Re-configuring Outlook 2007 for Windows – POP

1. Start Outlook 2007
2. From the Tools Menu select Account Settings
3. Double Click your e-mail account verifying the account is POP/SMTP
4. Make sure your e-mail address includes @iwu.edu
   a. Enter the Incoming and outgoing mail server information as displayed below

   ![Change E-mail Account dialog box]

5. Click on More Settings....
   a. Click on the Outgoing Server Tab and verify settings

   ![Internet E-mail Settings dialog box - Outgoing Server tab]
6. Click on Advanced Tab and enter the following – Click OK when finished.

7. Click on Test Account Settings to verify your account is working properly.

8. After successful Test you are all done!
   a. Go back and verify settings if test fails.