

---

# **Setup New Account For Microsoft Outlook & Backup System State Procedure**

Version 1.0

*1 March 09*

## Information about this document

<i>Filename :</i>	SunFlowerVN-MSOL-NTBK v1.1.doc
<i>Available in:</i>	
<i>Written by :</i>	
<i>Status :</i>	

## Table of Contents

1	Objectives .....	4
1.1	Objective of this document.....	4
1.2	Intended audience.....	4
2.	Setup new email account.....	5
3.	Backup system state.....	9

# 1 Objectives

---

## 1.1 Objective of this document

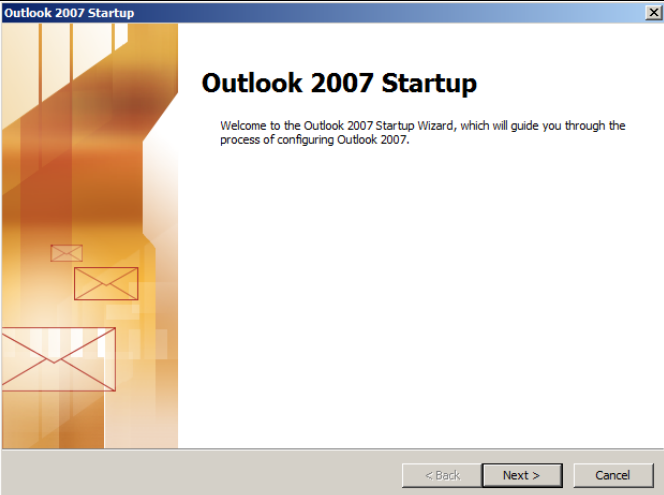
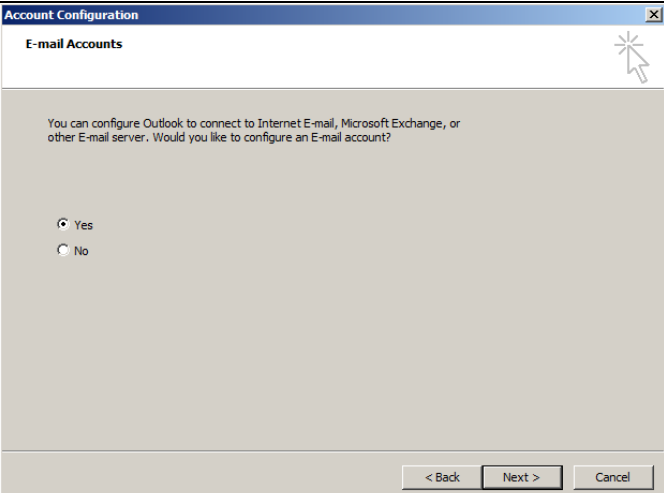
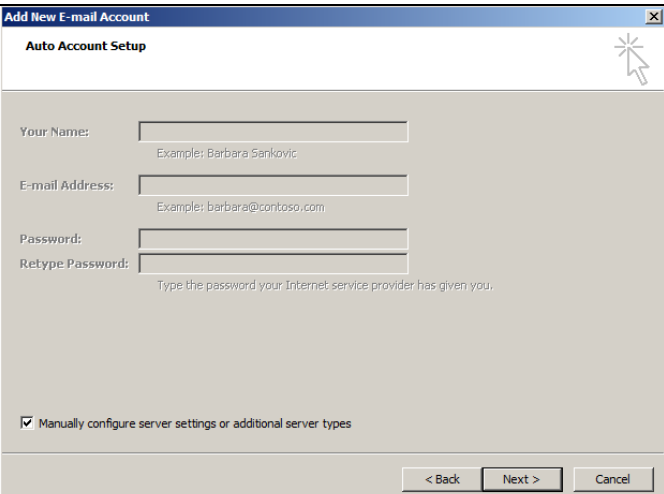
This document show you the step-by-step guild to setup new account for ms outlook and using ntbackup to backup system state

---

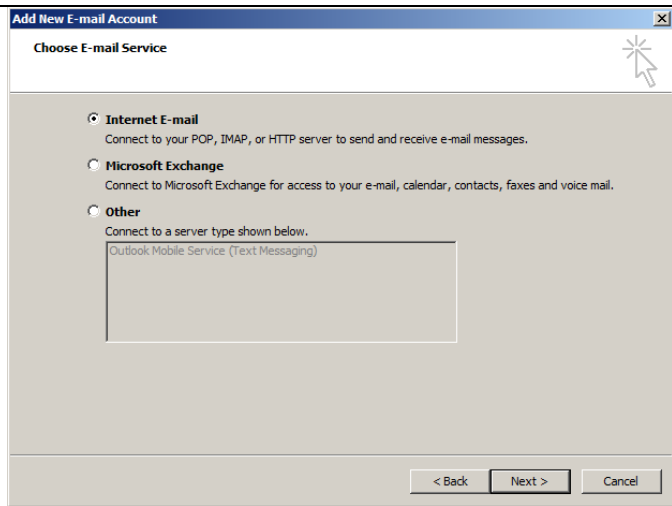
## 1.2 Intended audience

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

## 2. Setup new email account

<p>Open MS Outlook</p>	 <p>The screenshot shows the 'Outlook 2007 Startup' window. It has a blue title bar and a white main area. On the left, there is a vertical orange bar with three white envelope icons. The text 'Outlook 2007 Startup' is in bold. Below it, a smaller text says: 'Welcome to the Outlook 2007 Startup Wizard, which will guide you through the process of configuring Outlook 2007.' At the bottom right, there are three buttons: '&lt; Back', 'Next &gt;', and 'Cancel'.</p>
<p>Choose Yes and click <b>Next</b></p>	 <p>The screenshot shows the 'Account Configuration' window with the 'E-mail Accounts' tab selected. The text inside says: '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?'. There are two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom right, there are three buttons: '&lt; Back', 'Next &gt;', and 'Cancel'.</p>
<p>Choose <b>Manually</b> configure server...</p>	 <p>The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. It contains several input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.' At the bottom, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right, there are three buttons: '&lt; Back', 'Next &gt;', and 'Cancel'.</p>

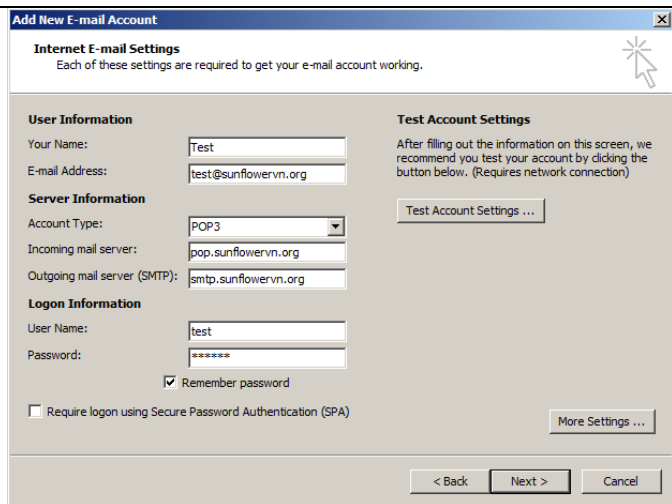
Click **Next**



The screenshot shows the 'Add New E-mail Account' window with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Internet E-mail' is the text 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Below 'Microsoft Exchange' is 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Below 'Other' is 'Connect to a server type shown below.' and a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

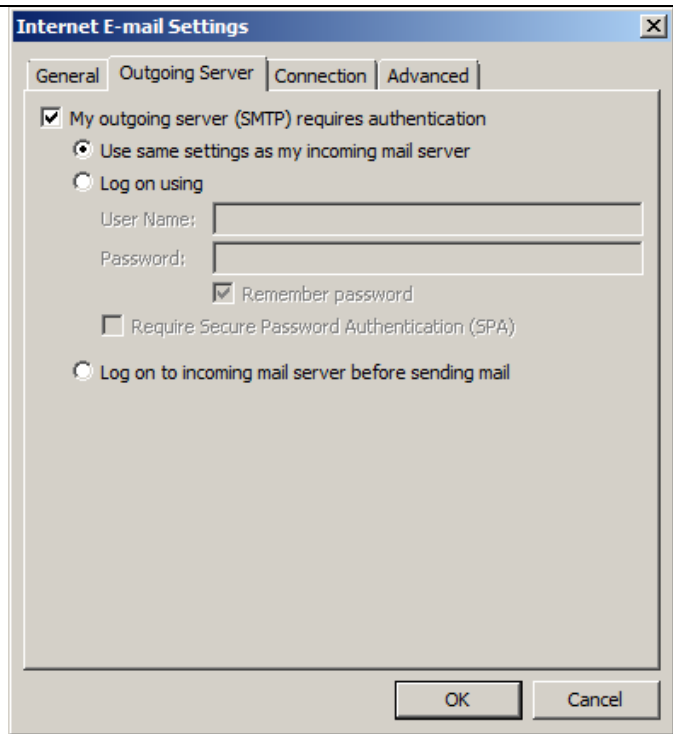
Fill all the necessary informations  
and click **More settings**

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



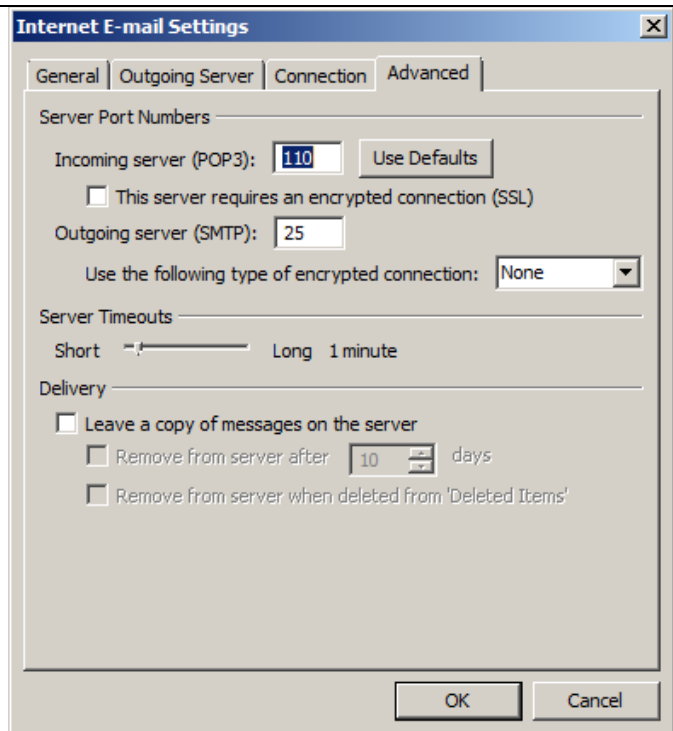
The screenshot shows the 'Add New E-mail Account' window with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Internet E-mail Settings' with the subtext 'Each of these settings are required to get your e-mail account working.' The window is divided into two main sections: 'User Information' and 'Test Account Settings'. The 'User Information' section contains fields for 'Your Name' (Test), 'E-mail Address' (test@sunflowervn.org), 'Account Type' (POP3), 'Incoming mail server' (pop.sunflowervn.org), and 'Outgoing mail server (SMTP)' (smtp.sunflowervn.org). The 'Logon Information' section contains fields for 'User Name' (test), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. The 'Test Account Settings' section contains a text box with instructions and a 'Test Account Settings ...' button. At the bottom right is a 'More Settings ...' button. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

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



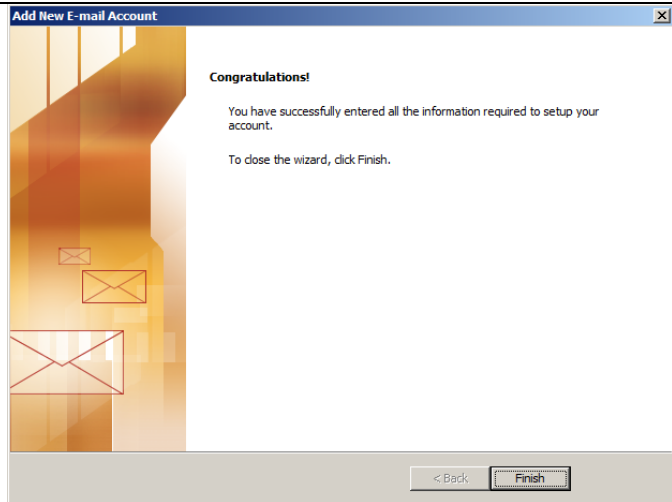
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the 'Use same settings as my incoming mail server' radio button is selected. The 'Log on using' section has empty text boxes for 'User Name:' and 'Password:', with a checked 'Remember password' checkbox. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is also selected. At the bottom are 'OK' and 'Cancel' buttons.

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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3):' set to '110' and 'Outgoing server (SMTP):' set to '25'. A 'Use Defaults' button is next to the POP3 field. The 'This server requires an encrypted connection (SSL)' checkbox is unchecked. The 'Use the following type of encrypted connection:' dropdown is set to 'None'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Delivery' section has the 'Leave a copy of messages on the server' checkbox checked. Below it, 'Remove from server after' is set to '10' days, and 'Remove from server when deleted from 'Deleted Items'' is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Click **Finish** to complete

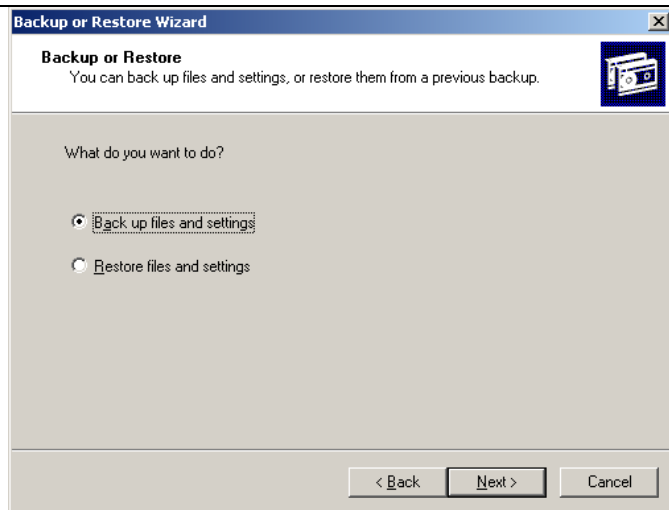




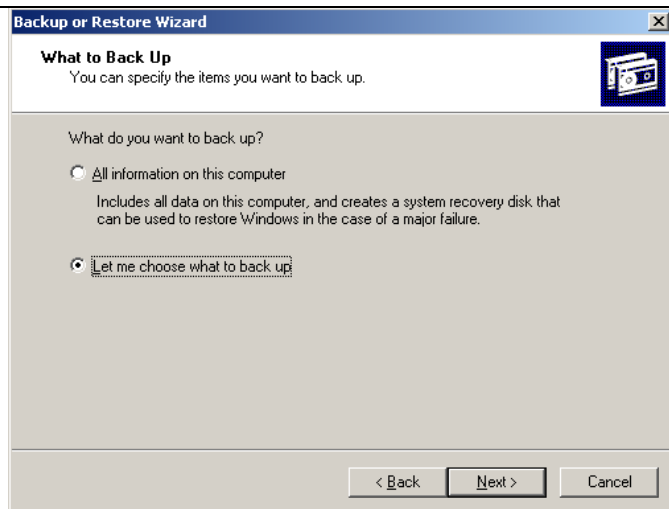
### 3. Backup system state

From Start → Run → type **ntbackup** to open windows backup utility

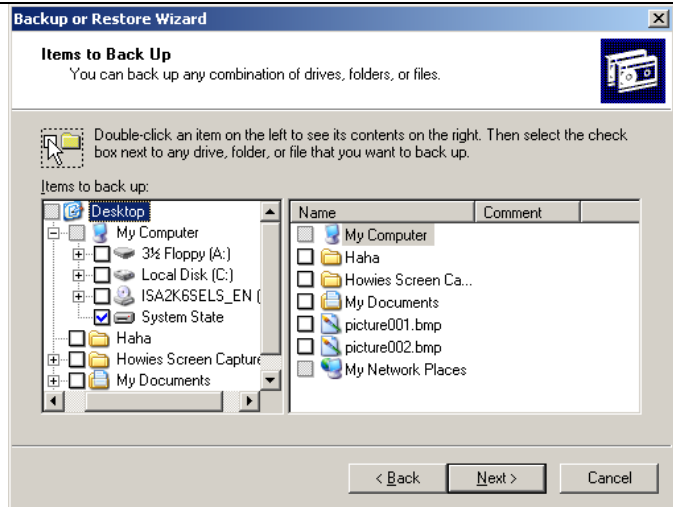
Choose **Back up files and settings**. Click **Next**



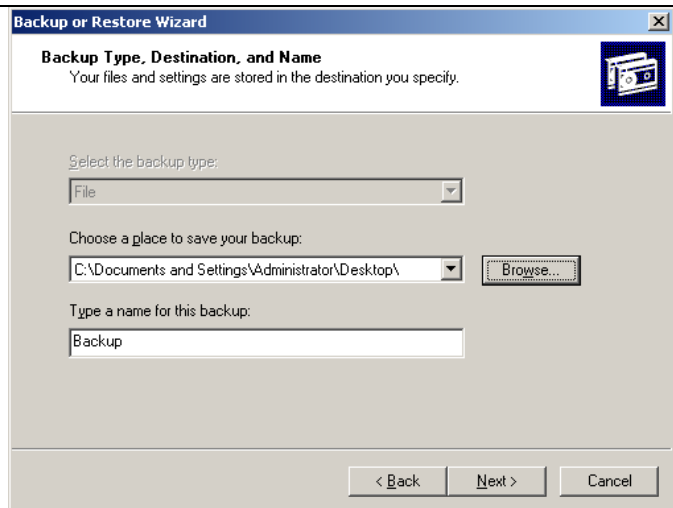
Choose **Let me choose...** click **Next**



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]

---

Drive:

Label:

Status:

---

Progress:

Time: Elapsed:  Estimated remaining:

---

Processing:

---

	Processed:	Estimated:
Files:	<input type="text" value="21"/>	<input type="text" value="2,493"/>
Bytes:	<input type="text" value="8,322,554"/>	<input type="text" value="496,987,080"/>

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