

# Setting up your email on Outlook 2007 – Plusnet Help

(DESCRIPTION)

A man in a Plusnet shirt standing in front of a Plusnet banner.

(SPEECH)

Hi, I'm Carl and welcome to Plusnet Help, today we're going to show you how to set up your Plusnet E-mail address on Microsoft Outlook.

Now depending on the version you have and the operating system you use some bits may look a little bit different, however the details you enter will stay the same and it's only the navigation that's slightly different.

Now open up Outlook on your computer, if this is the first time you'll be prompted to set up a new E-mail address. If not you need to go to the menu bar along the top select 'Tools' then 'Account Settings'.

A new window will then appear, make sure you are on the E-mail tab at the top left, then just below go to 'New'.

Make sure you have the top option 'Internet E-mail', selected then click 'Next' at the bottom to continue.

(DESCRIPTION)

The top option is shown as 'Microsoft exchange, POP3, IMAP or HTTP'.

(SPEECH)

**Carl:** In the 'Your Name' section just type your name as you like it to be displayed to friends and family or any other people you be sending E-mails to.

This is followed by entering your Plusnet E-mail address and the password you set up for it.

Before we click 'Next' we need to make sure we tick the 'Manually configure server settings' box then continue.

We recommend using IMAP, especially if you're looking to set up your E-mail address on more than one device.

(DESCRIPTION)

The first option shown 'Internet E-Mail' is selected, then 'Next'. On the following page there is space to enter E-mail settings. Including Server information.

(SPEECH)

**Carl:** You can choose this from the drop-down where it says 'Account Type'.

For 'Incoming mail server' enter `imap.plus.net`

For 'Outgoing mail server' also known as the SMTP server this is `relay.plus.net`

(DESCRIPTION)

The details for using POP3 are:

Incoming: `mail.plus.net`

Outgoing: `relay.plus.net`

(SPEECH)

**Carl:** On the logon information you need to make sure you have the correct username and password for your E-mail address.

If you're setting up your main E-mail address it will be the same details you use to log into the Member Centre.

If it's an additional mailbox the username will be slightly different, and the password will be whatever you set it at.

Finally make sure 'Remember Password' is ticked.

If your screen has an option stating 'Requires SSL', you need to make sure this is NOT selected.

Then click 'Next' and wait for Outlook to confirm the settings.

Once complete your E-mails will start coming through on your computer.

These settings will be the same setting up your E-mail on a phone, tablet, or computer.

The layout will just look different.

And that's it! Your E-mails are all setup if you feel you require any further assistance please visit our help pages at [plus.net/help](http://plus.net/help).