

## Configuring Outlook 2007 to access your LetMC E-Mails

---

### *A Quick Explanation of POP*

---

POP3, which is an abbreviation for Post Office Protocol 3, is a widespread method of receiving email which requires you to download the emails to your hard drive before viewing them. This is the main difference between POP3 and another popular email protocol called "IMAP".

The advantage of using a POP 3 mail server is that users have complete freedom to organise their emails on their computer/device. Rather than have all emails stored in your *Inbox*, you are free to separate emails into customised folders of your choosing. And because the emails remain on the server (LetMC), you are able to download all emails on multiple devices.

### *Why use IMAP?*

---

By using IMAP, you now have access to your LetMC emails even if you don't have access to the system. Whether you are out of the office on an appointment or at home, your LetMC emails will now be available to you where you are. In addition to this, any emails that you send/receive whilst out of the office will remain in Outlook for future viewing.

### *Configuring Outlook 2013*

---

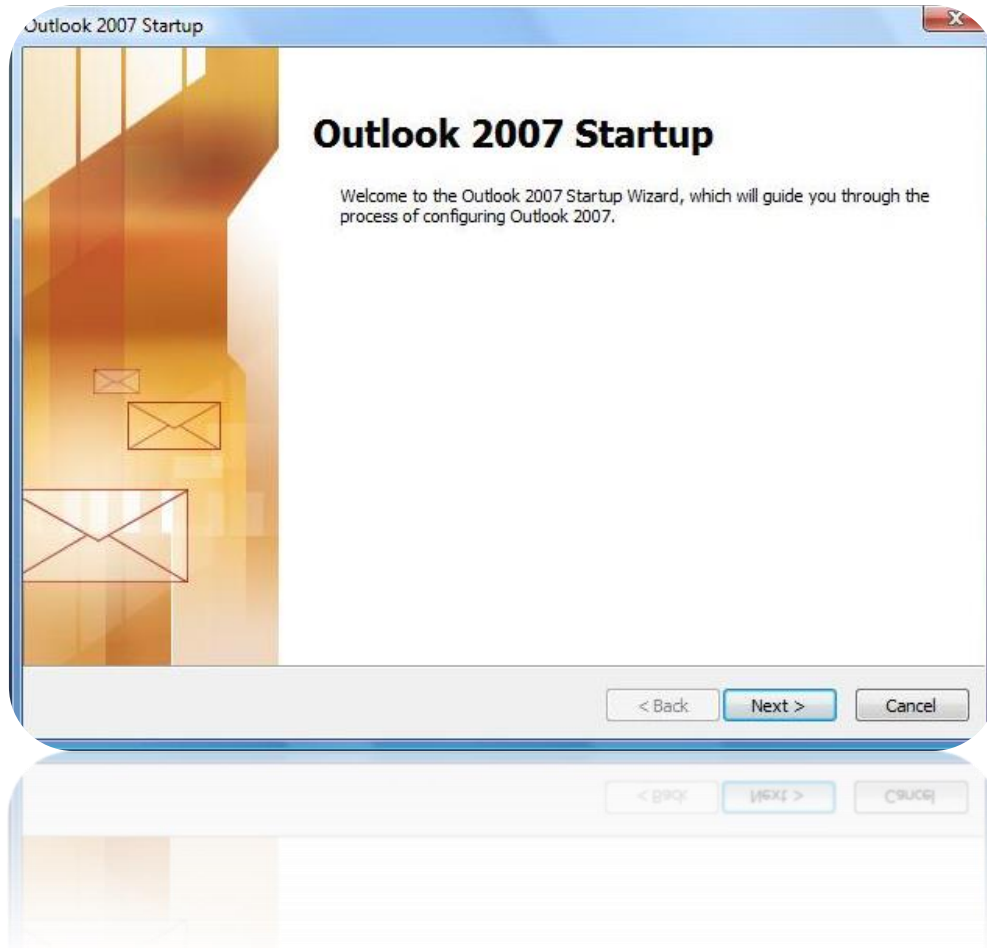
Before you can access your LetMC emails through Outlook, you will need to add an email account to Outlook. Below is a quick guide to setting up Outlook 2007, allowing it to connect to LetMC. But before you get started on this, you will need the following information:

1. Your LetMC email address ([forename.surname-companyname@home.letmc.com](mailto:forename.surname-companyname@home.letmc.com))
2. Incoming (POP3) mail server – pop3.letmc.com
3. Outgoing (SMTP) mail server – smtp.letmc.com
4. Your Username for LetMC (forename.surname-letmc)
5. Your LetMC password

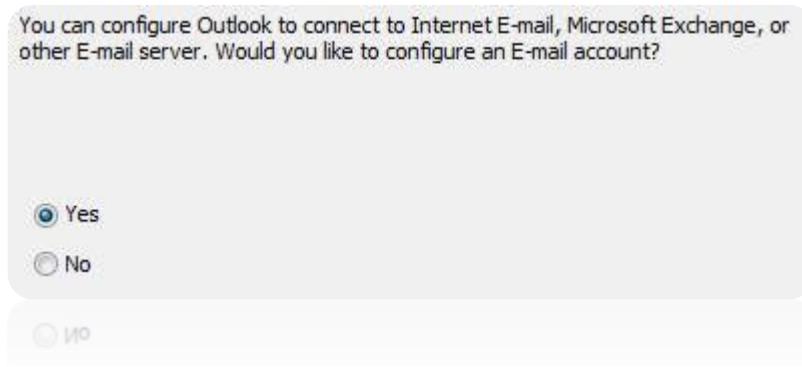
Now that you have this information to hand, we can begin to configure Outlook.



1. *Open up Outlook 2010. If you already use Outlook 2007 then you will see the normal Outlook home screen. The below screen will only appear if you don't have an email account setup in Outlook. Click Next to proceed.*



2. *You will be presented with the below question, click Next to proceed to configuring your e-mail account.*





3. On this screen you will have three options (Internet E-Mail, Microsoft Exchange and Other). Select "Internet E-Mail" and click Next.

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

4. You'll then be presented with the Account Setup page. Tick the box to manually configure server settings or additional server types and click Next to proceed.

**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 >

5. You will now be prompted to enter the information that we gathered at the very beginning of this guide.
  - a. Your Name – This is the name that will appear on an email on the recipients side.
  - b. Email Address – This is the email address that you use on LetMC. If you are unsure of your email address, this can be found under Control Panel>Manage Email>Manage Email Accounts
  - c. Account Type – Set this to “IMAP”
  - d. Incoming Mail Server – This needs to be set to pop3.letmc.com
  - e. Outgoing Mail Server (SMTP) – This also needs to be set to smtp.letmc.com
  - f. User Name – This is the user name that you use to log into LetMC (forename.surname-companyname)
  - g. Password – This is the password that is linked to the user name that you use to log into LetMC.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:  ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

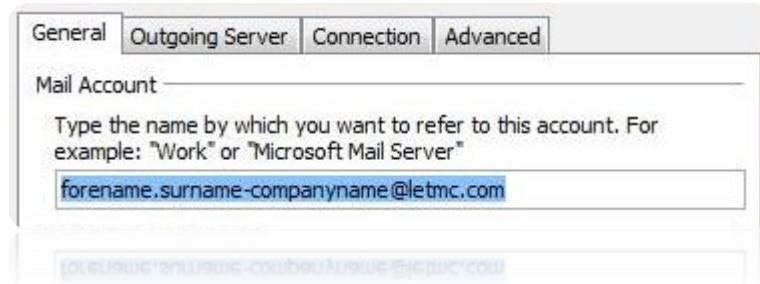
Remember password

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)

6. Once you have filled in the required information, click on “More Settings”. Here you will see three tabs, (General, Outgoing Server, Connection and Advanced).



The screenshot shows the 'General' tab of a mail settings window. At the top, there are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. Below the tabs is a section titled 'Mail Account'. It contains a text input field with the placeholder text 'forename.surname-companyname@letmc.com'. Below the input field is a 'Use Defaults' button.

7. Click on the “Outgoing Server” tab and tick the box next to “My outgoing server (SMTP) requires authentication” and ensure that “Use same settings as my incoming mail server” is selected.



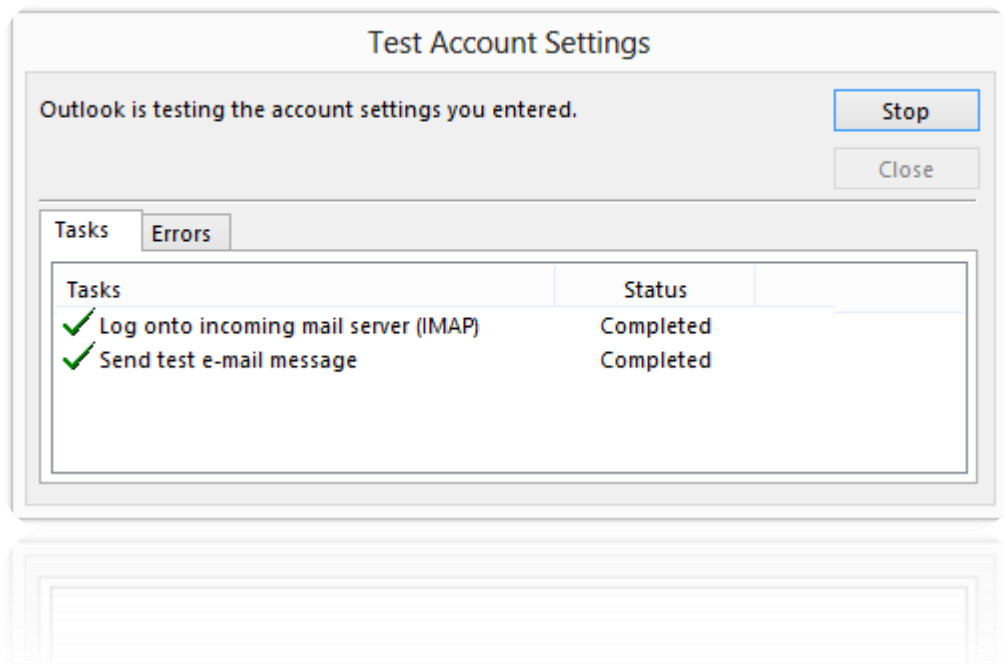
The screenshot shows the 'Outgoing Server' tab of the mail settings window. At the top, there are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. Below the tabs is a section with two checkboxes. The first checkbox is checked and labeled 'My outgoing server (SMTP) requires authentication'. Below it is a radio button selected and labeled 'Use same settings as my incoming mail server'.

8. Next click on “Advanced” and tick the box for “The server requires and encrypted connection (SSL) and select “Auto” as the option for “Use the following type of encrypted connection”.



The screenshot shows the 'Advanced' tab of the mail settings window. At the top, there are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. Below the tabs is a section titled 'Server Port Numbers'. It contains two input fields: 'Incoming server (POP3): 995' and 'Outgoing server (SMTP): 25'. There is a 'Use Defaults' button next to the POP3 input. Below the input fields is a checked checkbox labeled 'This server requires an encrypted connection (SSL)'. At the bottom, there is a label 'Use the following type of encrypted connection:' followed by a dropdown menu with 'Auto' selected.

9. Once you have completed the above steps, click “OK” and you will be taken back to the “Internet E-mail Settings” page. Click “Next” and Outlook will attempt to test the account settings. If everything has been set up correctly, you should see the below:



*If you receive any errors while testing, please see the FAQ at the end of this guide.*