

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

Email Type:
@hotmail.com



Use this document if:

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

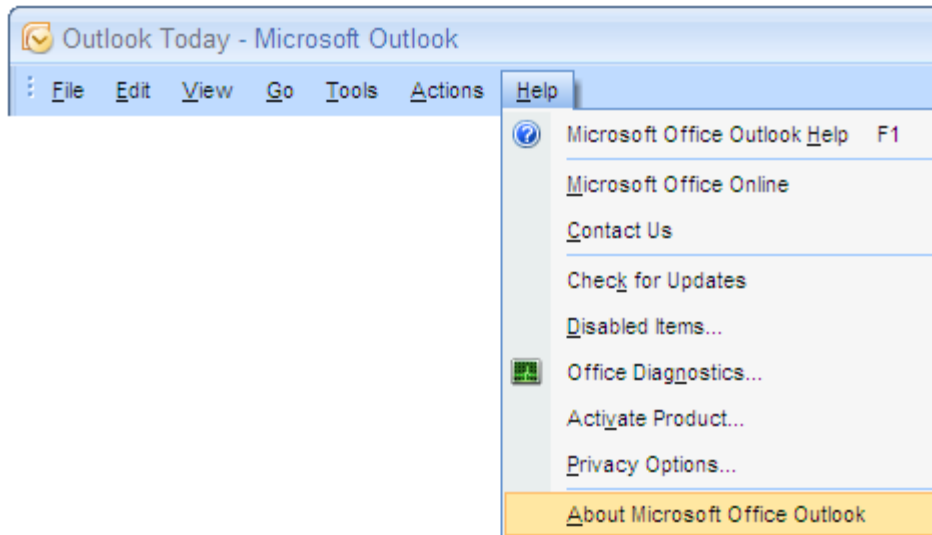
This document assumes:

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

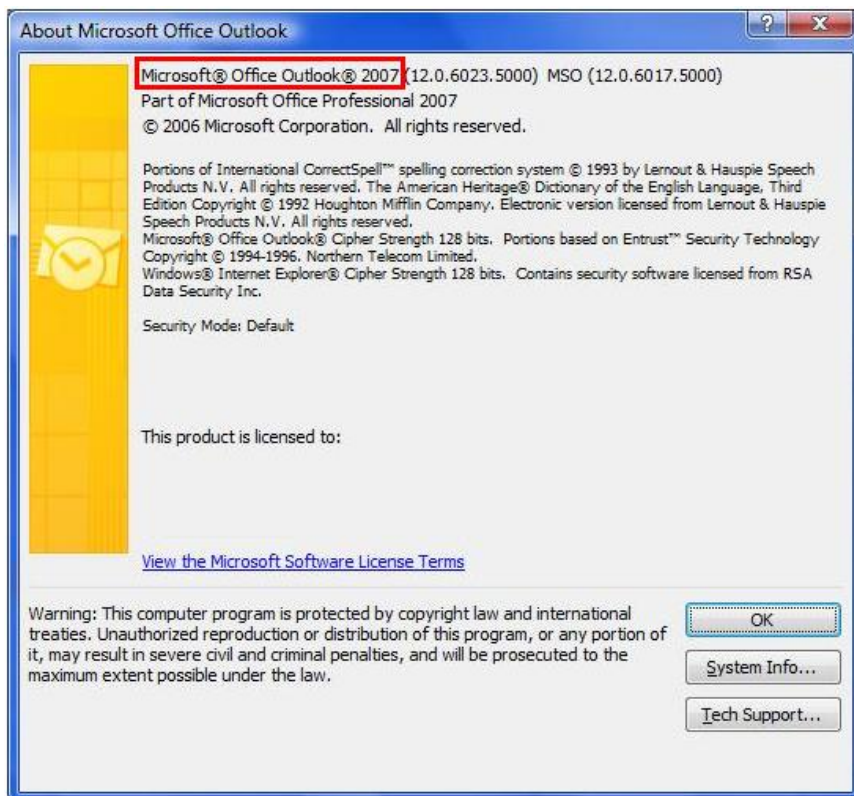
Incoming/Outgoing server info: If you are familiar with how to configure Outlook 2007, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (SSL enabled)
- Outgoing Server: smtp.live.com (TLS 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**.



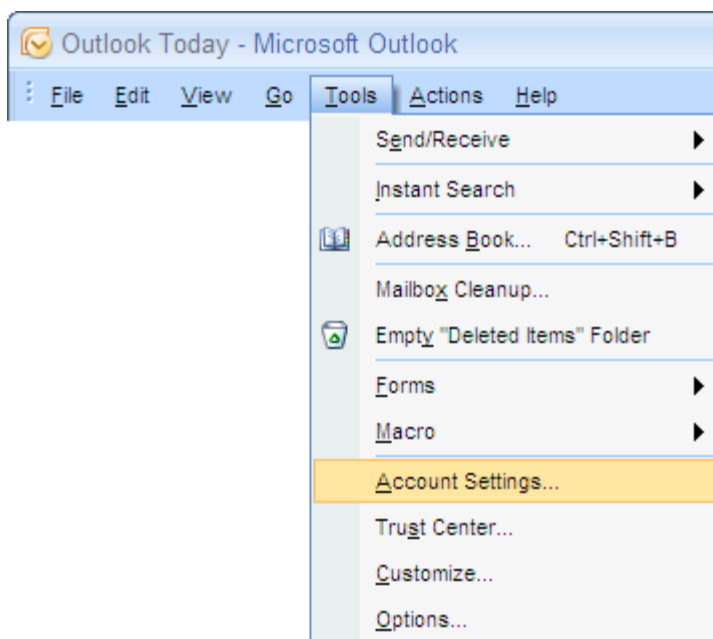
If the 'About' screen says 2007 like in the picture below, continue reading.



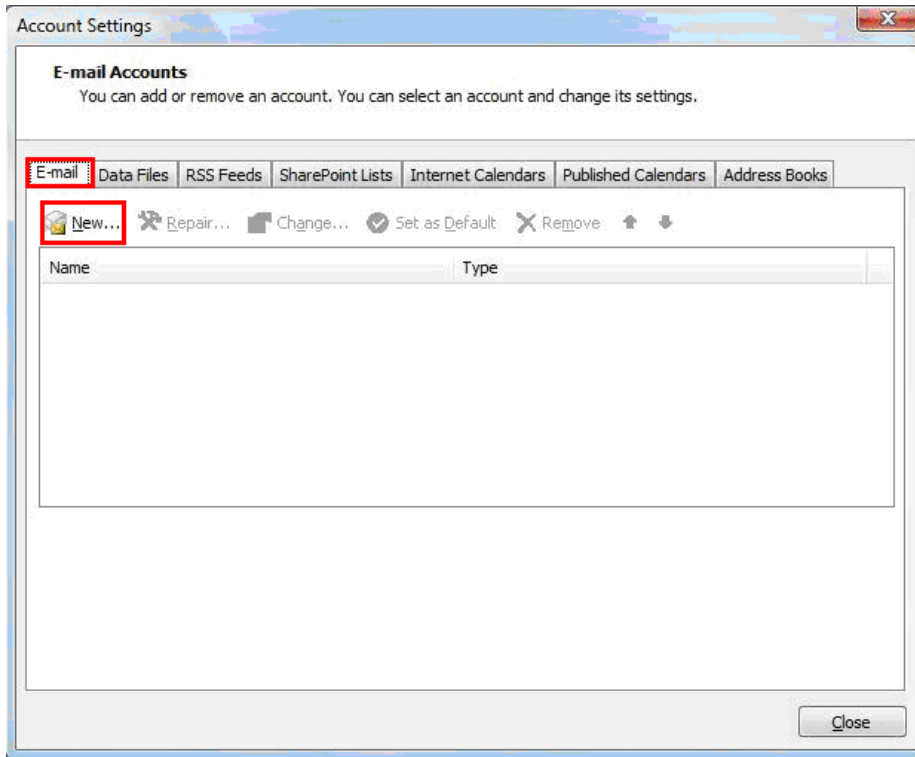
1. Open Outlook using the icon on your desktop or Start menu.



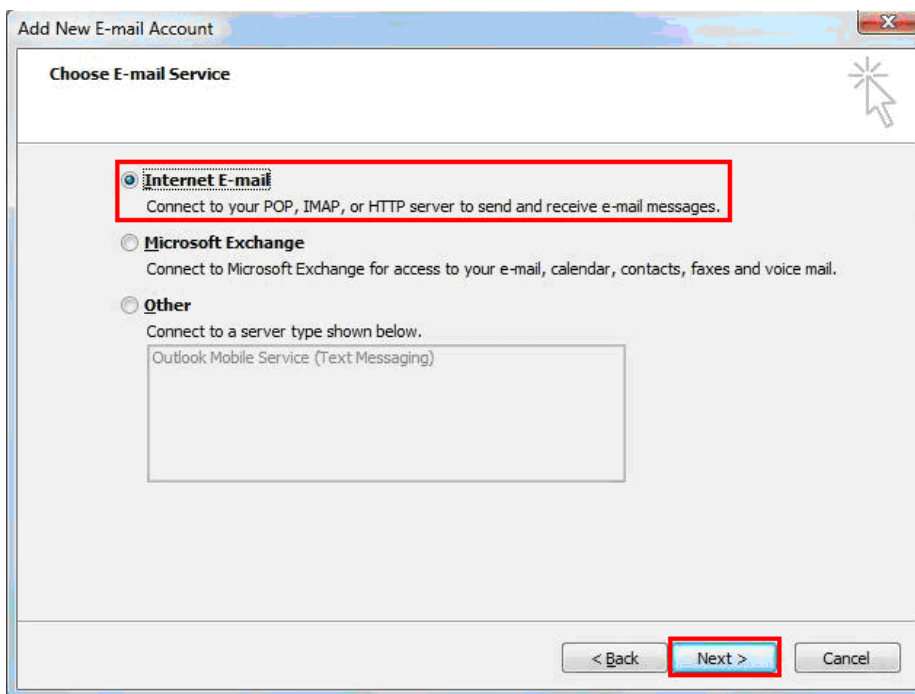
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings**....



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.

The screenshot shows the 'Add New E-mail Account' window. The title bar reads 'Add New E-mail Account'. Below the title bar, the section is titled 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' There are two columns of settings. The left column is titled 'User Information' and contains a 'Your Name:' label and a text box containing 'Qwest Customer'. The right column is titled 'Test Account Settings' and contains a paragraph of text: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. A mouse cursor is pointing at a star icon in the top right corner.

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

This screenshot shows the 'E-mail Address:' label and a text box containing 'customer@hotmail.com'. The text from the previous screenshot is visible in the background.

8. The account type should be set to POP3

The screenshot shows the 'Server Information' section. It includes an 'Account Type:' label and a dropdown menu set to 'POP3'. To the right is a 'Test Account Settings ...' button.

9. The Incoming mail server should be pop3.live.com

This screenshot shows the 'Incoming mail server:' label and a text box containing 'pop3.live.com'.

10. The Outgoing mail server (SMTP) should be smtp.live.com

This screenshot shows the 'Outgoing mail server (SMTP):' label and a text box containing 'smtp.live.com'.

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

The screenshot shows the 'Logon Information' section. It includes a 'User Name:' label and a text box containing 'customer@hotmail.com'.

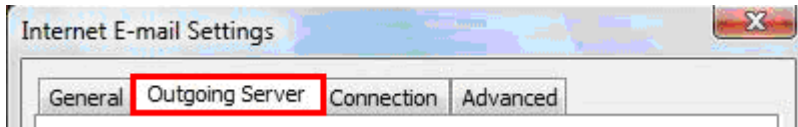
12. In the 'Password' field, type your email password. (Remember, passwords are CaSe SenSiTiVe)

This screenshot shows the 'Password:' label and a text box containing '*****'. Below the text box is a checked checkbox labeled 'Remember password'.

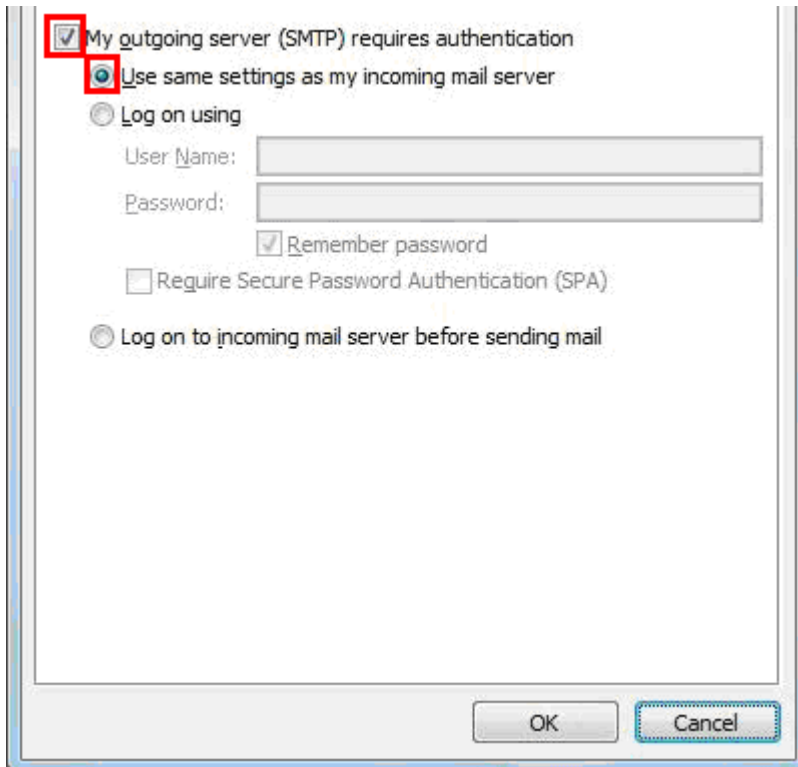
13. Select the **More Settings** button

The screenshot shows the bottom of the window. It includes a checkbox labeled 'Require logon using Secure Password Authentication (SPA)'. To the right is a 'More Settings ...' button, which is highlighted with a red rectangle. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

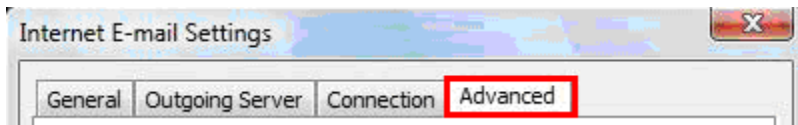
14. In the 'Internet E-Mail Settings' dialog box, select the **Outgoing Server** tab.



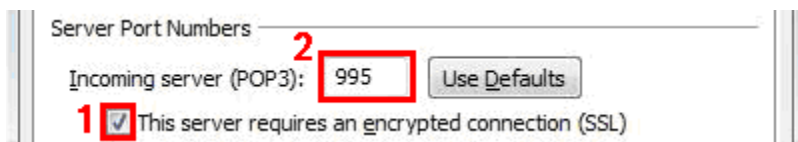
15. Check the box labeled **My outgoing server (SMTP) requires authentication**. Then, select **Use the same settings as my incoming mail server**.



16. Select the **Advanced** tab.



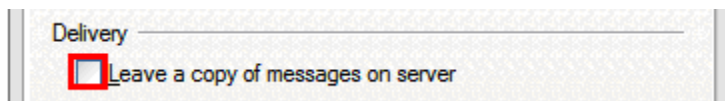
17. Check **This server requires an encrypted connection (SSL)**, then type 995 in the **Incoming Server (POP3):** box.



18. In the **Use the following type of encrypted connection:** box, select **TLS**, then make sure the **Outgoing Server (SMTP)** box shows 25.

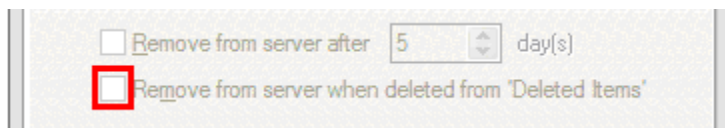


19. If you would like MSN to maintain a backup copy of your email on its e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer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

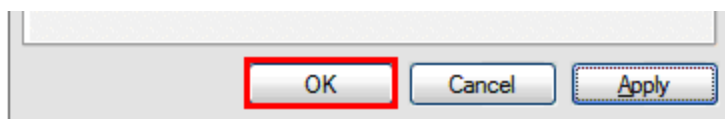


Read this if you checked the box in **19a**.

b. Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote 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>.



20. Select **OK**.



21. Select **Next** on the 'E-Mail Accounts' screen.

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-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into several sections: 'User Information' with fields for 'Your Name' (Qwest Customer) and 'E-mail Address' (customer@hotmail.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (pop3.live.com) and 'Outgoing mail server (SMTP)' (smtp.live.com); and 'Logon Information' with fields for 'User Name' (customer@hotmail.com) and 'Password' (masked with asterisks), plus a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. A 'Test Account Settings ...' button is present in the 'Test Account Settings' section. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'. A 'More Settings ...' button is also visible near the bottom right.

22. 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. To close the wizard, click Finish.' On the left side, there is a decorative graphic of a mailbox. At the bottom, there are two buttons: '< Back' and 'Finish' (highlighted with a red box).