

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

**Email Type:**  
**@live.com**



**Use this document if:**

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

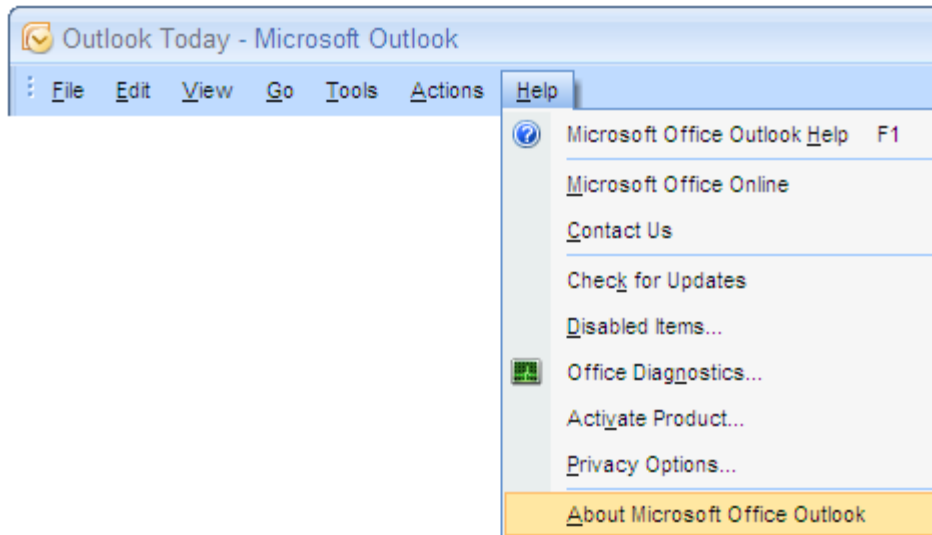
**This document assumes:**

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

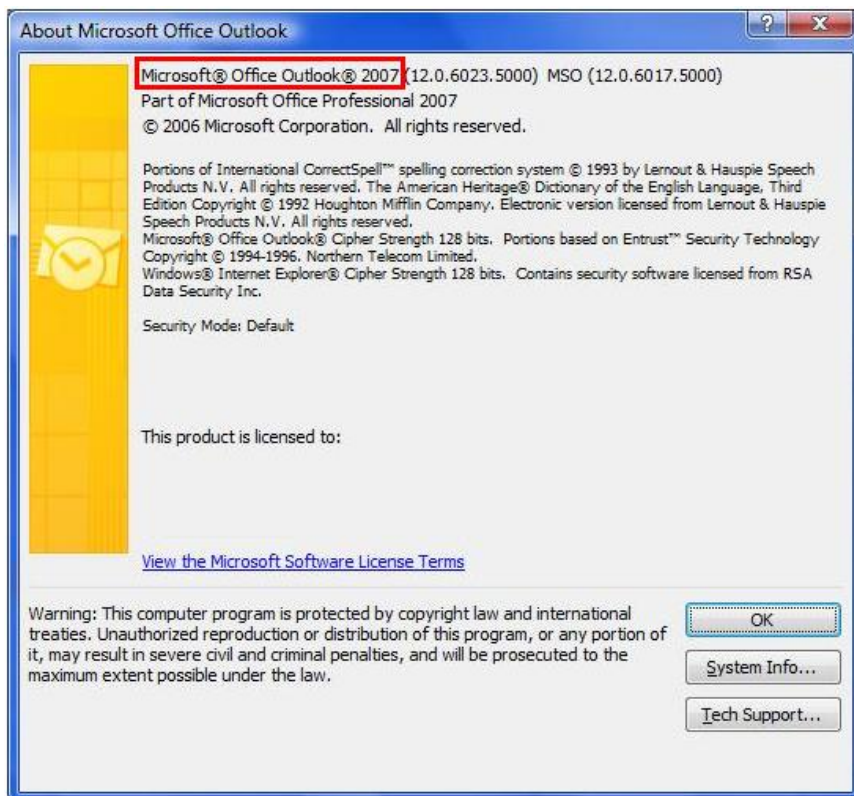
**Incoming/Outgoing server info:** If you are familiar with how to configure Outlook 2007, use the following information. If you need more help, continue reading.

- 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** to see what version of Outlook you have.



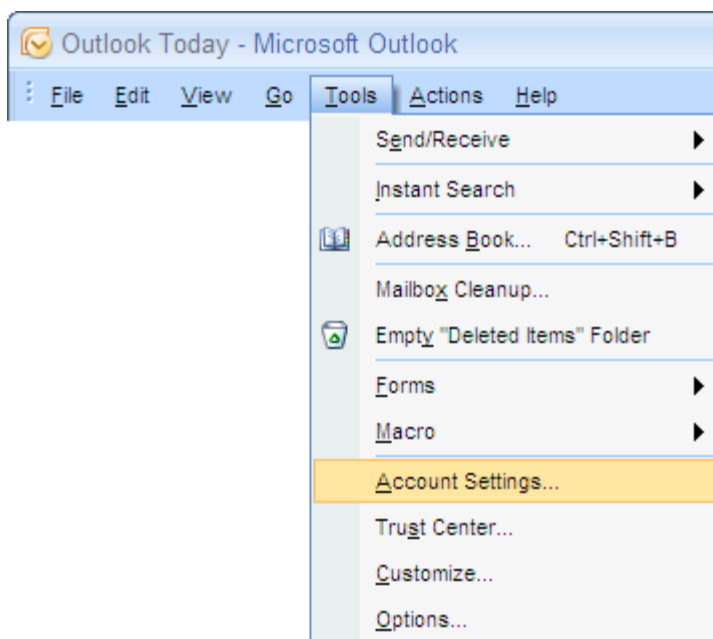
If the 'About' screen says 2007 like in the picture below, continue reading.



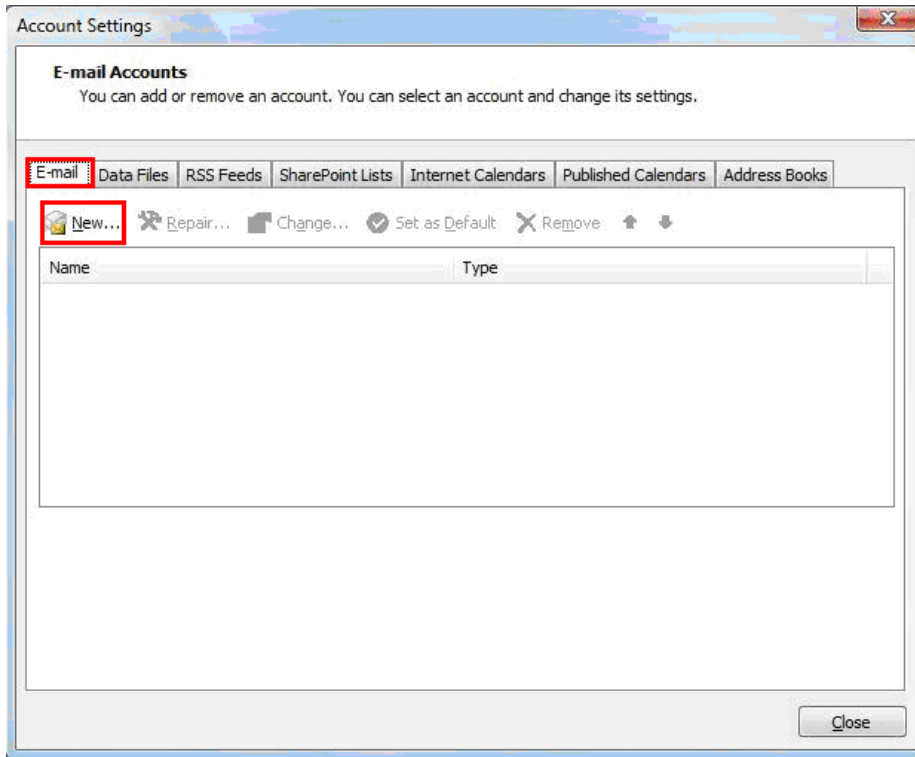
1. Open Outlook using the icon on your desktop or Start menu.



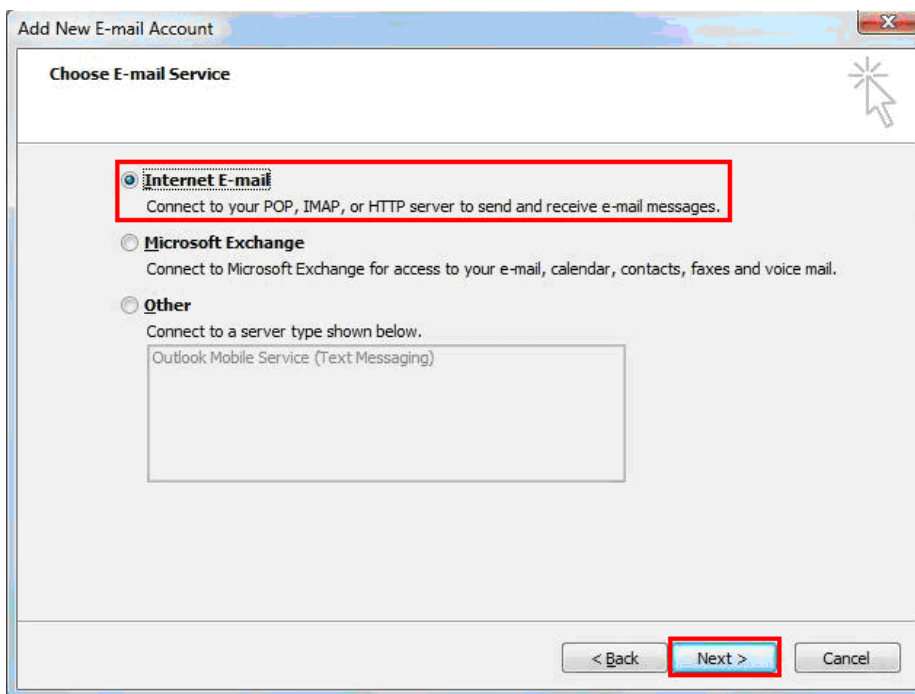
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings**....



3. 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 says 'Add New E-mail Account'. Below the title bar, there is a section titled 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' Below this, there are two columns: 'User Information' and 'Test Account Settings'. In the 'User Information' column, the 'Your Name:' field contains 'Qwest Customer'. In the 'Test Account Settings' column, there is a text box that says '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 of the window.

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

The screenshot shows the 'Add New E-mail Account' window. The 'E-mail Address:' field contains 'customer@live.com'. The text box from the previous screenshot is still visible on the right side of the window.

8. The account type should be set to POP3

The screenshot shows the 'Add New E-mail Account' window. The 'Server Information' section is visible. The 'Account Type:' dropdown menu is set to 'POP3'. A 'Test Account Settings ...' button is highlighted with a blue dashed border.

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

The screenshot shows the 'Add New E-mail Account' window. The 'Incoming mail server:' field contains 'pop3.live.com'.

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

The screenshot shows the 'Add New E-mail Account' window. The 'Outgoing mail server (SMTP):' field contains 'smtp.live.com'.

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

The screenshot shows the 'Add New E-mail Account' window. The 'Logon Information' section is visible. The 'User Name:' field contains 'customer@live.com'.

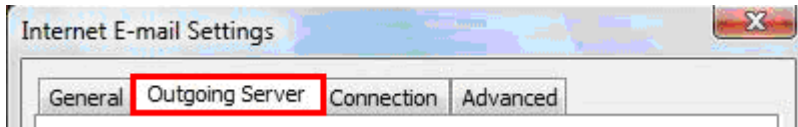
12. In the 'Password' field, type you email password. (Remember, passwords are CaSe SenSiTiVe)

The screenshot shows the 'Add New E-mail Account' window. The 'Password:' field contains '\*\*\*\*\*'. Below the password field, there is a checked checkbox labeled 'Remember password'.

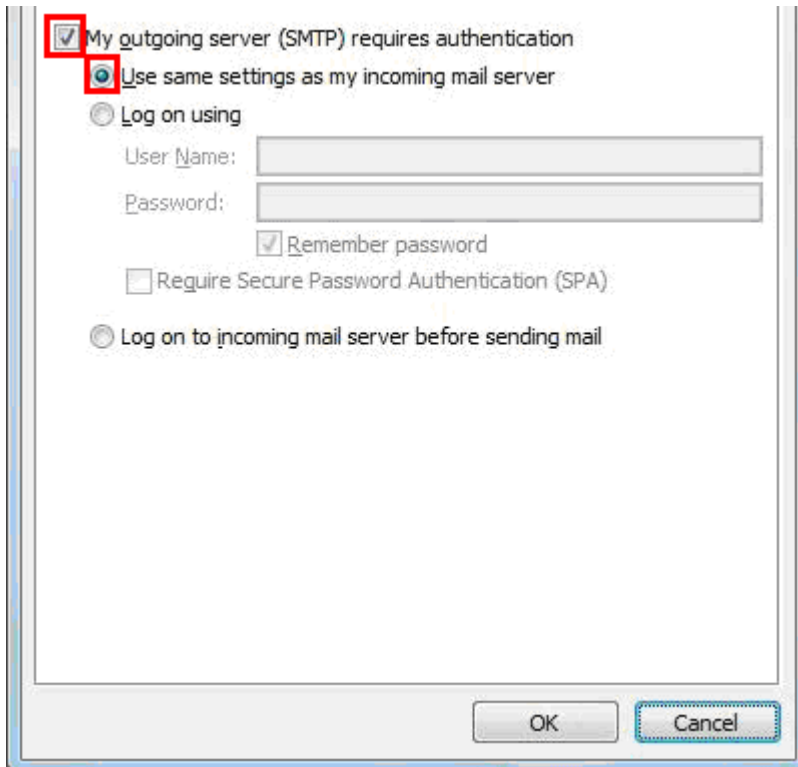
13. Select the **More Settings** button

The screenshot shows the 'Add New E-mail Account' window. The 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. The 'More Settings ...' button is highlighted with a red border. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

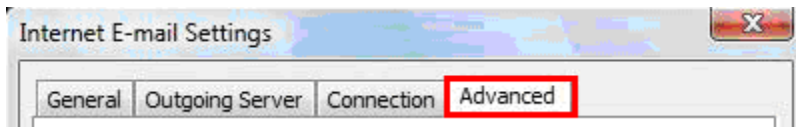
14. In the 'Internet E-Mail Settings' dialog box, select the **Outgoing Server** tab.



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



16. Select the **Advanced** tab.



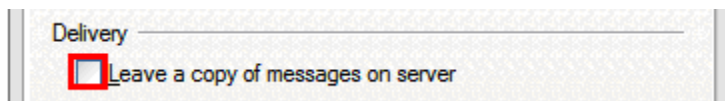
17. Check **This server requires an encrypted connection (SSL)**, then type 995 in the **Incoming Server (POP3):** box.



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

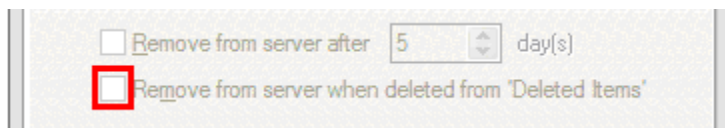


19. If you would like MSN to maintain a backup copy of your email on its e-mail server:  
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer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

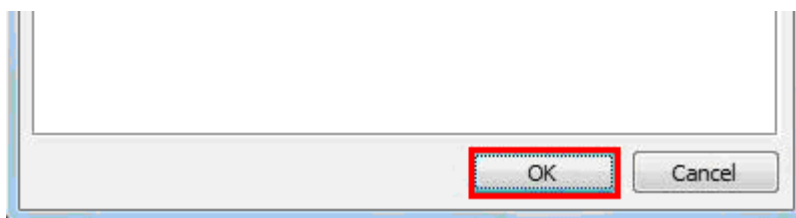


Read this if you checked the box in **19a**.

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 a window titled "Add New E-mail Account" with a close button in the top right corner. 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:" with the value "Qwest Customer" and "E-mail Address:" with the value "customer@live.com".
- Server Information:** "Account Type:" with a dropdown menu set to "POP3", "Incoming mail server:" with the value "pop3.live.com", and "Outgoing mail server (SMTP):" with the value "smtp.live.com".
- Logon Information:** "User Name:" with the value "customer@live.com" and "Password:" with a masked field "\*\*\*\*\*". There is a checked checkbox for "Remember password" and 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 button labeled "Test Account Settings ...".

At the bottom right, there is a button labeled "More Settings ...". At the bottom center, there are three navigation buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel".

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

The screenshot shows the same window titled "Add New E-mail Account". The main heading is "Congratulations!" followed by 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 and envelopes. At the bottom center, there are two navigation buttons: "< Back" and "Finish" (highlighted with a red box).