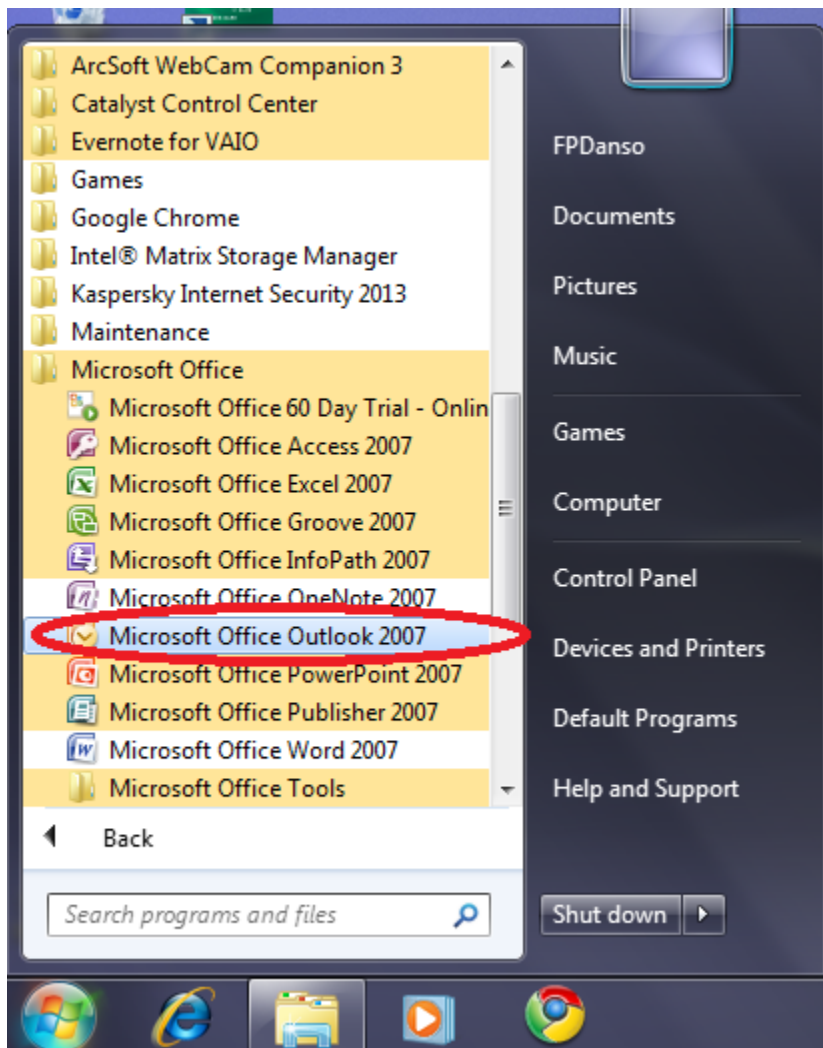


Click on **START**/ Windows LOGO at the lower left corner of your screen.

**All Programs > Microsoft Office > Microsoft Office Outlook 2007**



- 1) If you have not setup Outlook before, you should “**Outlook Start up Screen**”(skip 2 if you have **Outlook Start up Screen** )  
Click **Next** > Select “Yes” then **Next** >
- 2) If you don't see outlook startup screen but a version of already configured outlook itself ,Go to **Tools > Email Account >** Under the Email Headings, select **Add a new email account**,  
  
Click **Next** >

Check on the box next to “**Manually configure server settings or additional server types**”

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**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

Click **Next** > Select **Internet Email** > then **Next** > Enter the Your own credentials as done by this user in the picture;Your Name,Your Email Address and Server Information remains the same & change Logon Information to your full UG email account and Password

**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: Emmanuel Tetteh  
E-mail Address: ematetteh@ug.edu.gh

**Server Information**  
Account Type: POP3  
Incoming mail server: pop.ug.edu.gh  
Outgoing mail server (SMTP): smtp.ug.edu.gh

**Logon Information**  
User Name: ematetteh@ug.edu.gh  
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

Then click on **“More Settings”** button >

Click on 2<sup>nd</sup> tab **“Outgoing Server”** , check the box next to **“My Outgoing server requires authentication”**

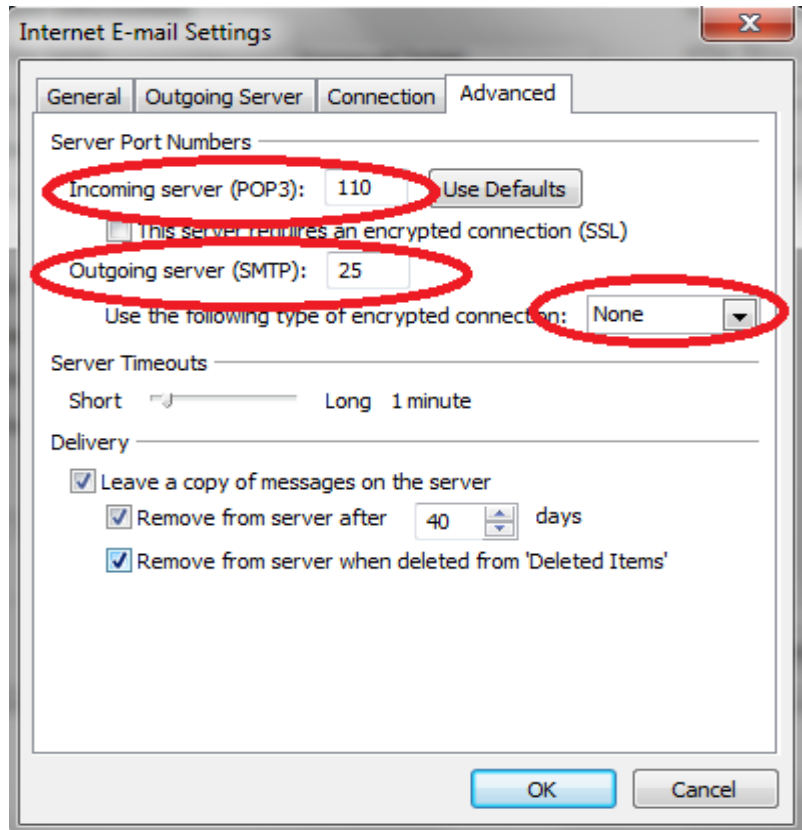
**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server  
 Log on using  
User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

OK   Cancel

Click on the last tab called “**Advanced**”. **Incoming server (POP3) -110**, **Outgoing server(SMTP)-25**, Use the following type of encryption connection - None



When your done, you click **OK** button, to return to the previous window

This time click **Next** then **Finish** to complete it. You should now see your mails coming into your microsoft outlook mail box.