

Configuring Outlook 2007 for Commander 360 email

1. Open Outlook 2007, **Tools > Accounts settings**
2. Under the **Email** tab click on **New**
3. Auto Account Setup Page > Tick **Manually configure server settings or additional server types**.
4. Press **Next**
5. Make sure **Internet E-mail** radio button is checked, then click **Next**
6. **Internet E-mail Settings:**
 - a. **Your Name** - Your display name e.g. John Smith
 - b. **E-mail Address** - Your Commander 360 email address
 - c. **Account Type - POP3**
 - d. **Incoming mail server** - Type **pops.onestream.com.au**
 - e. **Outgoing mail server (SMTP)** - Type **smtps.onestream.com.au**
 - f. **User Name** - Your Commander 360 email address and password
 - g. **Password** - Your password for the Commander 360 email address
 - Make sure the **Remember password** option is ticked
7. Click the **More Settings...** button
 - a. Click on the **Outgoing Server** button
 - b. Tick **My outgoing server (SMTP) requires authentication**
 - c. Select **Use same settings as my incoming mail server**
8. Click the **Advanced** tab and make changes to the **Server Port Numbers**
 - a. **Incoming server (POP3)** - Tick the box - This server requires a secure connection (SSL) and change the port from **110** to **995**
 - b. **Outgoing server (SMTP)** - Change the port number from **25** to **465** - select **SSL** from the drop down box next to **Use the following type of encrypted connection**
9. Click **OK**
10. Click **Test Account Settings** to ensure all settings are correct
11. Click **Close**
12. Click **Next**
13. Click **Finish**