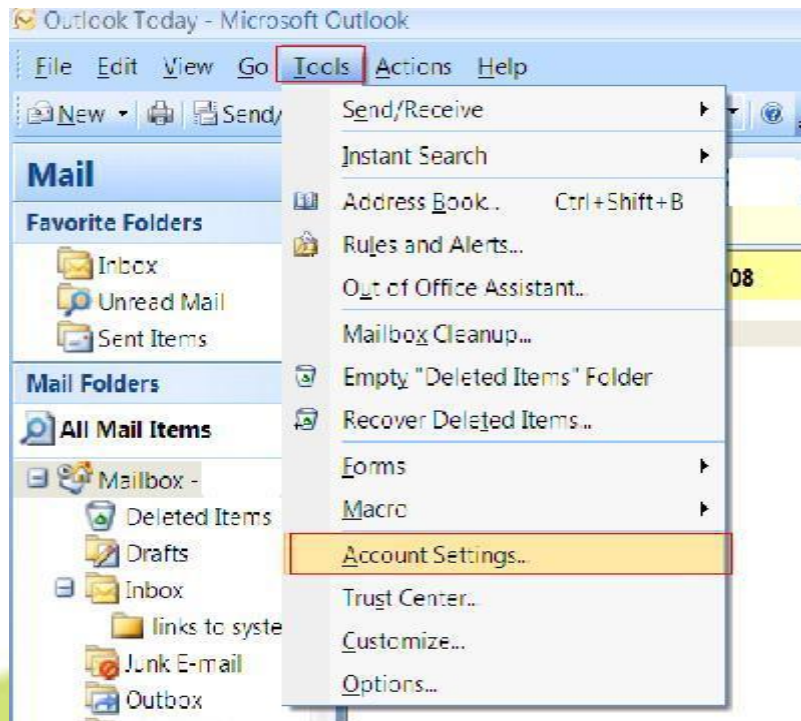


# E-Vision Email Setup Guide for Microsoft Outlook 2007

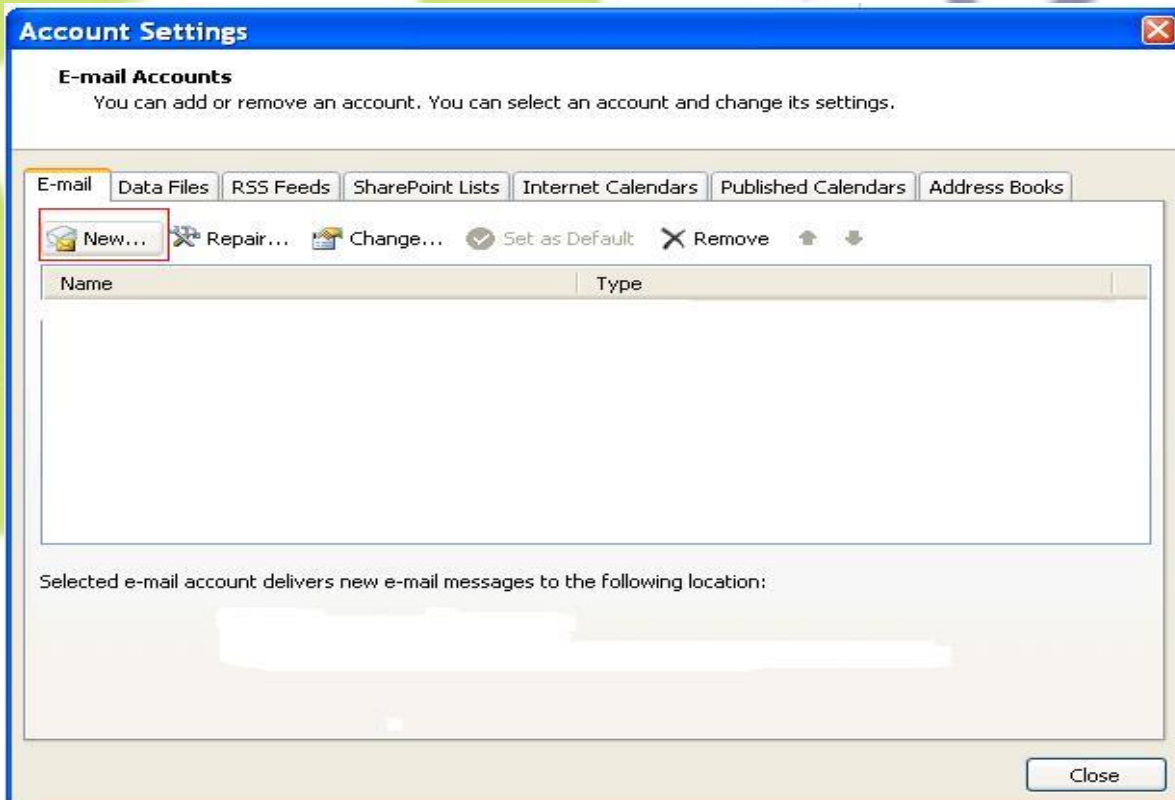
**STEP 1: Click start and Click on **Microsoft Office 2003** or click **start > All Programs > Microsoft office > Outlook 2007****



**STEP 2: Click **Tools** and click **Account Settings****



**STEP 3: Click **New** to continue.**



**STEP 4: Select Microsoft Exchange, POP3, IMAP, or HTTP and click Next**

**Add New E-mail Account**

Choose E-mail Service

**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

**Other**  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

< Back   **Next >**   Cancel

**STEP 5: Tick Manually Configure server settings or additional server types and click Next**

**Add New E-mail Account**

Auto Account Setup

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

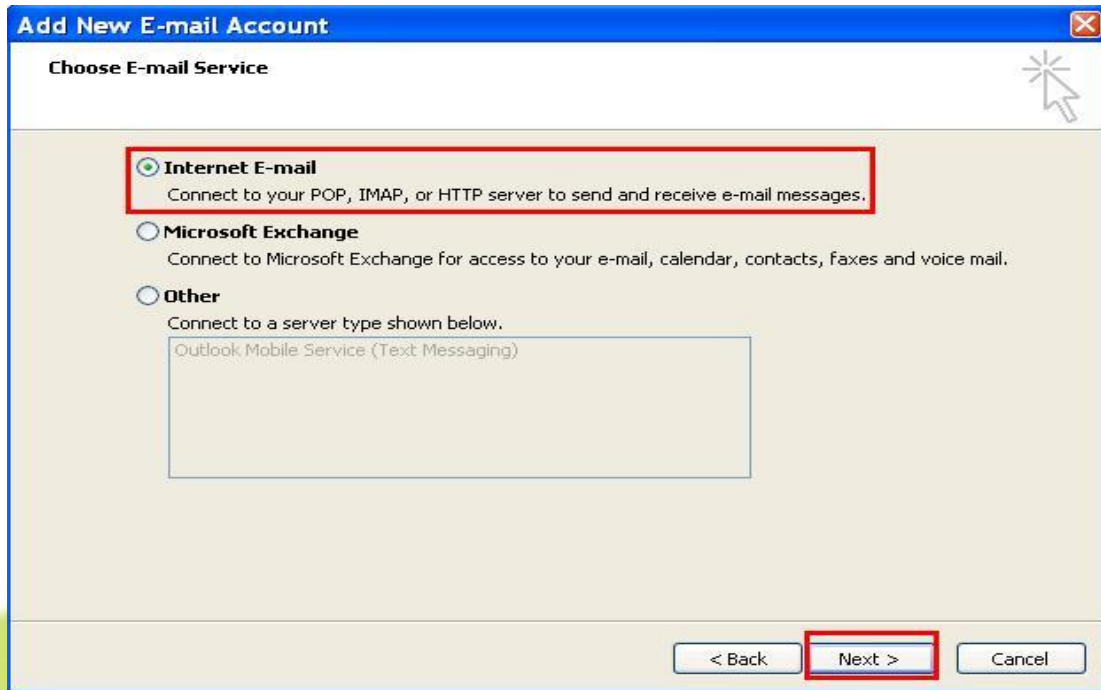
Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manually configure server settings or additional server types**

< Back   **Next >**   Cancel

**STEP 6: Select Internet E-mail click Next**



**STEP 7: Type in the Settings as provided below**

- a. Type in your **Name** or **Company Name** as Display name  
*Hint: This name will be displayed before any recipient opens your email*
- b. Type in your **Full email Address** (e.g. johnsmith@e-vision.com.au)
- c. Type your **Username** as **Full email address** And **password** provided for your email address *Hint: Make sure Remember password is ticked and Log on using secure password Authentication is untick*
- d. Type **pop.e-vision.com.au** as incoming mail server
- e. Type **smtp.e-vision.com.au** as outgoing mail server(SMTP) and Click **Next**

**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: [Your Name or Company Name]  
E-mail Address: [Full Email Address]

**Server Information**  
Account Type: [POP3]  
Incoming mail server: [pop.e-vision.com.au]  
Outgoing mail server (SMTP): [smtp.e-vision.com.au]

**Logon Information**  
User Name: [Full Email Address]  
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]

**STEP 8: Click **Finish** to complete Wizard**

**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

[< Back] [Finish]

**Congratulations! You have now successfully set up your E-vision email address**

**Support Information**

For any installation, configuration or billing enquiries please call: **1300 309 540**

Or email your queries to **support@e-vision.com.au**

Or visit **www.evision.com.au**.