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Setting Up Your BRETT-TEK Email Account with Microsoft Outlook 2007

1. In the menu bar at the top click the **Tools** menu, then click **Account Settings**.
2. Click **New...**
3. Check the box that reads **Manually configure server settings or additional server types**. Click **Next**.
4. Check the circle that reads Internet E-mail (if not already selected). Click **Next**.
5. In the **Your Name** box enter the name that you would like others to see when they receive messages from you (example: "John Smith"). In the **E-mail Address** box enter your complete email address (example: johnsmith@iaccess.ca). In the **Incoming mail server** box type **mail.WEBSITE.COM**, and in the **Outgoing mail server** box type **mail.WEBSITE.COM** where WEBSITE.COM is the ending part of your email address. In the **User Name** box enter your username (same as your email address). In the **Password** box enter your email address password. Click **More Settings...**
6. Click the **Outgoing Server** tab. Check the box that reads **My outgoing server (SMTP) requires authentication**. Check the circle that reads **Use same settings as my incoming mail server** (if not already selected). Click **OK**.
7. You will be brought back to **Add New E-mail Account**. Click **Next**.
8. Click **Finish**.
9. You will be brought back to **Account Settings**. Click **Close**.
10. Now you are ready to send and receive email from your BRETT-TEK email account.