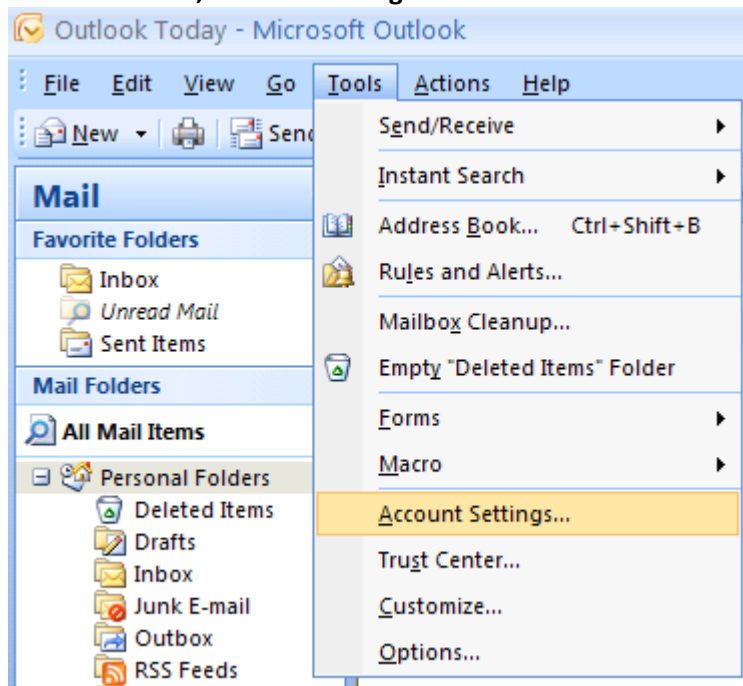
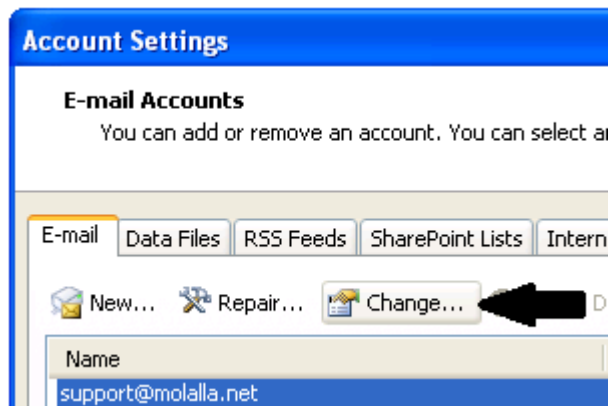


# Outlook 2007 Verification

## 1. Select Tools, Account Settings...



## 2. Select the email account and click on Change...



3. Verify the following information
  - Your Name – **Name displayed on outgoing emails**
  - E-mail Address – **E-mail address where people may respond to you**
  - Incoming mail server – **pop3.molalla.net**
  - Outgoing mail server (SMTP) – **smtp.molalla.net**
  - User Name – **your full molalla.net email address with @molalla.net**

**Change 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

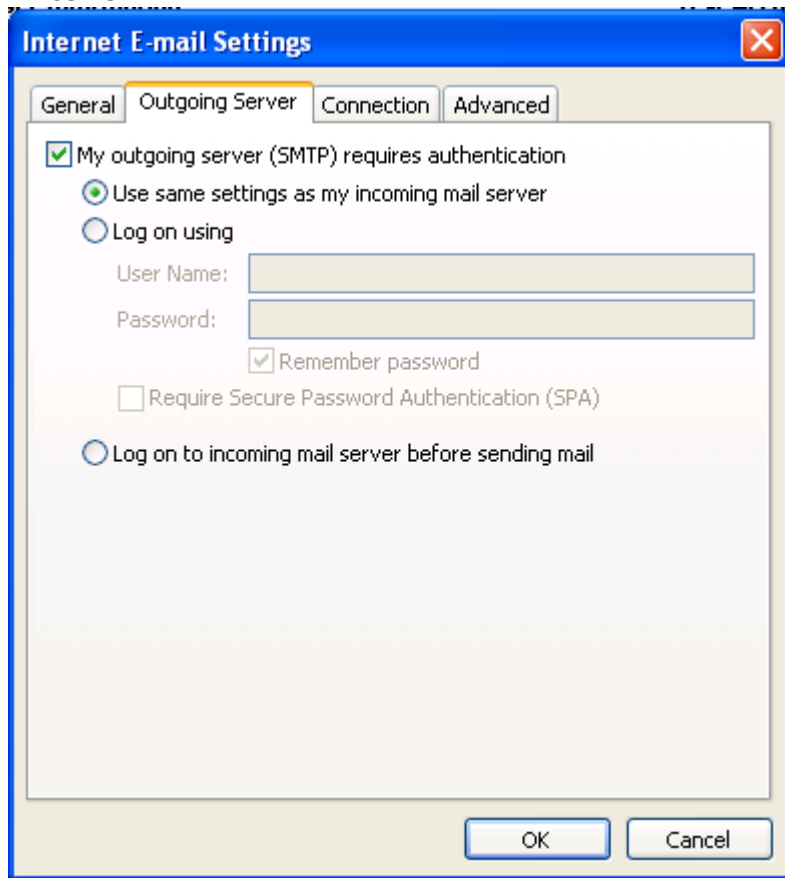
Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

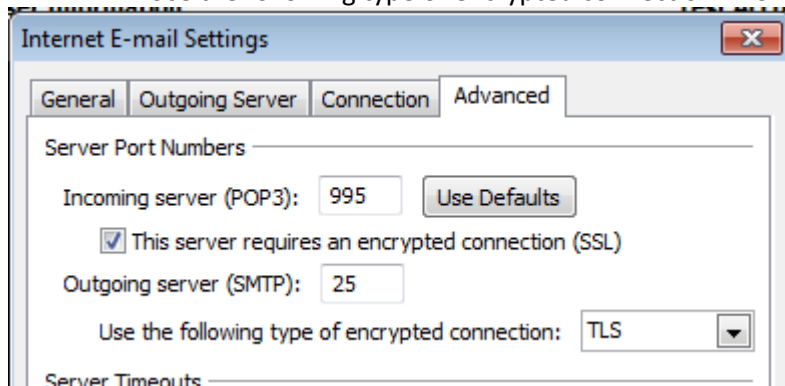
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

4. **Click on More Settings ...**

5. Click on the **Outgoing Server Tab** and verify that you have a **check next to My outgoing server (SMTP) requires authentication**, and the **dot is next to Use same settings as my incoming mail server**.



6. Click on the **Advanced Tab** and verify or enter the following information
- Incoming server (POP3): **995**
  - **Check mark next to This server requires an encrypted connection (SSL)**
  - Outgoing server (SMTP): **25**
  - Use the following type of encrypted connection: **TLS**



7. Press **OK**, then **Press Next**, and then **press Finish** to close the wizard.