

Setting Up Microsoft® Outlook 2007

Setting Up a POP3 Email Account with Masterpiece Solutions

1. In Outlook, select [Tools / Account Settings](#)
2. On the Email tab, click the [New](#) button and then [Next](#)
3. Check the “[Manually configure server settings or additional server types](#)” checkbox
4. Click the [Next](#) button
5. Click the [Internet E-mail](#) button
6. Click the [Next](#) button
7. Enter the following information:

Internet E-mail Settings

Each of these settings are required to get your e-mail account

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)

- **Your Name** - Enter your first and last name. This is the name that will appear in the From field of messages you send
 - **E-mail Address** - Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters
 - **Account Type** - Select [POP3](#) from the drop-down menu
 - **Incoming mail server** - Enter the following server name: **mail.masterpiecesolutions.com**
 - **Outgoing mail server (SMTP)** - Enter the following server name: **mail.masterpiecesolutions.com**
 - **User Name** - Enter your entire email address (e.g., *jesse@masterpiecesolutions.com*), using all lowercase letters
 - **Password** - Enter the password for your email account
8. Check the “[Remember password](#)” checkbox, if you want Outlook to check for email without prompting you to enter your password.

9. Click the [More Settings](#) button
10. Click the [Outgoing Server](#) tab
11. Check the “[My outgoing server \(SMTP\) requires authentication](#)” checkbox. Leave the default setting to, “[Use same settings as my incoming mail server](#)”

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

Difference between POP and IMAP

POP3	IMAP
<p>Since email needs to be downloaded into desktop PC before being displayed, you may have the following problems for POP3 access:</p> <ul style="list-style-type: none"> • You need to download all email again when using another desktop PC to check your email. • May get confused if you need to check email both in the office and at home. <p>The downloaded email may be deleted from the server depending on the setting of your email client.</p>	<p>Since email is kept on a server, it would gain the following benefits for IMAP access:</p> <ul style="list-style-type: none"> • No need to download all email when using other desktop PC to check your email. • Easier to identify the unread email.
All messages as well as their attachments will be downloaded into desktop PC during the 'check new email' process.	A whole message will be downloaded only when it is opened for display from its content.
Mailboxes can only be created on desktop PC. There is only one mailbox (INBOX) exists on the server.	Multiple mailboxes can be created on the desktop PC as well as on the server.
Filters can transfer incoming/outgoing messages only to local mailboxes.	Filters can transfer incoming/outgoing messages to other mailboxes no matter where the mailboxes locate (on the server or the PC).
Outgoing email is stored only locally on the desktop PC.	Outgoing email can be filtered to a mailbox on server for accessibility from other machine.
Messages are deleted on the desktop PC. Comparatively, it is inconvenient to clean up your mailbox on the server.	Messages can be deleted directly on the server to make it more convenient to clean up your mailbox on the server.
Messages may be reloaded onto desktop PC several times due to the corruption of system files.	The occurrence of reloading messages from the server to a PC is much less when compared to POP3.