
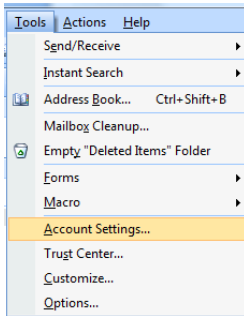




Setting up Outlook 2007

1. Open up Microsoft Outlook 2007 by going to **Start**→**All Programs** →**Microsoft Office**→ **Microsoft Office Outlook 2007** 
2. On Microsoft Outlook go up to the top and click on **Tools** and then **Account Settings**



3. Now while in the E-mail tab click on **New**
4. Now enter in Your Name, E-mail Address, and Password as provided to you
5. Put a check Mark in **Manually configure server settings or additional server types** and click on **Next**
6. Select **Internet E-mail** and click on **Next**
7. Enter the following information on the fields provided and click on Next
 - a. Account Type: **POP3**
 - b. Incoming Mail Server: **pop3.pathwayz.com**
 - c. Outgoing Mail Server: **smtp.pathwayz.com**
 - d. Password: password provided

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: My Name
E-mail Address: user@pathwayz.com

Server Information
Account Type: POP3
Incoming mail server: pop3.pathwayz.com
Outgoing mail server (SMTP): smtp.pathwayz.com

Logon Information
User Name: user
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. Click on **Finish** and then **Close** you should now be able to Send and Receive E-Mails