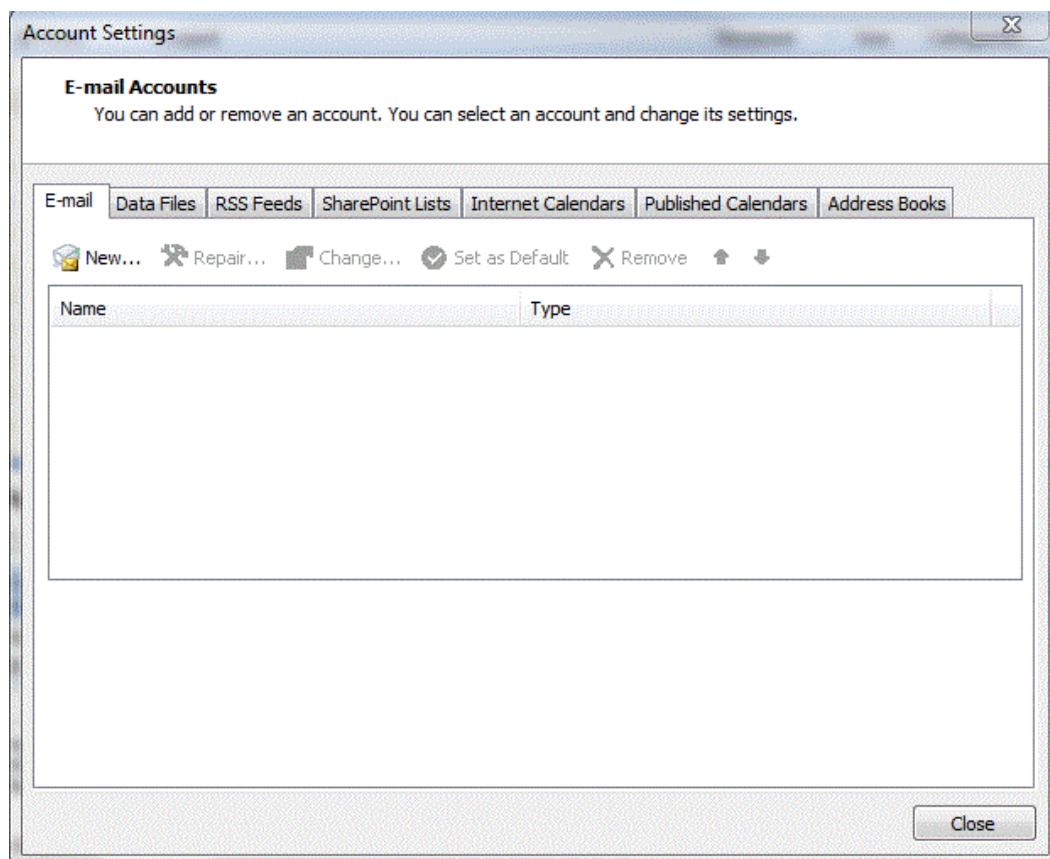


## Configuring Outlook 2007 for POP

This document explains how to configure Outlook 2007 to use the POP protocol on the Kendra Server.

\*\*\*NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.

1. Open Outlook 2007 , go to **Tools** menu and select **Account Settings...**



2. Click the "New..." button.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A password input field.
- Retype Password:** A password input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- Manually configure server settings or additional server types**

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Check 'Manually configure server settings or additional server types' and click on "Next" button.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog contains the following options:

- 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.
- Other**  
Connect to a server type shown below.  
A list box containing:
  - Fax Mail Transport
  - Microsoft Office Outlook Connector
  - Outlook Mobile Service (Text Messaging)

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Check 'Internet E-mail' is selected, Then 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:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

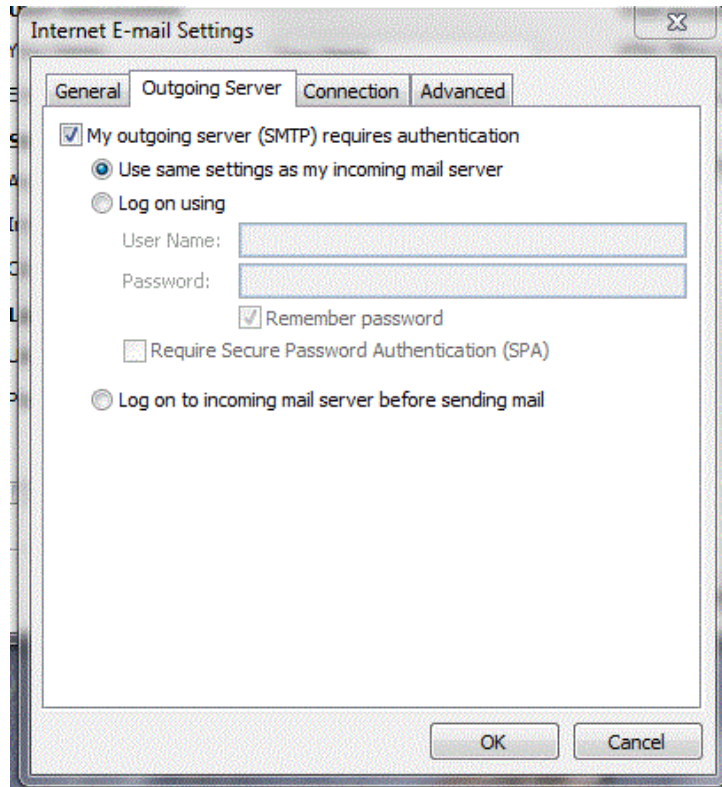
Remember password

Require logon using Secure Password Authentication (SPA)

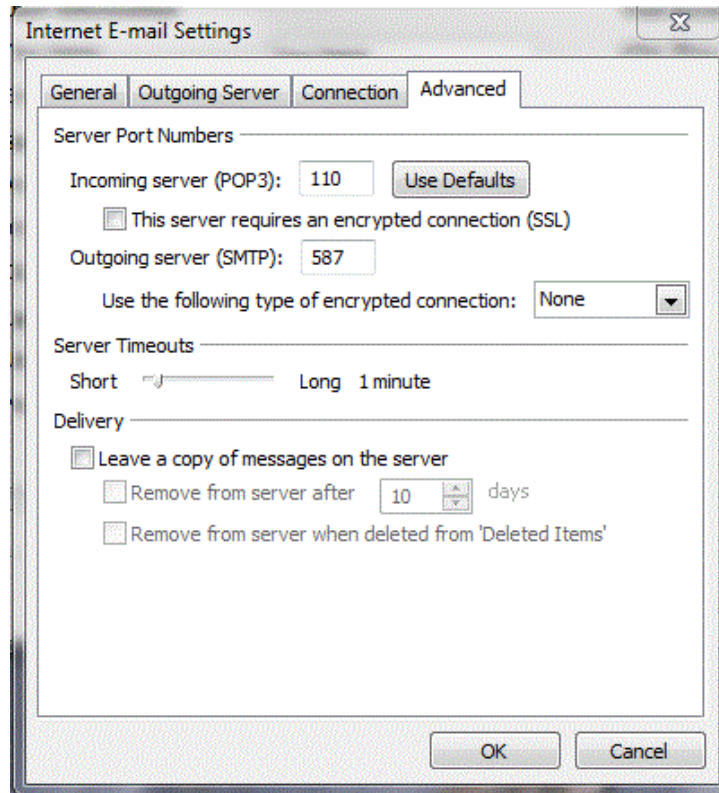
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5. Within the 'Internet E-mail Settings' screen
  - Enter **Your Name** in the 'Your Name' field. (This is your full name as you would like it to appear when you send messages to other people.).
  - Enter your **E-mail Address** in the "E-mail address" field.  
([YOUREMAILADDRESS@kendra.com](mailto:YOUREMAILADDRESS@kendra.com))
  - Select **POP** from the list of server types.
  - Enter **mail.kendra.com** in the "Incoming Mail Server" field.
  - Enter **mail.kendra.com** in the "Outgoing Mail Server" field.
  - Enter your **E-mail Address** in the "User Name" field.  
([YOUREMAILADDRESS@kendra.com](mailto:YOUREMAILADDRESS@kendra.com))
  - Enter Your **Password** in the 'Password' field.
6. Click "**More Settings**" button.



7. Click in the 'Outgoing Server' tab.
  - Select 'My outgoing server (SMTP) requires authentication.'
  - Select 'Use same settings as my incoming mail server'.



8. Click the 'Advanced' tab.
9. Check the Port Numbers.
  - o Make sure that the **SMTP** Port Number is set to **587**.
  - o Make sure that the **POP** Port Number is set to **110**.
10. Click OK.
11. Click NEXT
12. Click FINISH

Your Kendra account is now configured to check and send mail.

**IMPORTANT:** If you experience problems sending mail, please verify that your settings match the settings specified in this document.