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## USING OUTLOOK 2007 WITH ENTERGROUP – IMAP SETUP

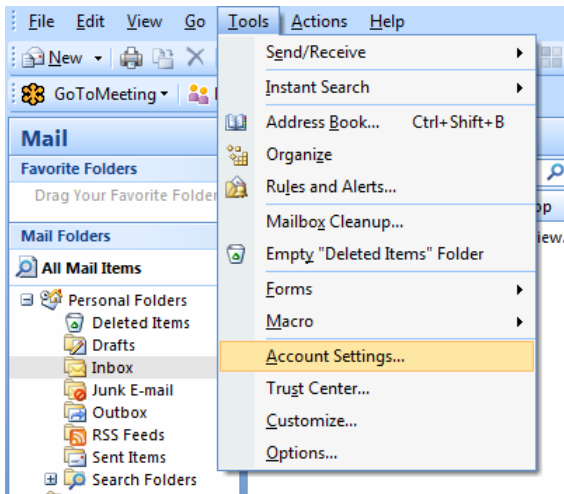
In this tutorial you will learn how to use Outlook 2007 with your EnterGroup account. You will learn how to setup an account to download your emails using IMAP into your local email client.

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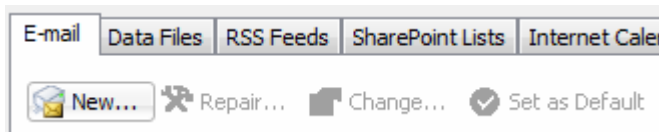
# Outlook 2007 Setup

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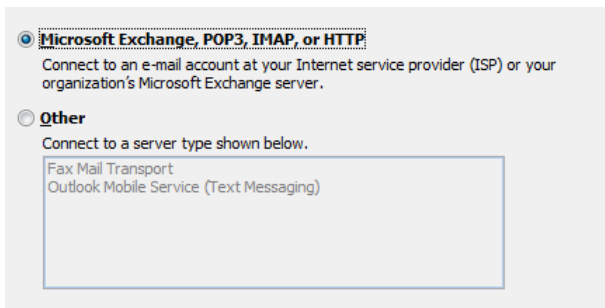
Open Outlook 2007 and go to Tools -> Account Settings.



Make Sure you are on the E-mail tab and click “New.”



Select “Microsoft Exchange, POP3, IMAP, or HTTP” and click Next.



On the following page do not enter any information. Check “Manually configure server settings or additional server types” and click 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

Select “Internet E-Mail” and click Next.

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

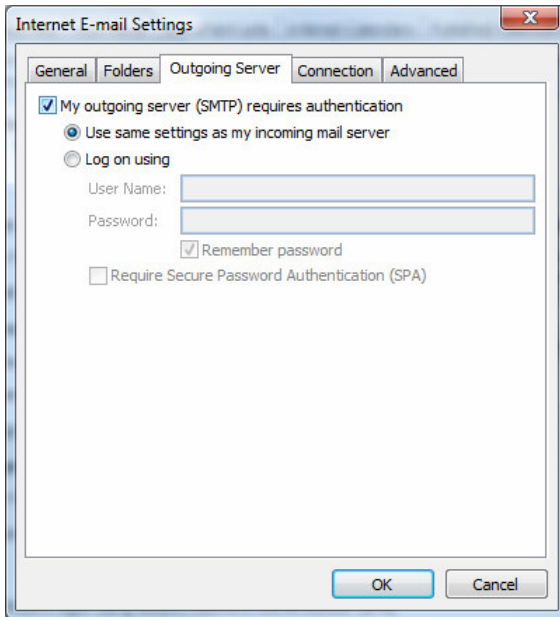
**Other**  
Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

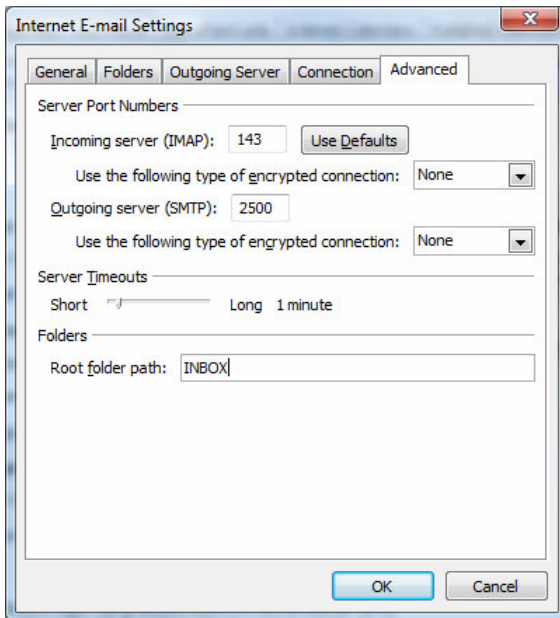
Enter the following information.

- Your Name: Enter your name as you want it to appear on outgoing messages.
- Email Address: Your email address.
- Account type: Select “IMAP.”
- Incoming mail server: imap.mailanyone.net
- Outgoing mail server (SMTP): smtp.mailanyone.net
- Click on “More Settings.”

Click on the Outgoing Server tab & check “My outgoing server requires authentication.”



Click on the Advanced Tab. Where it says Outgoing server (SMTP): 25, change this to 2500. Where it says “Root folder path,” enter “INBOX” (without quotes).



Click on the Folders tab. Select the second radio button (“Choose an existing folder...”). Expand the tree and select your EnterGroup Sent Items folder.

Click Next and then click Finish to complete the setup.