365 POP/IMAP setup for outlook 2007

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In order to setup email for Outlook 2007, open Outlook and select tools, account settings and then new.

Select Microsoft Exchange, Pop3, Imap, or HTTP. Then click next.

:hoose E-mail Service	No.
 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.	
	G

Input your account name (this can be anything) your email address, and password we provided. Then tick the box at the bottom for manual settings.

Exchange server	account settings.	2
Your Name:	John Smith	
	Example: Barbara Sankovic	
-mail Address:	john@example.com	
	Example: barbara@contoso.com	
assword:	******	
Retype Password:	******	
R	Type the password your Internet service provider has given you.	
Manually configure	server settings or additional server types	

Select Internet Email and then next.

Jser Information		Test Account Settings
/our Name:	John Smith	After filling out the information on this screen, we
E-mail Address:	john@example.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
incoming mail server:	mail.example.com	
Outgoing mail server (SMTP):	mail.example.com	
ogon Information		
Jser Name:	john@example.com	
Password:	······	
	Remember nassword	

You then need to input the details as per the below, we suggest using IMAP and SMTP if you do not have access to exchange.

POP3	outlook.office365.com	995	TLS
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	25	TLS

To input these settings, select more settings in the bottom right corner. Select the Outgoing Server tab. To enter the port numbers, select Advanced.



That's it. You have now successfully configured your email onto Outlook 2007. Click Ok and then next to finalise and you should now start to receive emails.

If you wish to have your existing mail in your new mailbox, drag your current mailbox folder onto your new one and it will move the emails across.

After a couple of days we suggest removing the old account within account settings. You can do this by selecting tools, account settings, click your old account and press remove.

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