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

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



Add New E-mail Account

Auto Account Setup

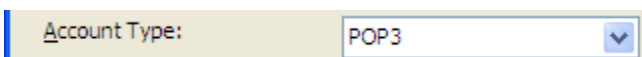
Your Name:

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



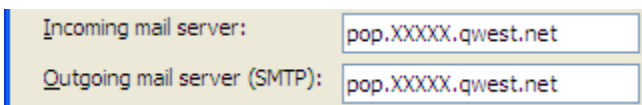
E-mail Address:

8. The account type should be set to POP3.



Account Type:

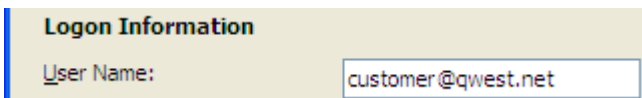
9. Using the list at the end of this document, enter an Incoming and Outgoing mail server (they will be the same).



Incoming mail server:

Outgoing mail server (SMTP):

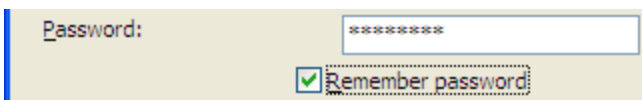
10. In the 'User Name' field, type your full @hotmail.com email address.



Logon Information

User Name:

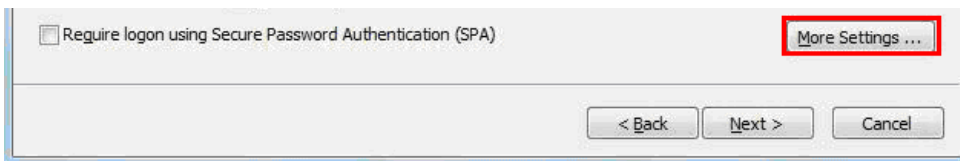
11. In the 'Password' field, type your email password. (Remember, passwords are CaSe SenSiTivE)



Password:

Remember password

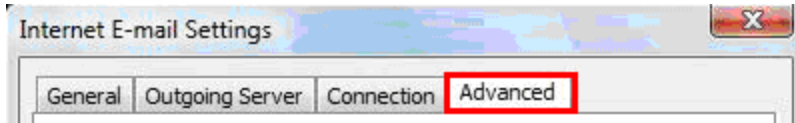
12. Select the **More Settings** button.



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

< Back Next > Cancel

13. Select the **Advanced** tab.

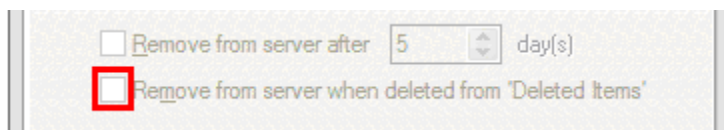


14. If you would like Qwest to maintain a backup copy of your email on its e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no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

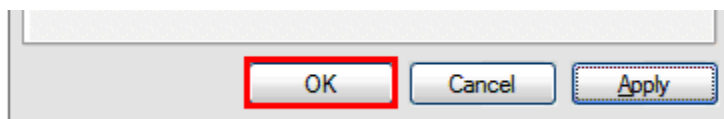


Read this if you checked the box in **19a**.

- 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**.

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

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: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back **Next >** Cancel

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

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

< Back **Finish**



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.cdrr.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