

Email setup: Netbay for Microsoft Outlook 2007

1. Open Outlook 2007, click on Tools - Account Settings



2. Click on the **E-mail** tab, then **New**

E-mail Accounts You can add or remove an account. You can select an account and change its settings.							
mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books	
🗟 Ne	ew 🔀 R	epair 💼	Change 📀 :	Set as Default 🛛 🗙 R	emove 🕈 🕹		
Name	2			Туре			

3. Tick checkbox beside Manually configure server settings or additional server types, click Next

Auto Account Setu	p	
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 s	erver settings or additional server types	
	Car Next > Car	vcel

4. In the Add New E-mail Account window, select Internet E-mail, click Next

d New E-mai	nail Service
0	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
	Outlook Mobile Service (Text Messaging)

- 5. Enter settings as per the screen below, and note that:
 - a. E-mail Address: your full email address e.g. john@netbay.com.au
 - b. Account Type is POP3
 - c. Incoming mail server: pop.netbay.com.au
 - d. Outgoing mail server: smtp.netbay.com.au
 - e. User Name: your full email address e.g. john@netbay.com.au
 - f. Password: your email password

Click Next when done, and Finish.

User Information		Test Account Settings	
Your Name:	Your name	After filling out the information on this screen, w	
E-mail Address:	john@netbay.com.au	button below. (Requires network connection)	
Server Information			
<u>A</u> ccount Type:	POP3	Lest Account Settings	
Incoming mail server:	pop.netbay.com.au		
Outgoing mail server (SMTP):	smtp.netbay.com.au		
Logon Information			
<u>U</u> ser Name:	john@netbay.com.au		
<u>P</u> assword:	*****		
V F	Remember password		

6. You have successfully set up your Netbay email account on Microsoft Outlook 2007!