

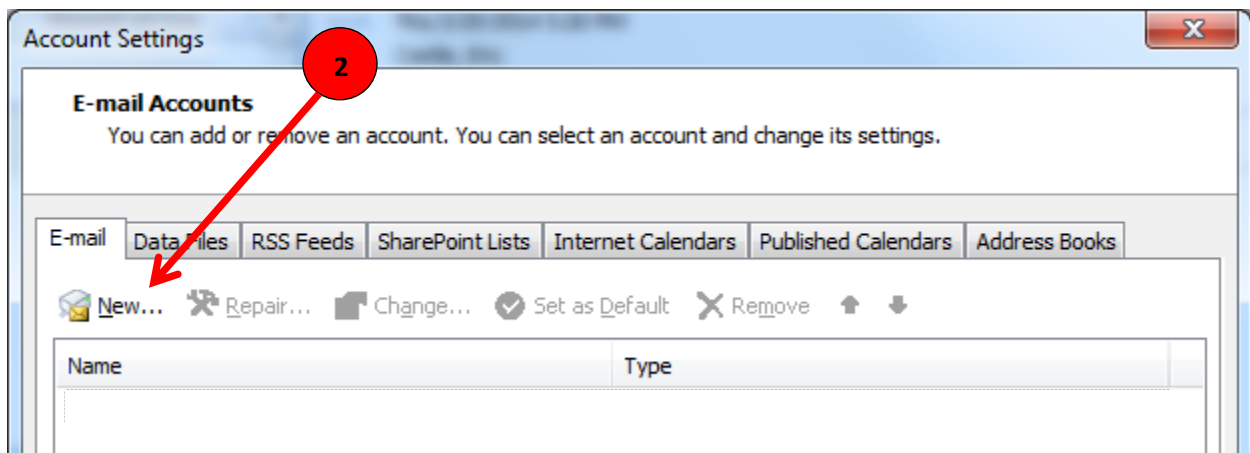


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## RVUSA E-mail Setup - Microsoft Outlook 2007

*If you are setting up Outlook 2007 for the first time, select to add new account & skip to Step 3.*

1. Click the **Tools** pull down menu and select **Account Settings**.
2. In the **Account Settings** window, click on the **New** button.



3. Select **Manually configure server settings or additional server types** and click **Next**.
4. Select **Internet E-mail** and click **Next**.
5. Enter your email account information into the fields as follows: (See red letters in graphic below.)
  - A. Your name as you would like it displayed to message recipients.
  - B. Full email address
  - C. Select POP3
  - D. pop.rvusa.com
  - E. smtp.rvusa.com
  - F. Full email address
  - G. Password for the email account
  - H. This option **must** remain unchecked.
6. Click **More Settings**

**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:  **A**

E-mail Address:  **B**

**Server Information**

Account Type: POP3 **C**

Incoming mail server:  **D**

Outgoing mail server (SMTP):  **E**

**Logon Information**

User Name:  **F**

Password:  **G**

Remember password

Require logon using Secure Password Authentication (SPA) **H**

**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)

**6**

7. In the **Internet E-mail Settings** window, click the **Outgoing Server** tab.
8. Put a check mark in the box next to **My outgoing server (SMTP) requires authentication** and make sure there is a dot selected next to **Use same settings as my incoming mail server**.
9. Click on the **Advanced** tab.

**Internet E-mail Settings**

**7**  **9**

**8** **My outgoing server (SMTP) requires authentication:**

**Use same settings as my incoming mail server**

Log on using

User Name:

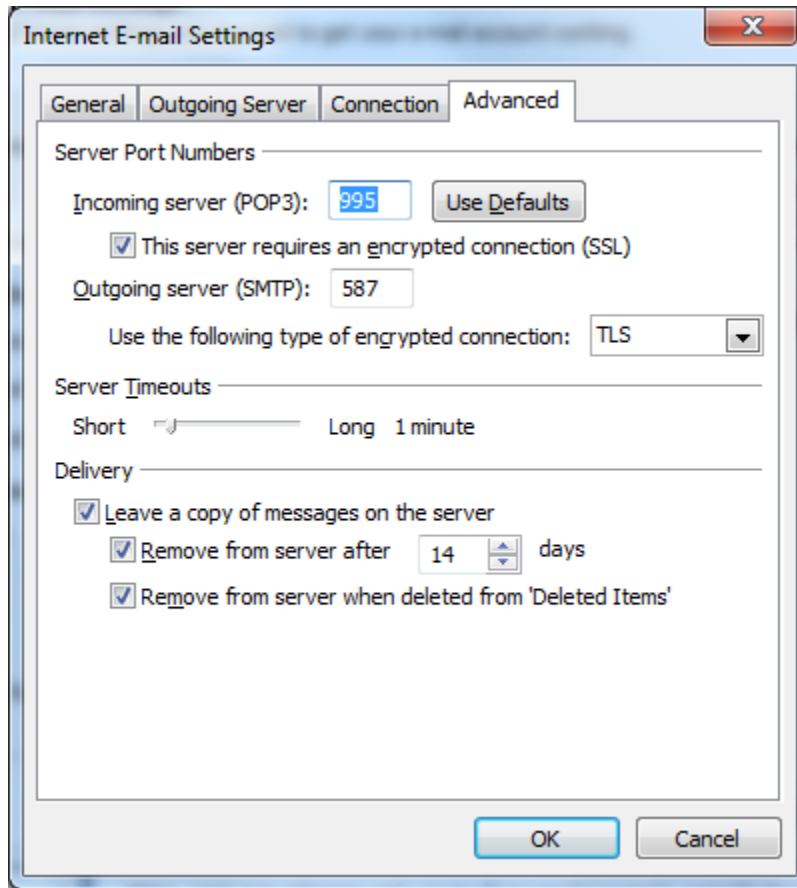
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

10. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab. Click **OK** when finished. This will return you to the **Add New E-mail Account** window.



11. Click on **Next** and **Finish**. Your email account is now ready for use.