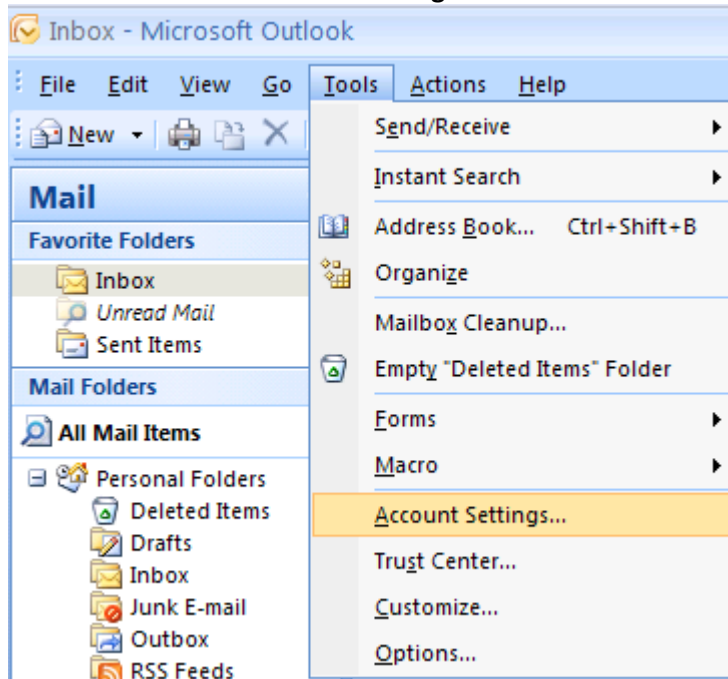


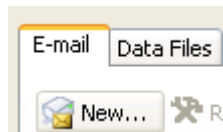
New Outlook 2007 Setup

To determine which version of email program you have select Help, and then select About Microsoft Office Outlook.

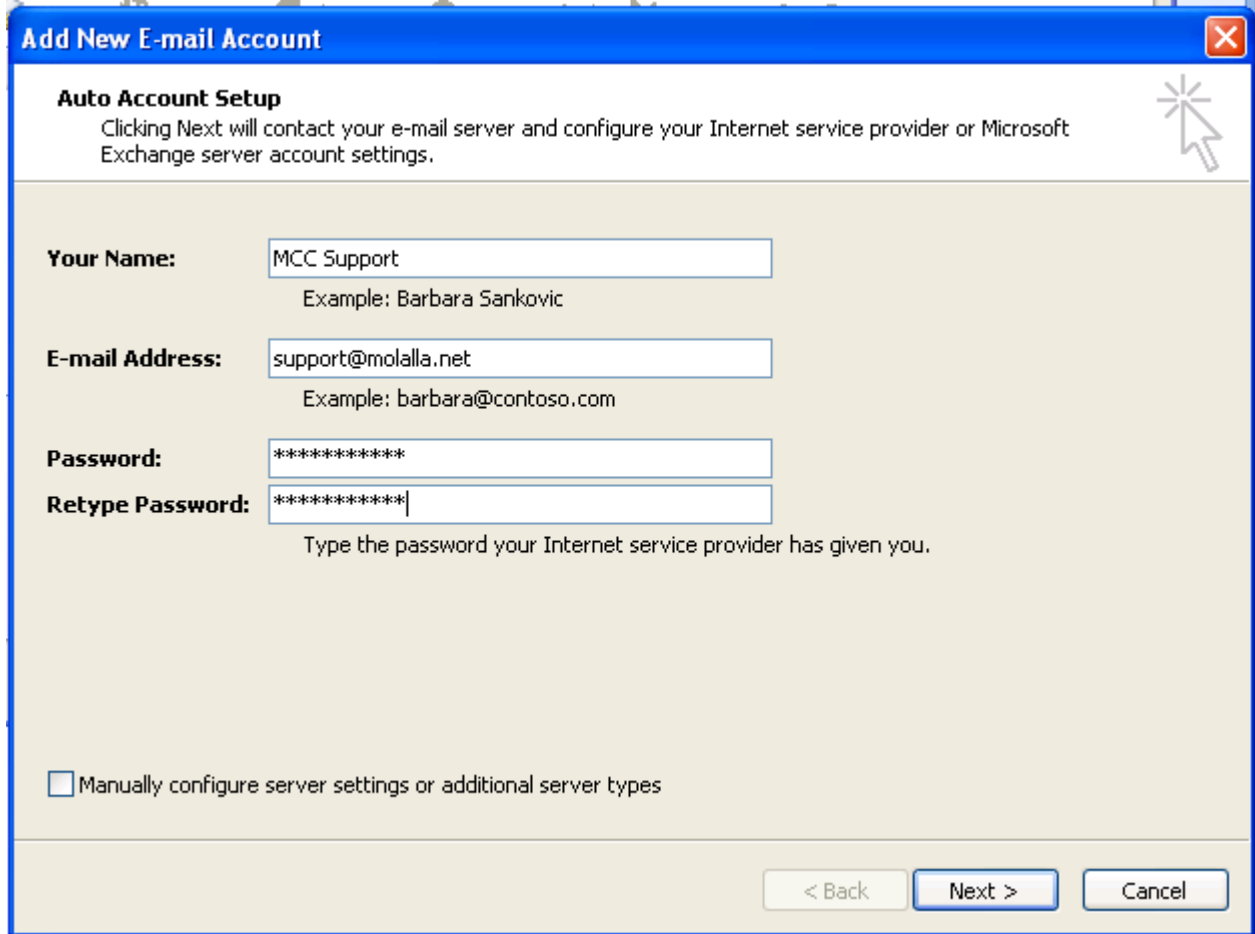
1. Select **Tools** and **Account Settings**



2. Click on **New...**



3. Enter in the **Name you would like to be displayed on outgoing emails, Your E-Mail Address** given to you from molalla.net, the associated **password** and click on **Next >**.



Add New E-mail Account [Close]

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:

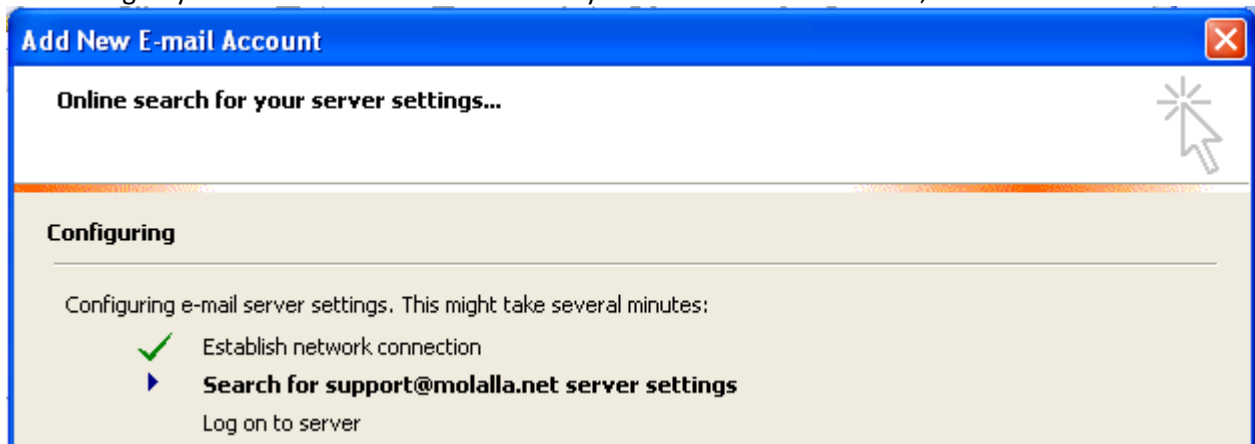
Retype Password:

Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

4. Please wait while the email program configures your email settings for you, this step may take several minutes.
As long as you are connected to the internet you will see this screen first ,



Add New E-mail Account [Close]

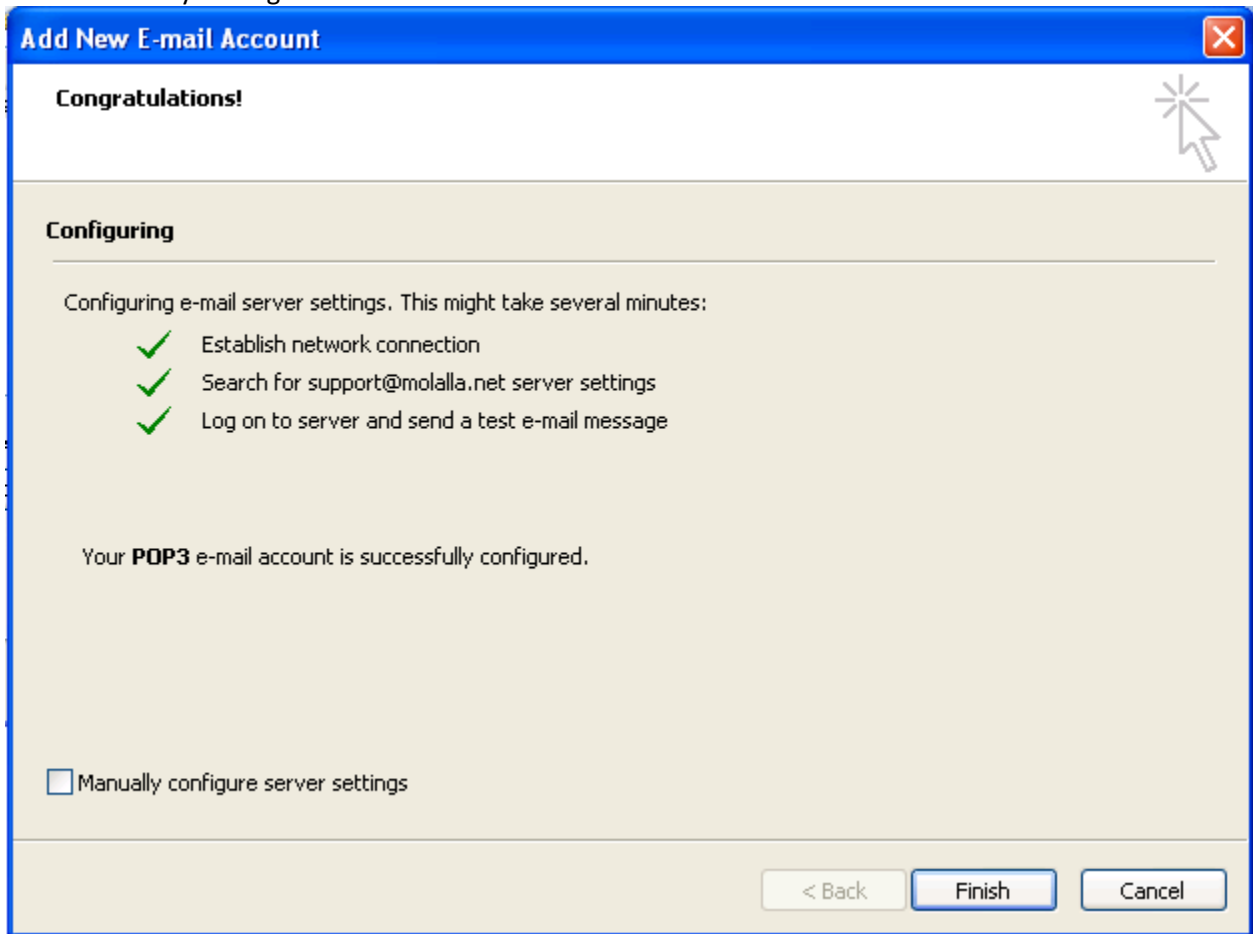
Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ▶ **Search for support@molalla.net server settings**
- Log on to server

Followed by a Congratulations screen. Click **Finish**.



5. Press **Close** on the account settings and you should now be able to send and receive emails.*

*If you are using this email on multiple computers or devices it may be necessary to adjust the delivery setting to leave a copy of the message on the server.

Go back to Tools → Account Settings → Select the email account and click on Change...

Select More Settings... → Advanced Tab, add a check mark next to Leave a copy of messages on the server and Remove from server after 10 days.

