Setup New Account For Microsoft Outlook
&
Backup System State

Procedure

Version 1.0

1 March 09

Information about this document

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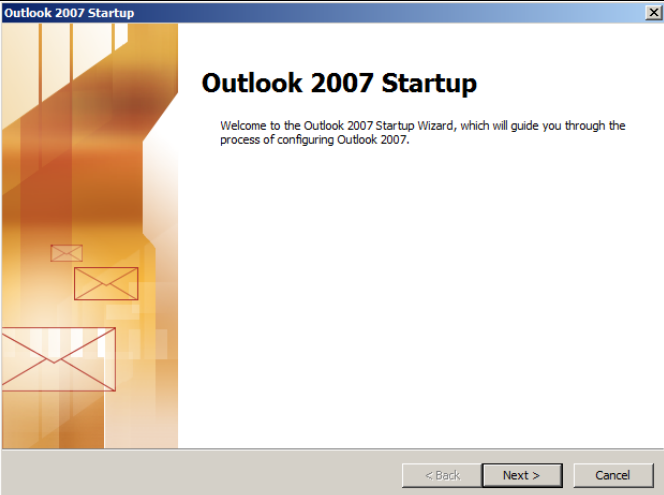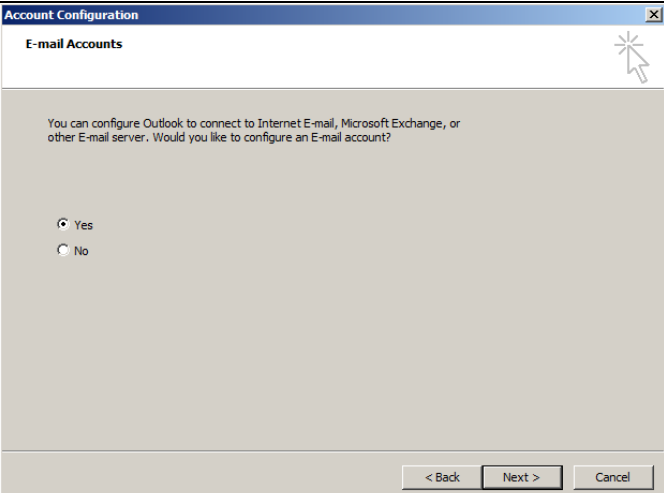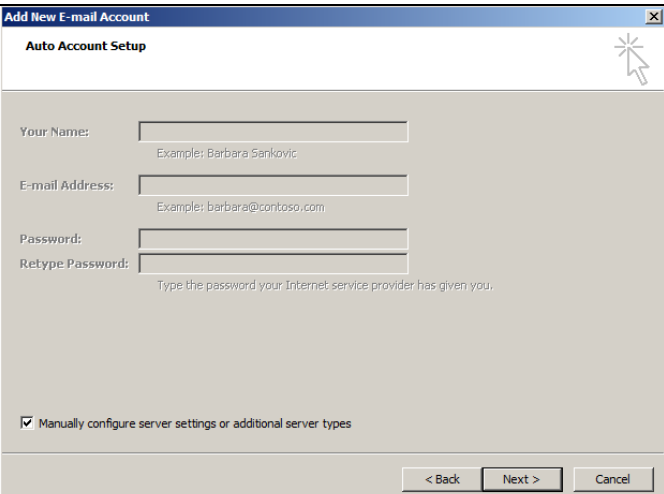
1 Objectives

1.1 Objective of this document

This document show you the step-by-step guild to setup new account for ms outlook and using ntbackup to backup system state
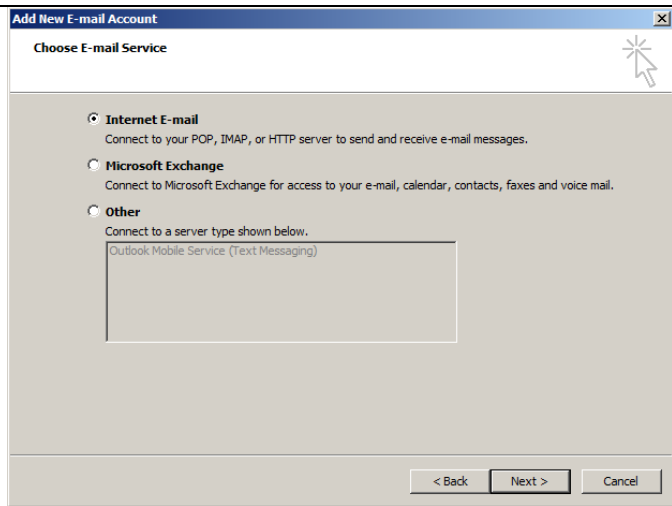
1.2 Intended audience

All **trained** professional who will have to install assign to setup new email account based on POP & SMTP

2. Setup new email account

Open MS Outlook	**Outlook 2007 Startup** **Outlook 2007 Startup** Welcome to the Outlook 2007 Startup Wizard, which will guide you through the process of configuring Outlook 2007. < Back Next > Cancel
Choose Yes and click **Next**	**Account Configuration** **E-mail Accounts** You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account? ⊙ Yes ○ No < Back Next > Cancel

Choose **Manually configure server...**	**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
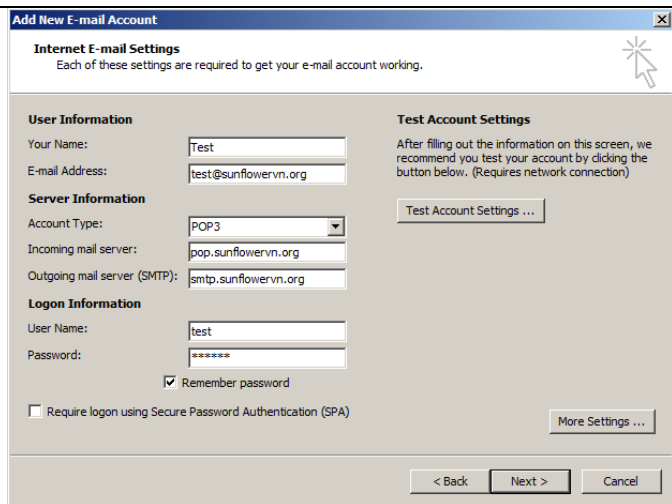
Click **Next**

Add New E-mail Account

Choose E-mail Service

- ● **Internet E-mail**
  Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- ○ **Microsoft Exchange**
  Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- ○ **Other**
  Connect to a server type shown below.
  Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

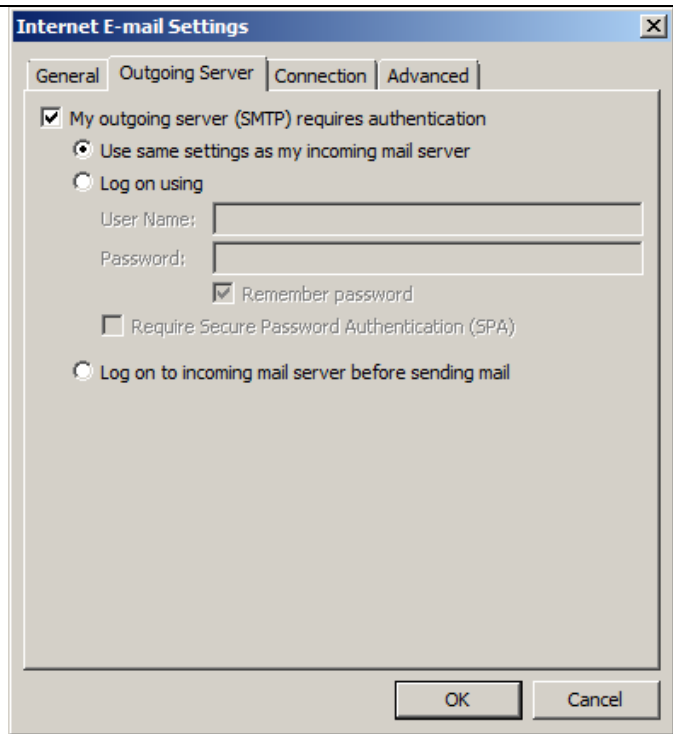
Fill all the necessary informations and click **More settings**

POP : pop.sunflowervn.org
SMTP : smtp.sunflowervn.org

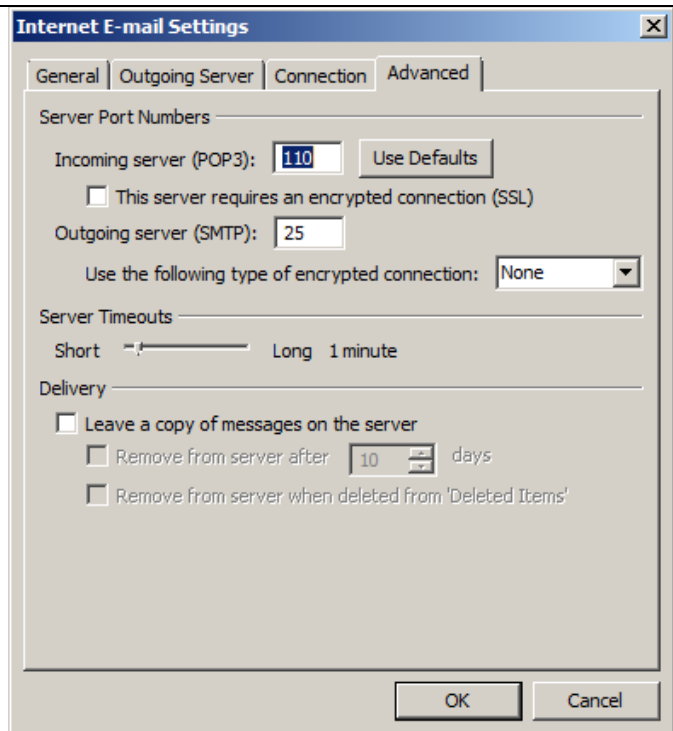**Add New E-mail Account**

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Test
E-mail Address: test@sunflowervn.org

Server Information
Account Type: POP3
Incoming mail server: pop.sunflowervn.org
Outgoing mail server (SMTP): smtp.sunflowervn.org

Logon Information
User Name: test
Password: ******
☑ 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

On the outgoing server tab, choose **My outgoing server (SMTP)** …

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

☑ 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

[OK] [Cancel]

On the advanced tab, give **110** to POP3 and **25** to SMTP textbox. Click **OK**

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Server Port Numbers

Incoming server (POP3): [110]   [Use Defaults]

    ☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): [25]

    Use the following type of encrypted connection: [None ▼]

Server Timeouts

Short ─┤────── Long   1 minute

Delivery

☐ Leave a copy of messages on the server

    ☐ Remove from server after [10] days

    ☐ Remove from server when deleted from 'Deleted Items'

[OK] [Cancel]

Click **Finish** to complete

Add New E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back | Finish
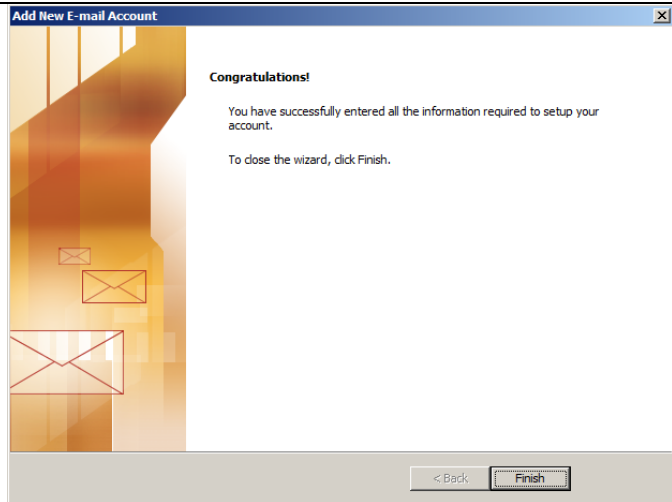
3. Backup system state

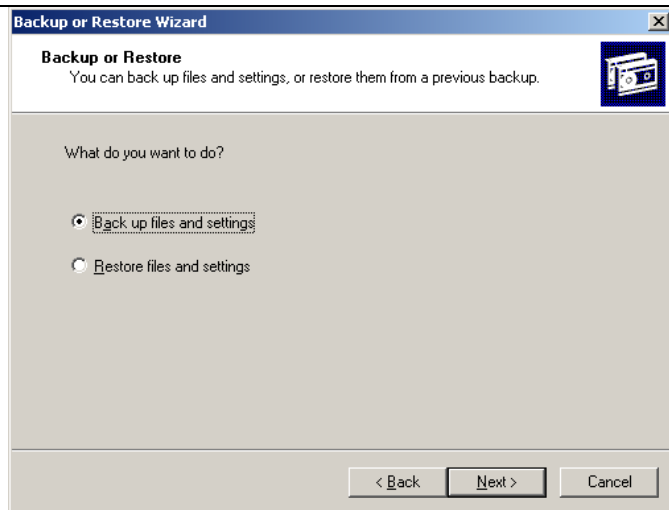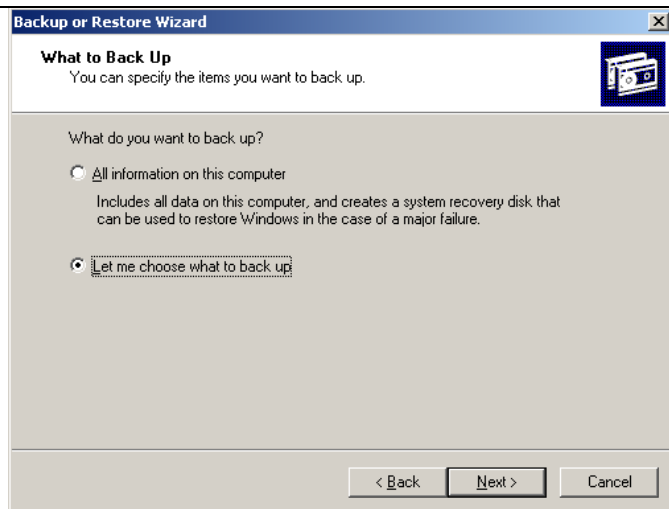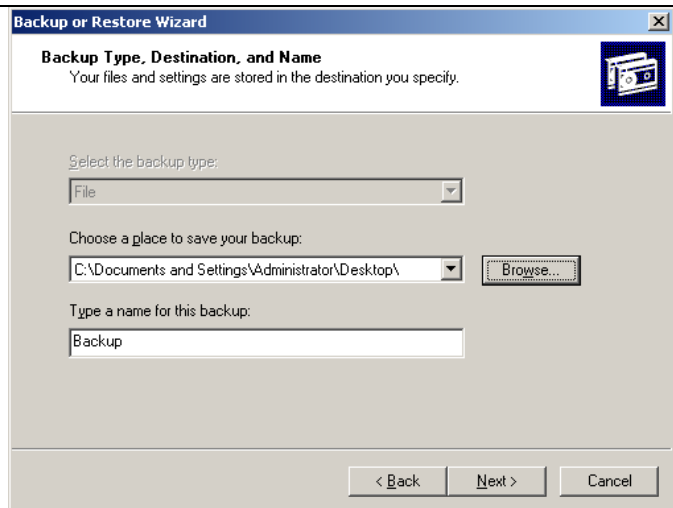|	
From Start → Run → type **ntbackup** to open windows backup ultility Choose **Back up files and settings.** Click **Next**	
Choose **Let me choose...**click **Next**	

Expand **My Computer** → Check **System State** and click **Next**	
Give the name for backup job and the path to save the backup file. Click **Next**	
Click **Finish** to Start Backup Progress	
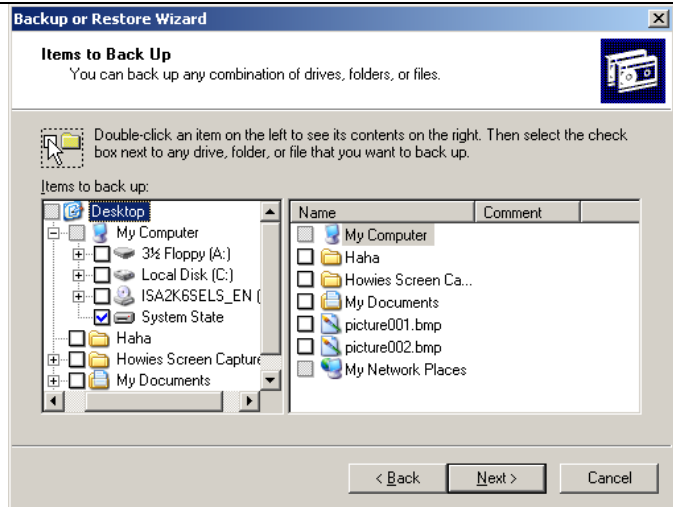
After the backup progress finishes. Click Close to complete	**Backup Progress** [?][X] Cancel Drive: System State Label: Backup.bkf created 3/2/2009 at 12:18 PM Status: Backing up files from your computer... Progress: ■ Elapsed: Estimated remaining: Time: 3 sec. 2 min., 56 sec. Processing: System State\...MON FILES\System\wab32.dll Processed: Estimated: Files: 21 2,493 Bytes: 8,322,554 496,987,080

Anytime you wanna restore the system state. Use ntbackup to open windows backup ultility → choose restore → choose the restore type and browse to the backed up file and click start or finish to start the restoration