Email Instructions

For Outlook 2007

Step 1. Open Outlook 2007. On the menu bar, click on Tools and select Account Settings. The Account Settings window will open. Click on the New icon:

Step 2. In the Add New E-mail Account window, select the "Microsoft Exchange, POP3, IMAP, or HTTP" option and then click the Next button.

Step 3. In the Auto Account Setup window, place a check-mark in the box next to the option: Manually configure server settings or additional server types. Click on the Next button:

Step 4. In the Choose E-mail Service window, select the first option, Internet E-mail. Click the Next button:

Step 5. Enter your name in the Your Name field

Step 6. Enter your e-mail address in the E-mail Address field.

Step 7. Incoming mail (POP3) server: mail.lara.on.ca

Step 8. Outgoing mail (SMTP) server: mail.lara.on.ca (for dial-up customers) or smtp.pppoe.ca (for high speed customers)

Step 9. Enter your username in the User Name field and your password in the Password field.

Step 10. Put a checkmark in the Remember Password box:

Step 11. Click the Next button in the E-mail Accounts window.

Step 12. Click the Finish button to complete the Account Wizard.