

Things you will need:

- Your domain name.
- Your Email address ([Creating Email Accounts - All purpose](#)).
- Your email password.
- **NOTE:**

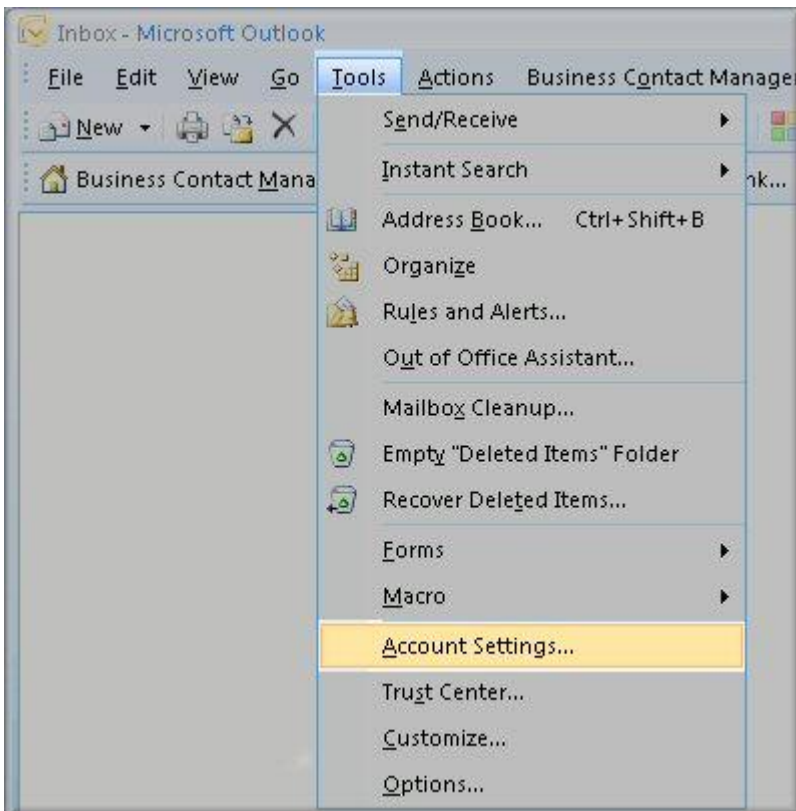
Text in this color is used as an example. Please be sure to replace this text with the proper information for your site or server. Be sure to replace mt-example.com with your domain name, and ##### with your [site number](#).

The following tutorial is provided as a courtesy to our customers to help you configure your mail software to work with (mt) Media Temple's hosting solutions.

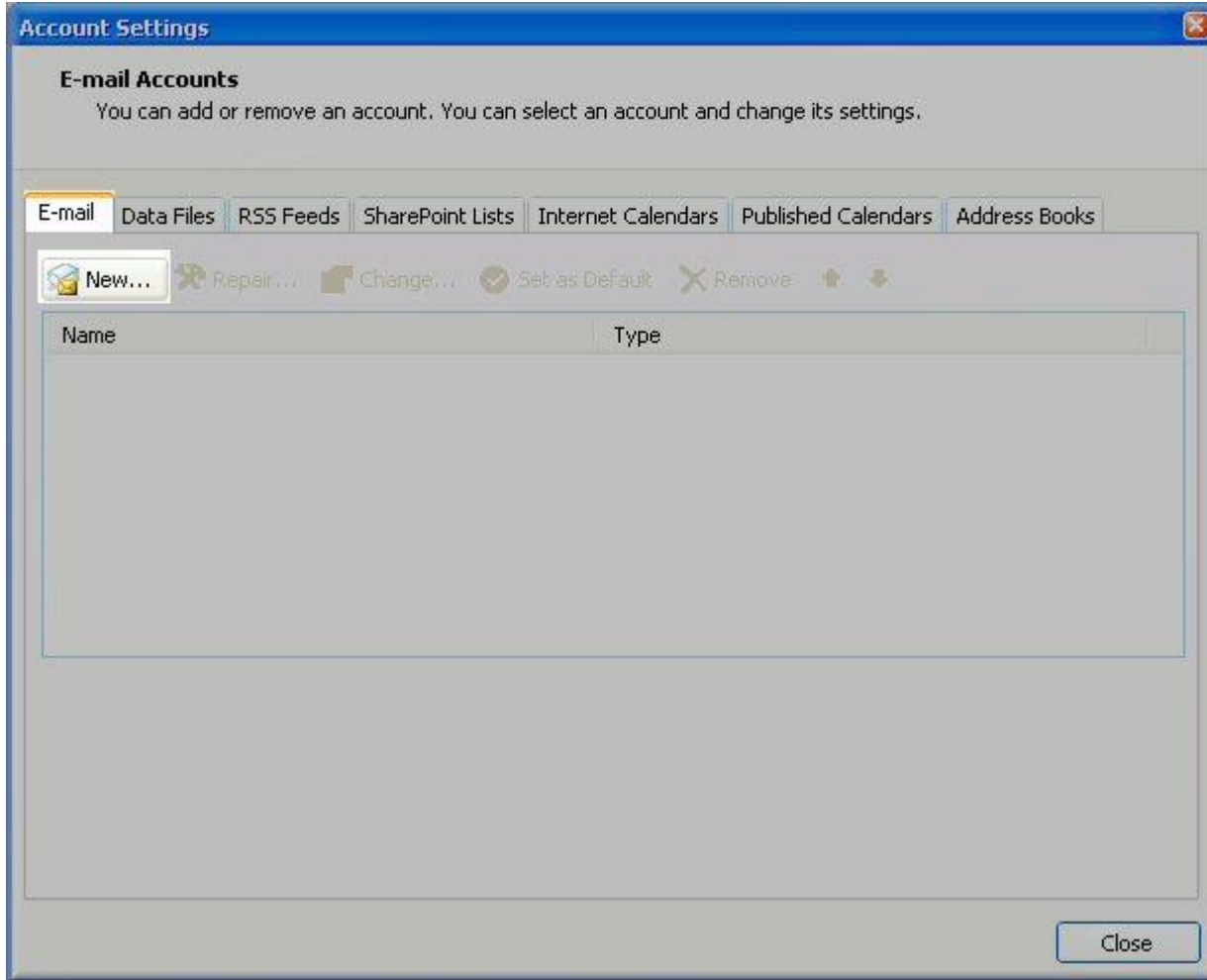
Third-party software can not be supported directly by (mt) Media Temple. If you have further questions about configuring Outlook please visit <http://support.microsoft.com/>

Configuring your email client: Outlook 2007

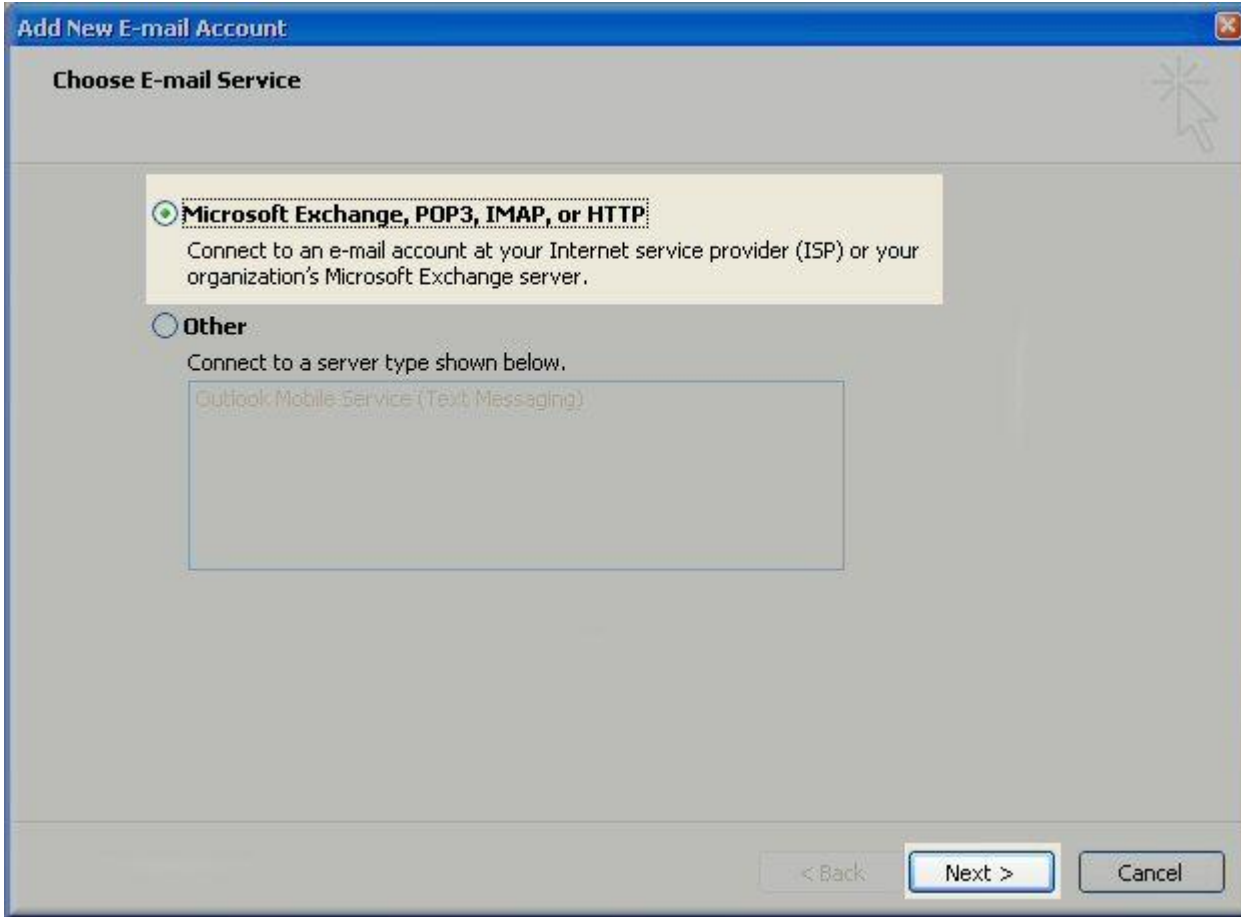
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.



- Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



- On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

NOTE:

(mt) Media Temple does not support this feature on our mail servers, so you should not use the Auto Account Setup feature.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Senkovic

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

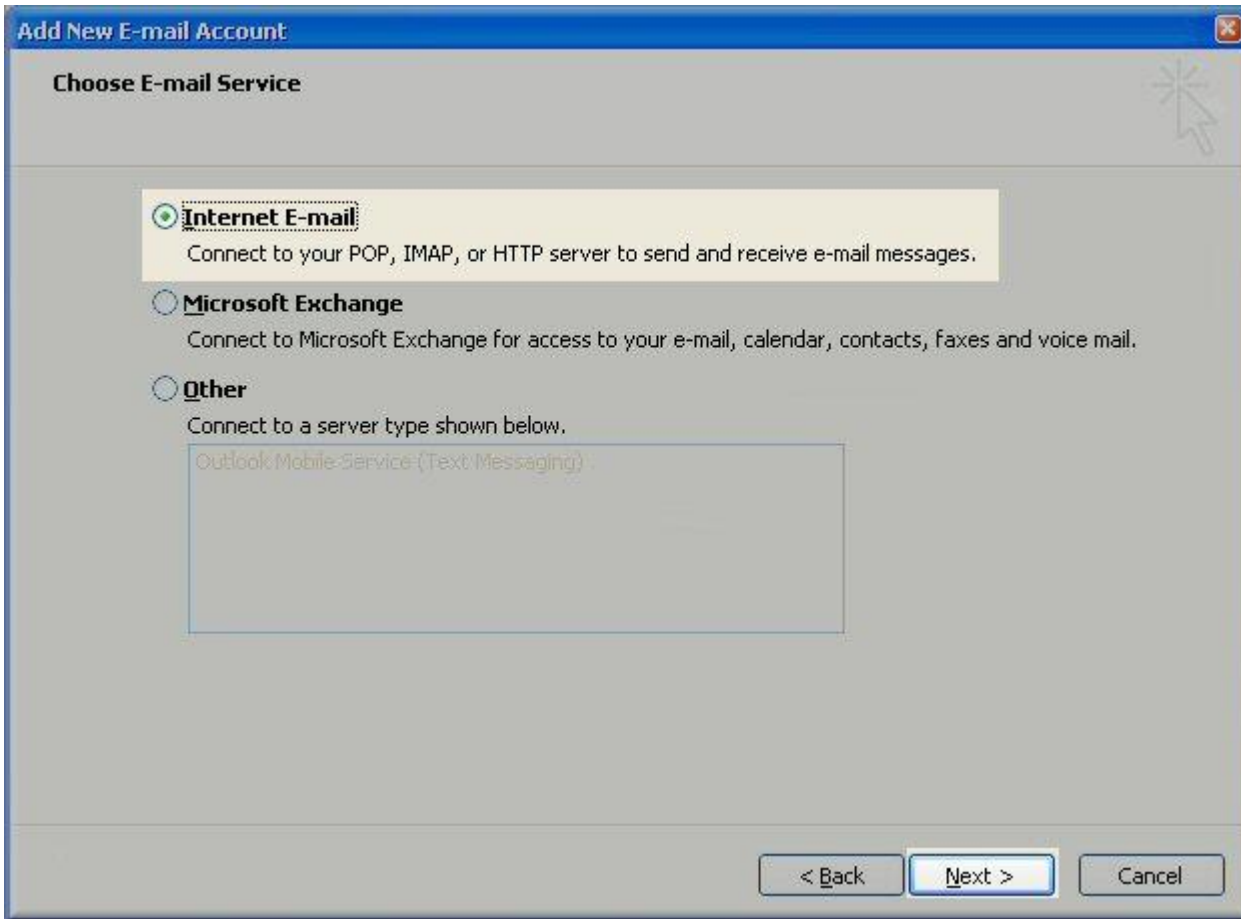
Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

6. Select Internet E-mail option and click Next.



7. Fill in the following fields:
 - o Enter Your Name as you want it to appear.
 - o Enter your full email address username@mt-example.com in the Email address: field.
 - o Select POP3 or IMAP.
 - o Enter mail.mt-example.com in the Incoming mail (POP3, IMAP) server: field.
 - o Enter mail.mt-example.com in the Outgoing mail (SMTP) server: field.
 - o Enter your username username@mt-example.com in the Account name: field.
 - o Enter your email password in the Password: field.

Add New E-mail Account

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

User Information

Your Name: John Smith

E-mail Address: jsmith@my-domain-temple.net

Server Information

Account Type: POP3

Incoming mail server: mail.my-domain-temple.net

Outgoing mail server (SMTP): mail.my-domain-temple.net

Logon Information

User Name: jsmith@my-domain-temple.net

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

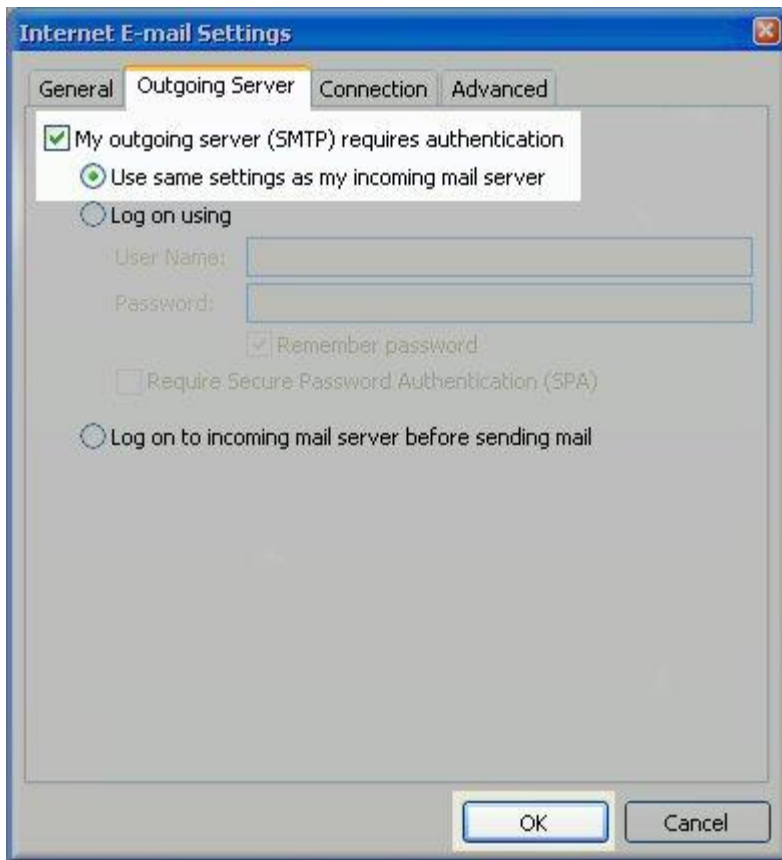
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

8. Perform the following steps:
 - Click on More Settings...
 - Click on the Outgoing Server tab.
 - Check My outgoing server (SMTP) Requires Authentication
 - Make sure Use same setting as my incoming mail server is also checked.
 - Click on OK.



9. Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window.
Click OK to save your settings.

Add New E-mail Account

Internet E-mail Settings

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



User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

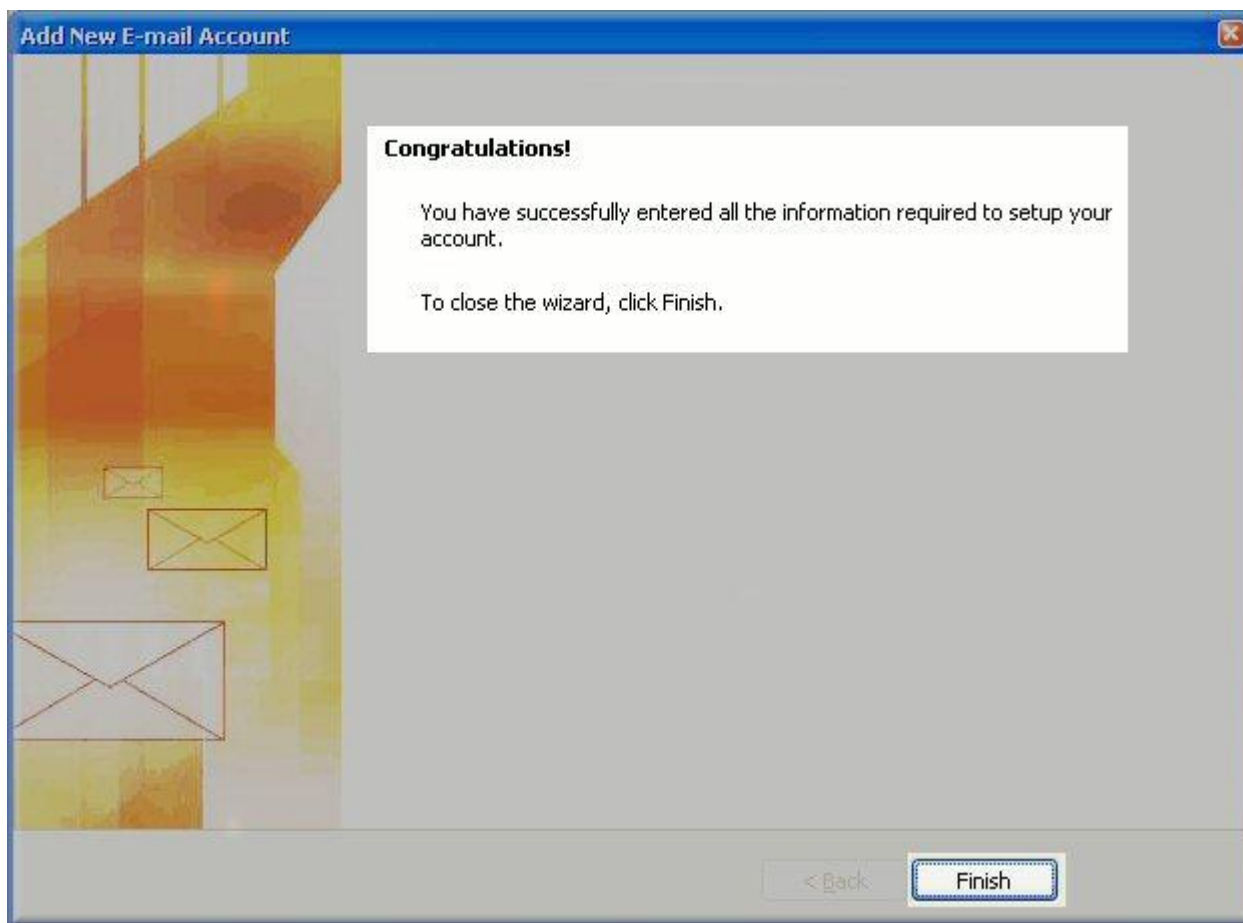
Remember password

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)

10. Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.



NOTE:

NOTE: (gs) Grid-Service accounts only: If you are still having issues sending email you can try the following: