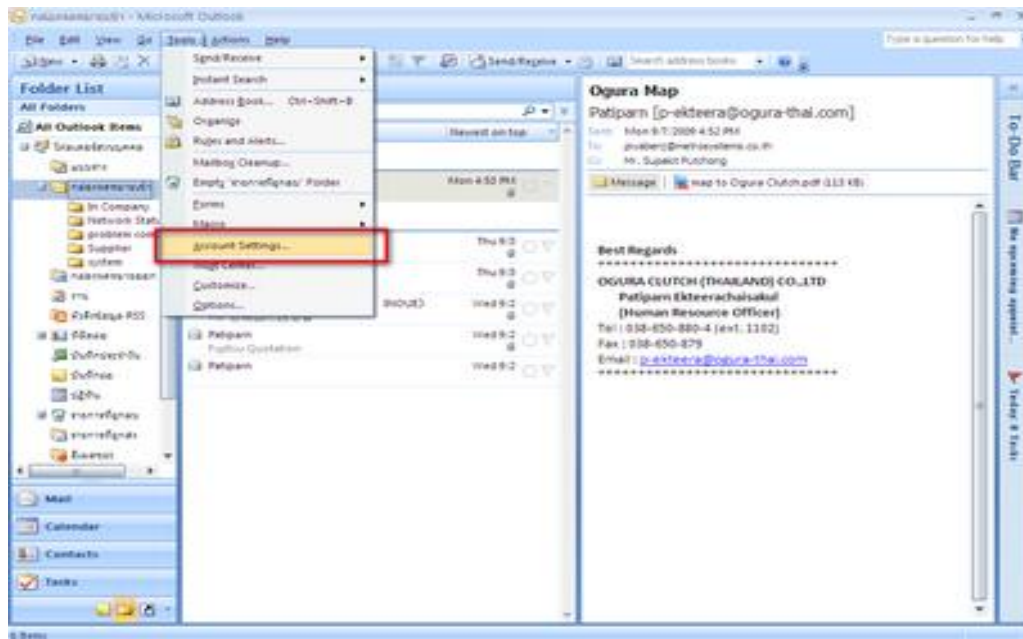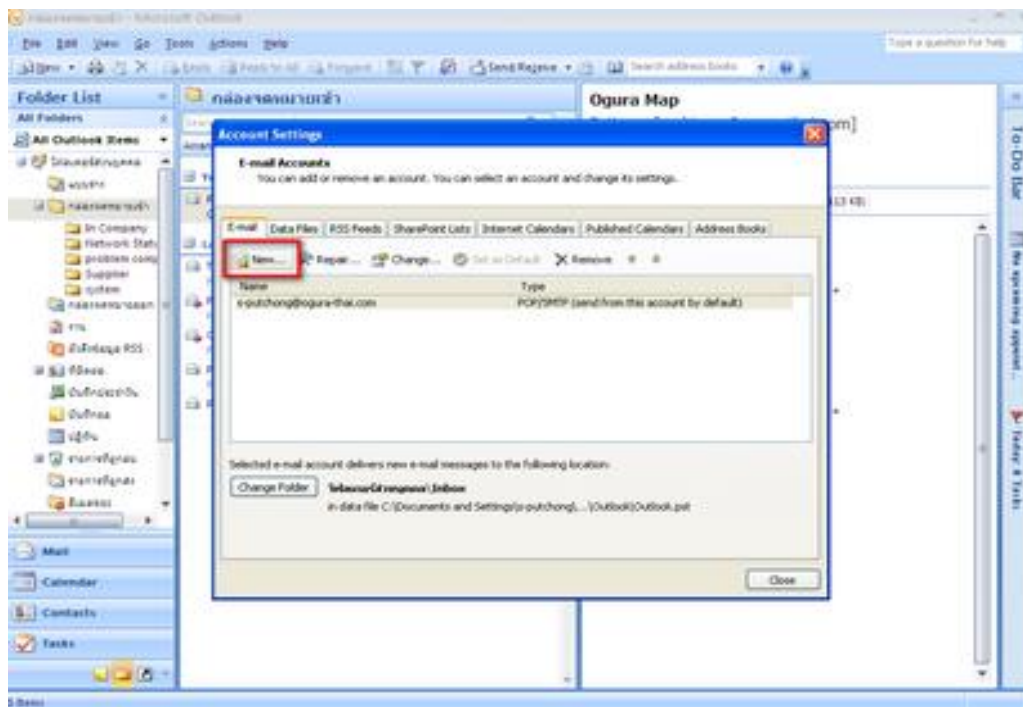# Setup E-Mail Account for Microsoft Office 2007
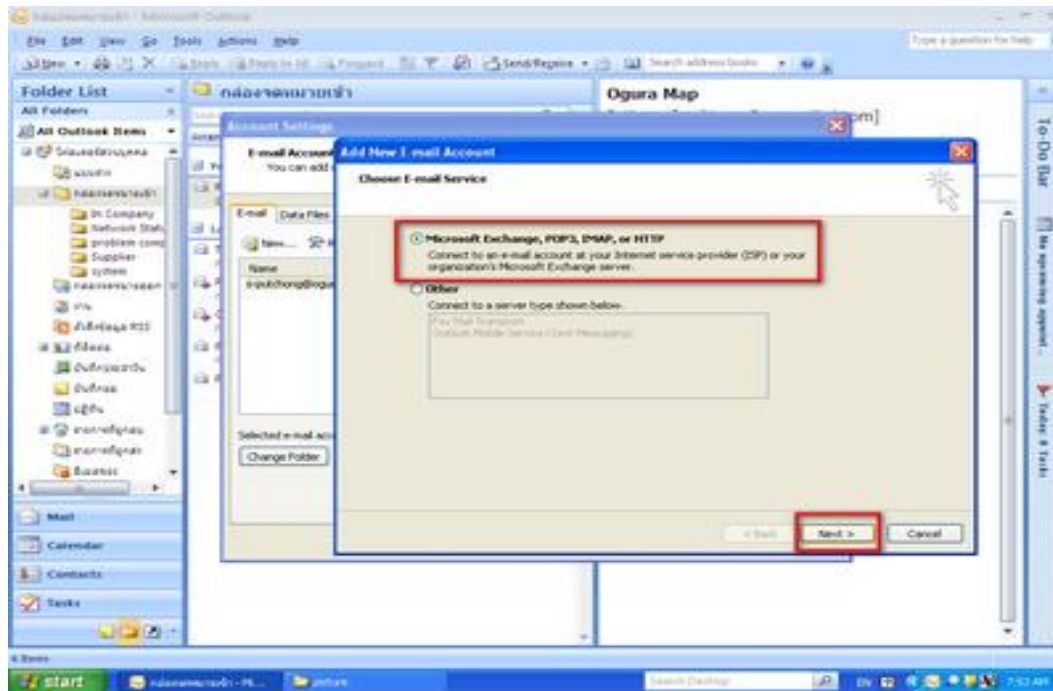
1. Open Microsoft Office 2007 and then click menu Tool >>> Accounting Setting
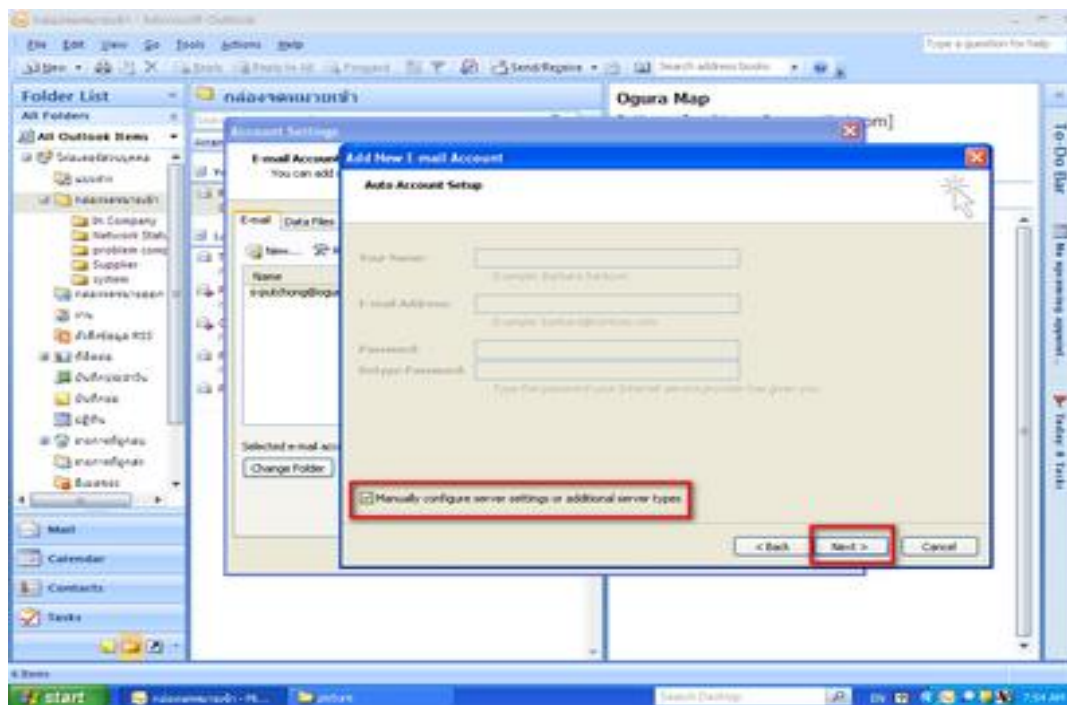

2. From an 1. Will appear a window setting. Click the New.. command button.

3. Select the Microsoft Exchanges, POP3, IMAP, or HTTP and then click the Next command button.


4. Select the Manually configure server setting or additional server types and then click Next command button.

**5. Input your information and then click Test Account Setting command button.**

- **User Information**
  Your Name: User Name *Sample supakit*
  E-Mail Address: Your E-Mail Address *Sample s-putchong@ogura-thai.com*
- **Server Information**
  Account Type: *Select POP3*
  Incoming mail server: *pop.ogura-thai.com*
  Outgoing mail server: *smtp.ogura-thai.com*
- **Logon Information**
  User Name: Your First name and Surname *Sample supakit putchong*
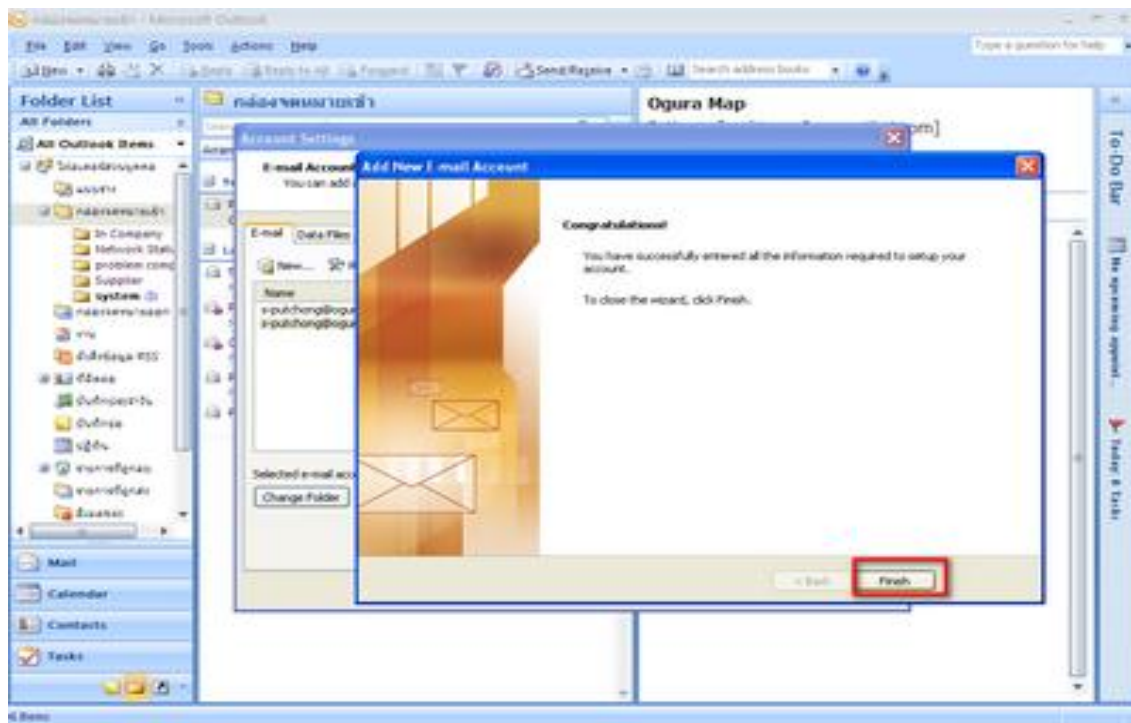 **Password:** *Your Password*
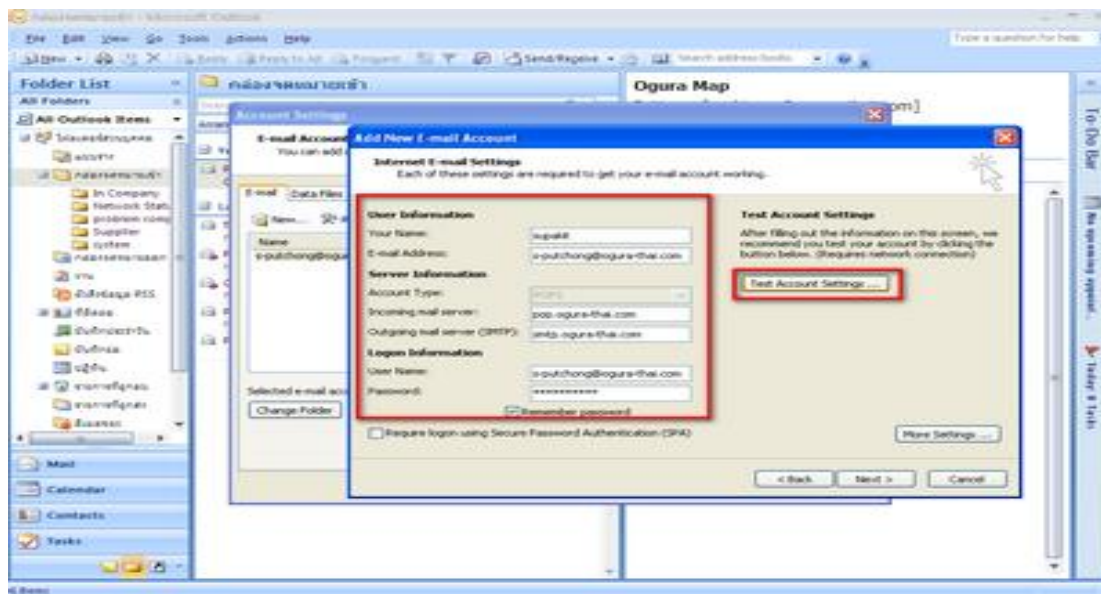
6. From an 5. Click Test Account Setting window will appear to test sending and receiving messages. If your data correct click the Close command button.
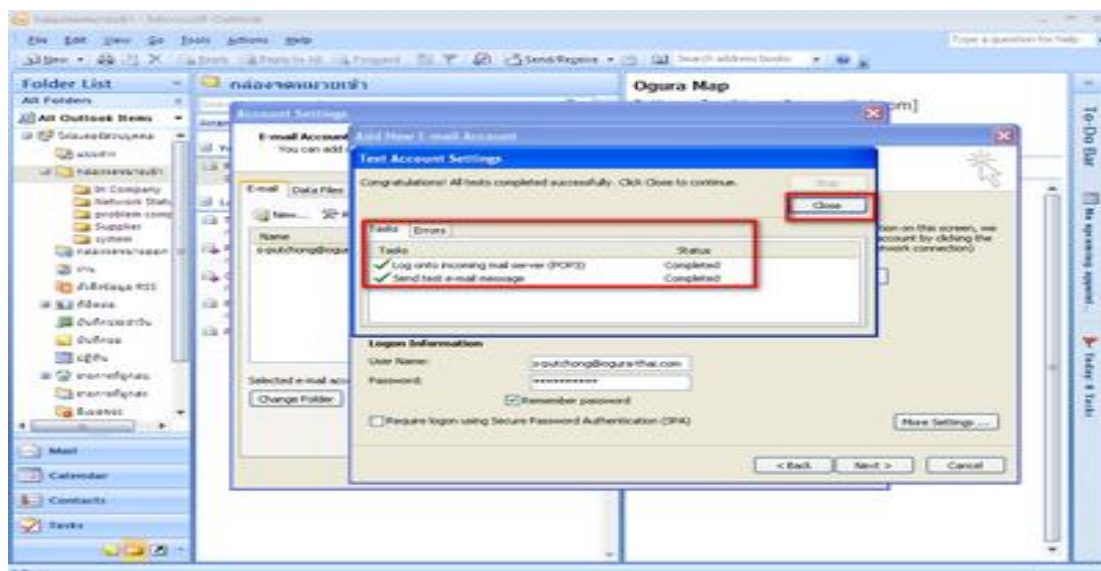
7. And then click the Next command button.
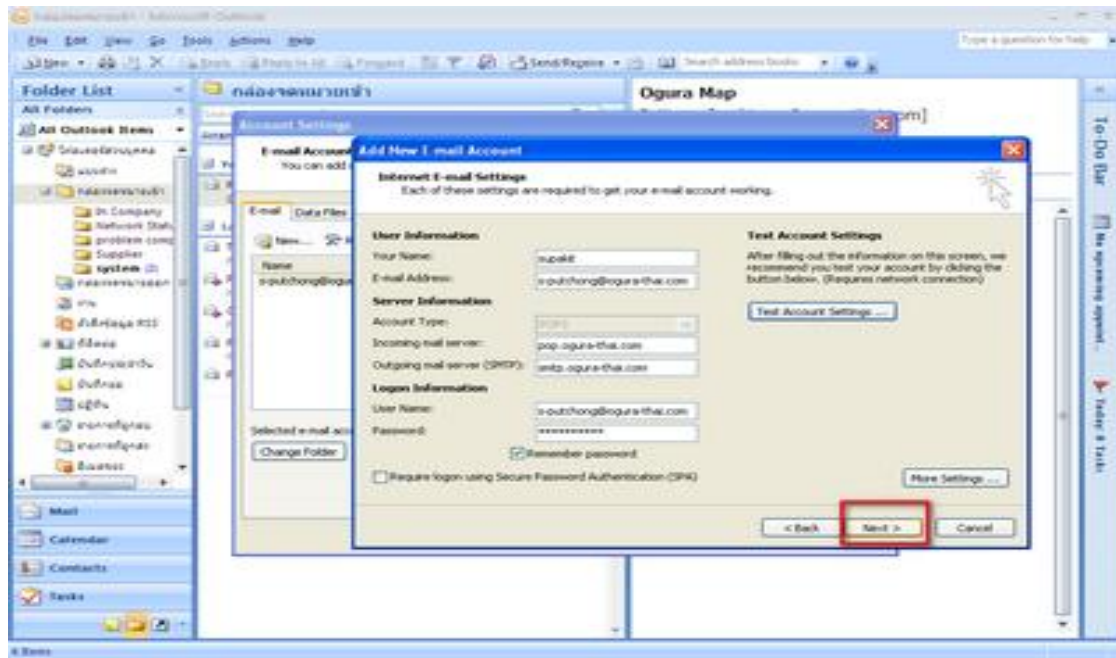
8. Click the Finish command button to finish setting.

9. Click the Close button to close the command window setting.