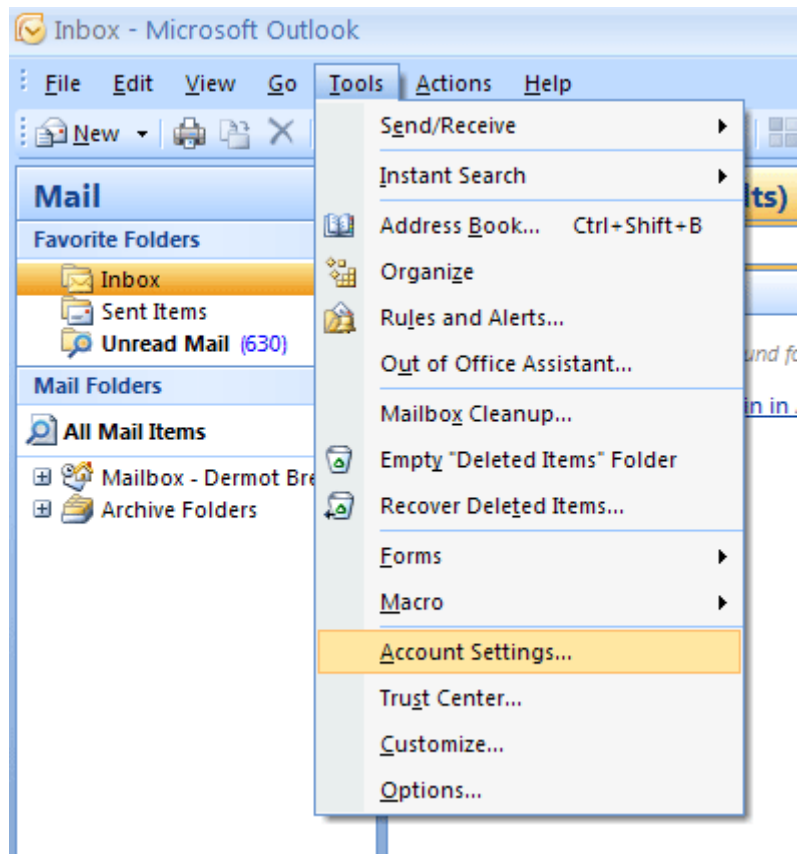


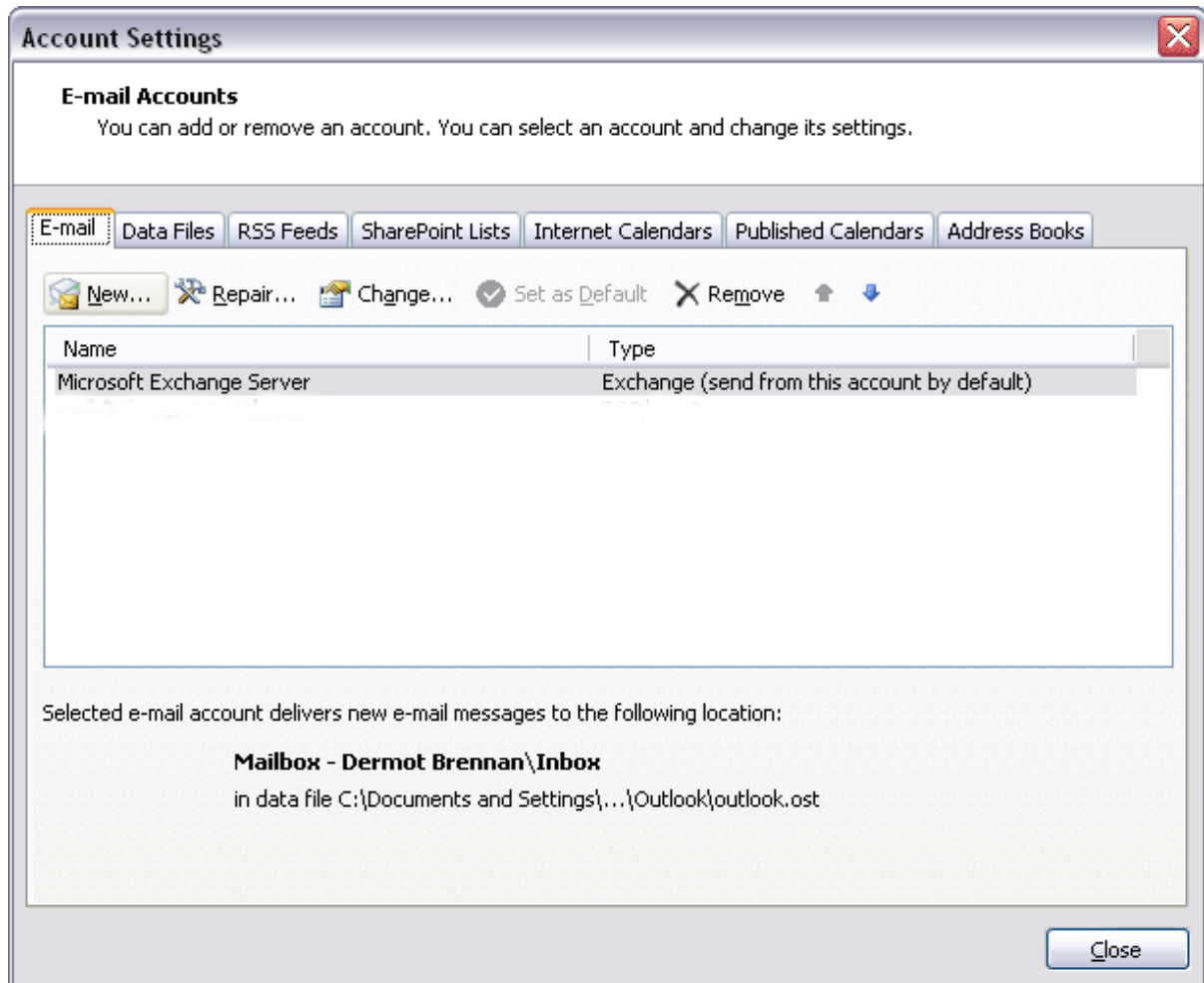
# Setting up a Lucidity hosted email account in Outlook 2007

## To Set Up Your E-mail Account in Microsoft Outlook

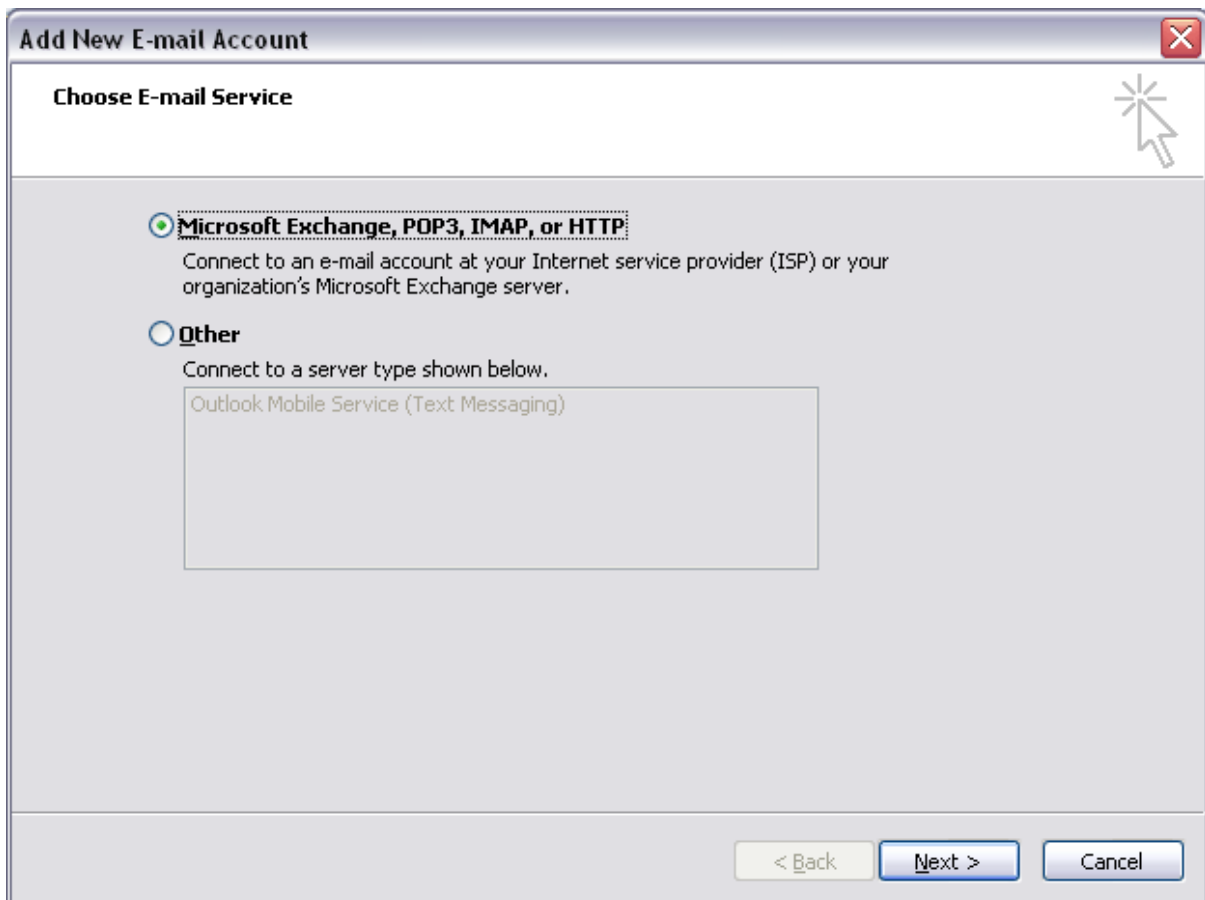
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "New..." under the E-mail tab.



3. For your server type, select "Microsoft, POP3, IMAP, or HTTP" and click Next.



4. On the Auto Account Setup window, enter your information as follows:

**Your Name:** Enter your first and last name.

**E-mail Address:** Enter your e-mail address.

**User Name:** Enter your e-mail address, again.

**Password:** Enter your email password.

**Incoming mail server (POP3):** mail.yourdomain.com

**Outgoing mail server (SMTP):** Your Internet Service Providers SMTP server (i.e. if you are an Eircom Customer enter: mail1.eircom.net)

**NOTE:** : *If you are not an Eircom customer, please contact your Internet Service Provider and ask them for your SMTP details.*

**Lucidity does not provide you with the facility to send your email as standard.**

However, if you should require outbound SMTP email please contact us: +353 1 283 0777

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** John Murphy  
Example: Barbara Sankovic

**E-mail Address:** jmurphy@example.ie  
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 >   Cancel

5. Click Next.
6. Click Finish.