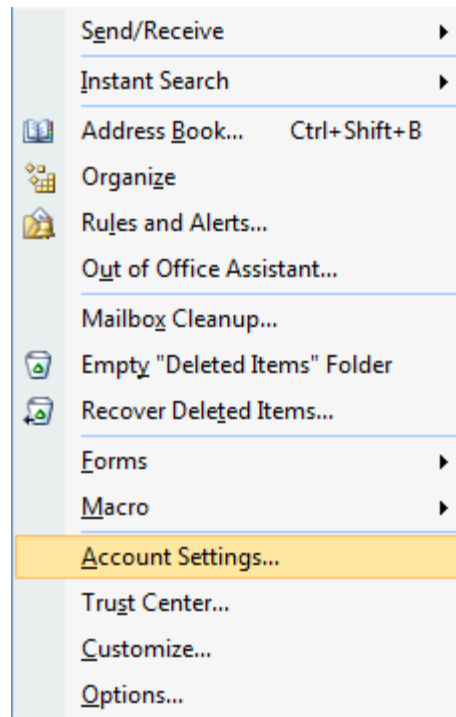


# Clariti Email with Outlook 2007

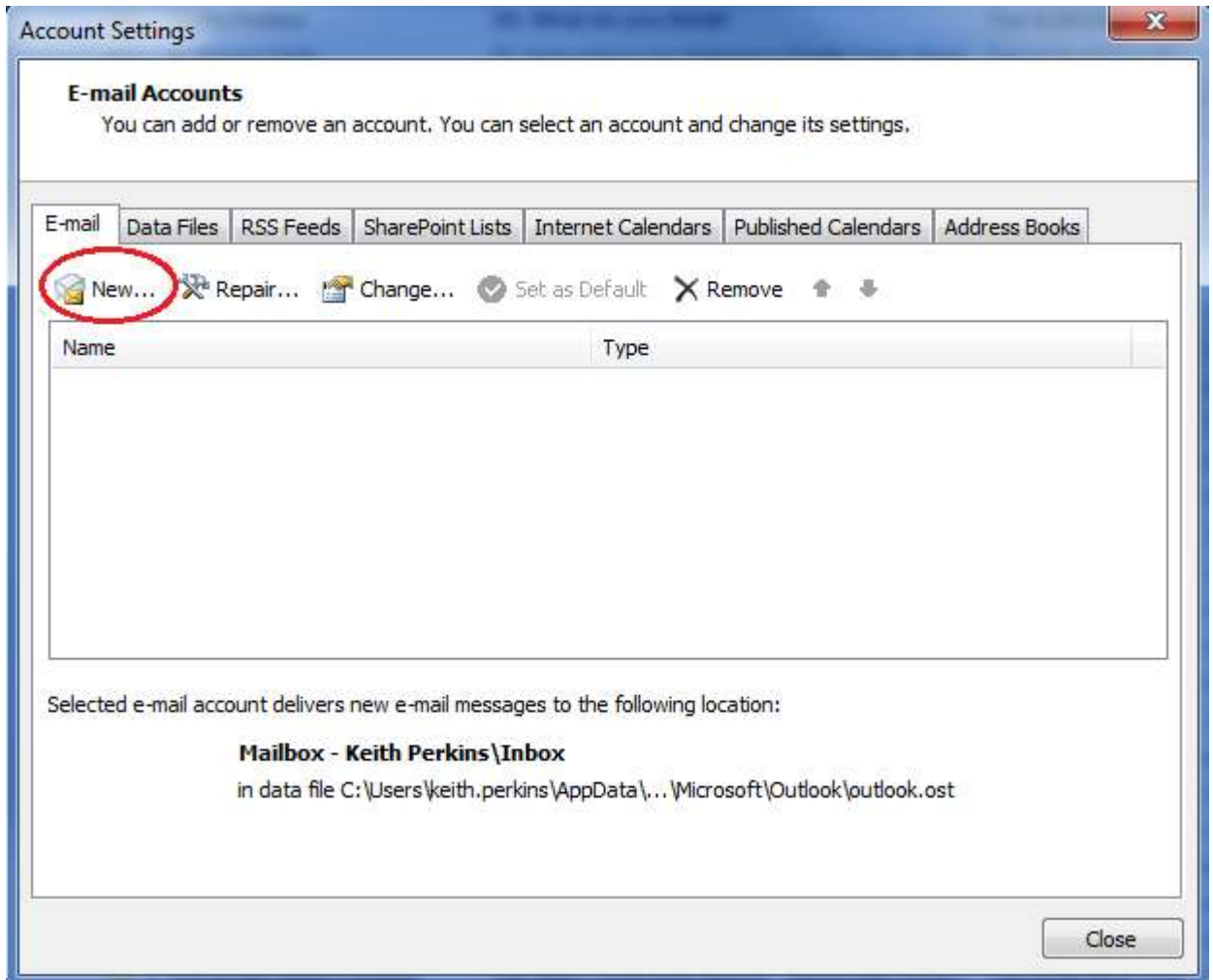
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This tutorial shows you how to set up Microsoft Outlook 2007 to work with your email account. This tutorial focuses on setting up Microsoft Outlook 2007, but the settings are similar to other email client configurations.

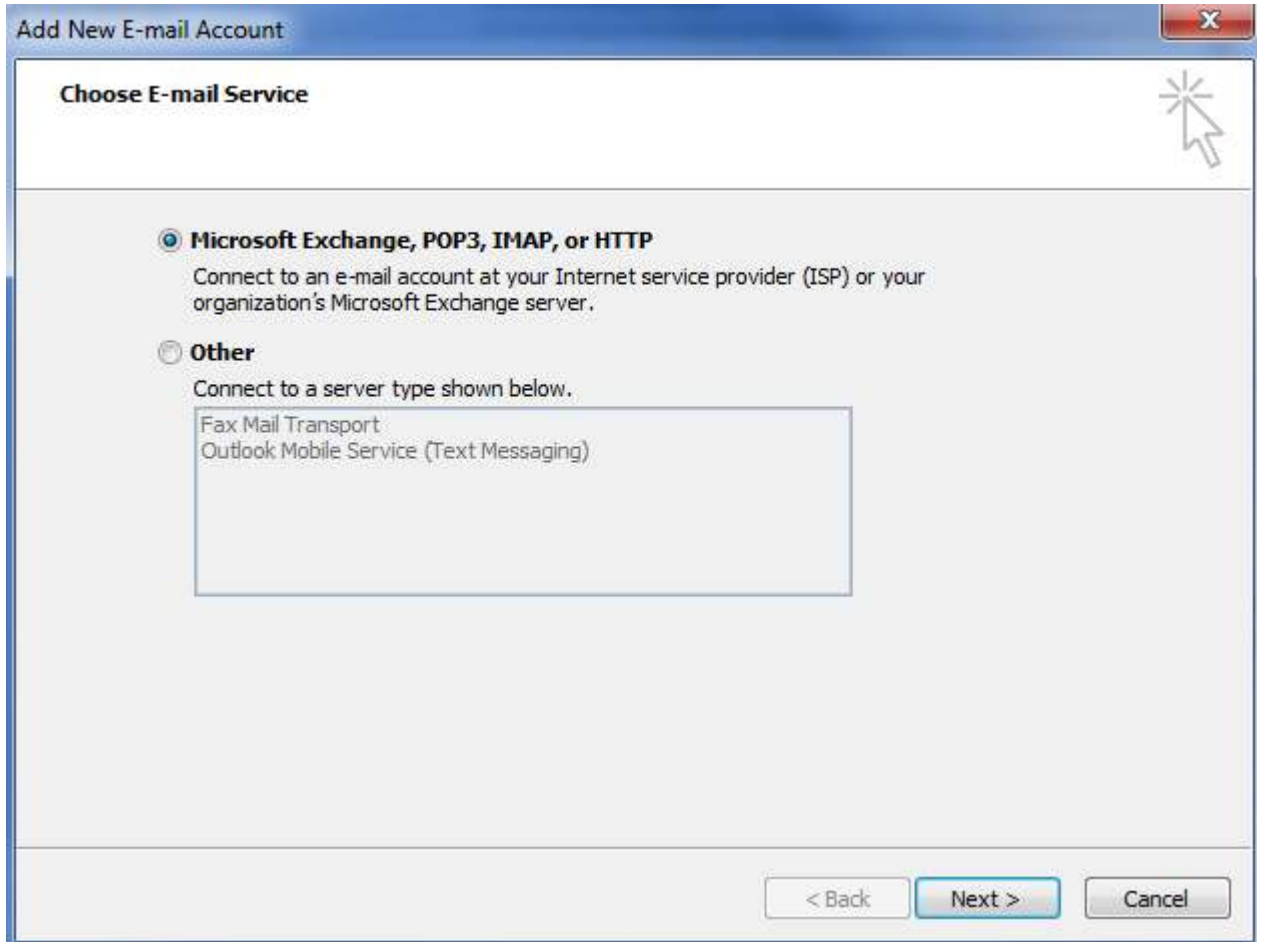
1. From the **Tools** Menu, select **Account Settings**.



2. On the Account Settings wizard, click **New...**



3. From the menu choose **Microsoft Exchange, POP3, IMAP, or HTTP**, and click **Next**.



4. Check the box that says **manually configure server settings**, and click next.

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
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. Fill in the information below with your credentials, click **next**, and finally, **finish**.

**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: John Smith

E-mail Address: john.smith@myclariti.net

**Server Information**

Account Type: POP3

Incoming mail server: mail.myclariti.net

Outgoing mail server (SMTP): mail.myclariti.net

**Logon Information**

User Name: john.smith@myclariti.net

Password: [masked]

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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

**Your Name:**

Your First and Last Name

**Email Address:**

Your Full Email Address

**Account Type:**

POP3

**Incoming and Outgoing Mail Server:**

mail.myclariti.net

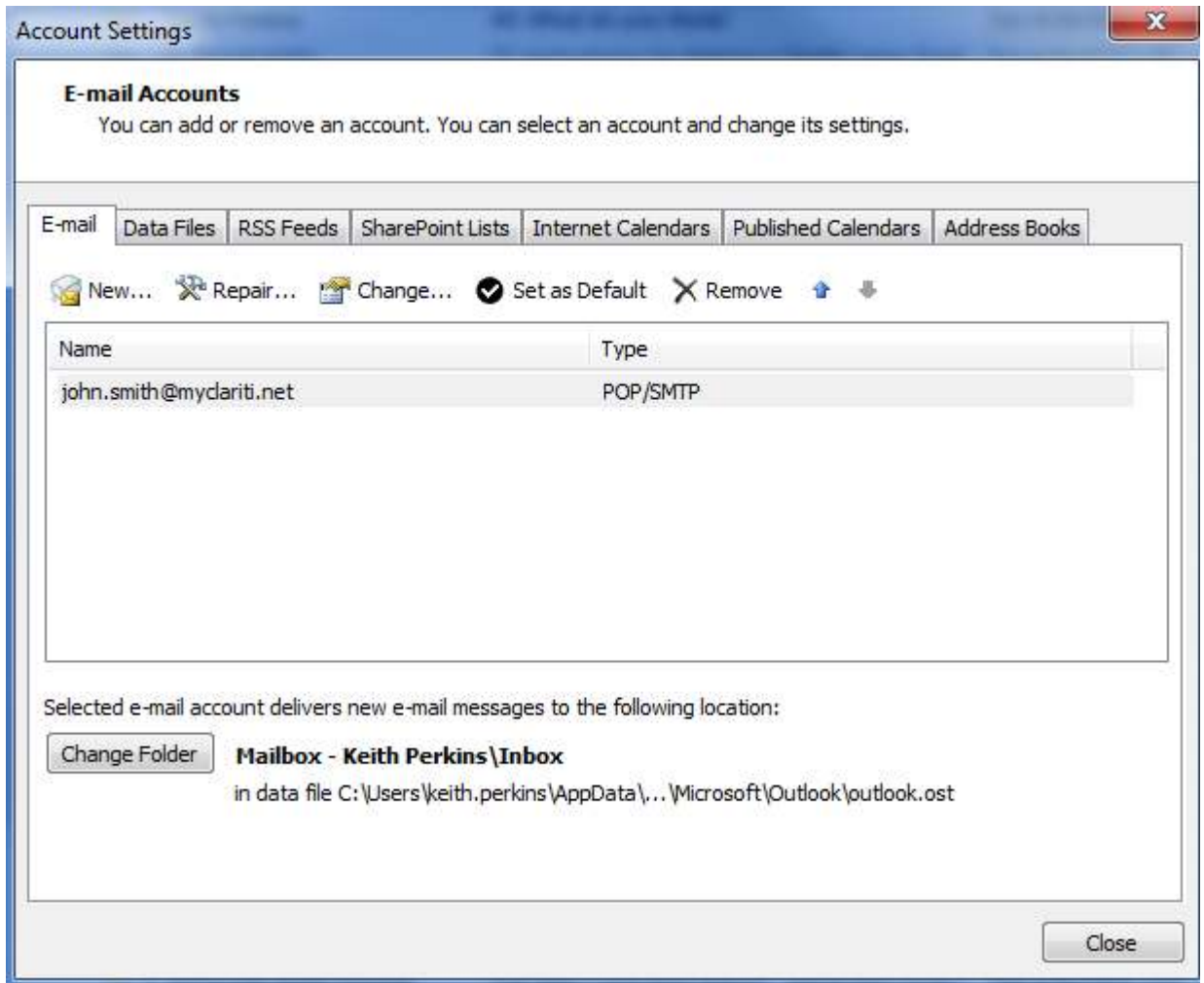
**User name:**

Full Email Address

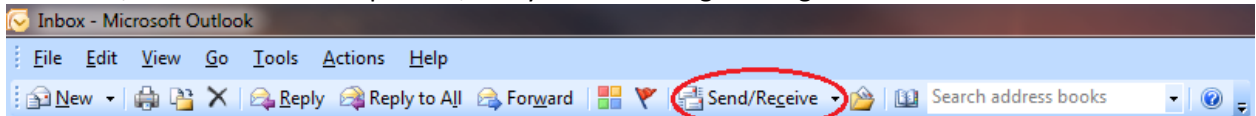
**Password:**

Your Password to login. (Check box to remember password).

6. Your screen should look similar to below. If so click **close**.



7. Click Send/Receive from the top menu, and you should be good to go.



8. If you get any errors, please contact support at [claritisupport@myclariti.com](mailto:claritisupport@myclariti.com) or by phone between 9am and 6pm at 276-431-7200.