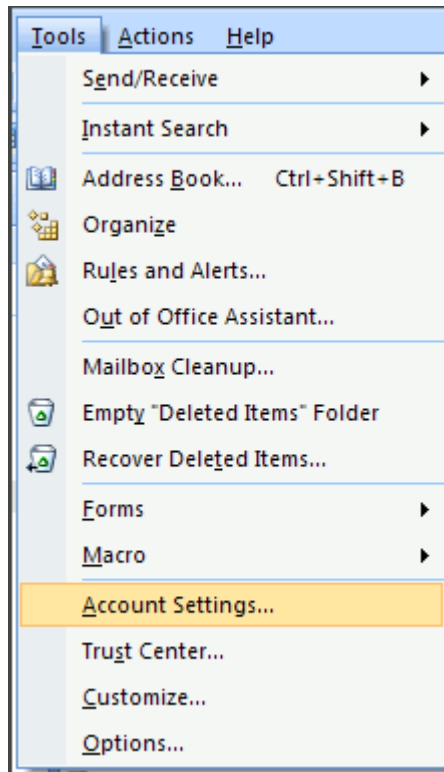


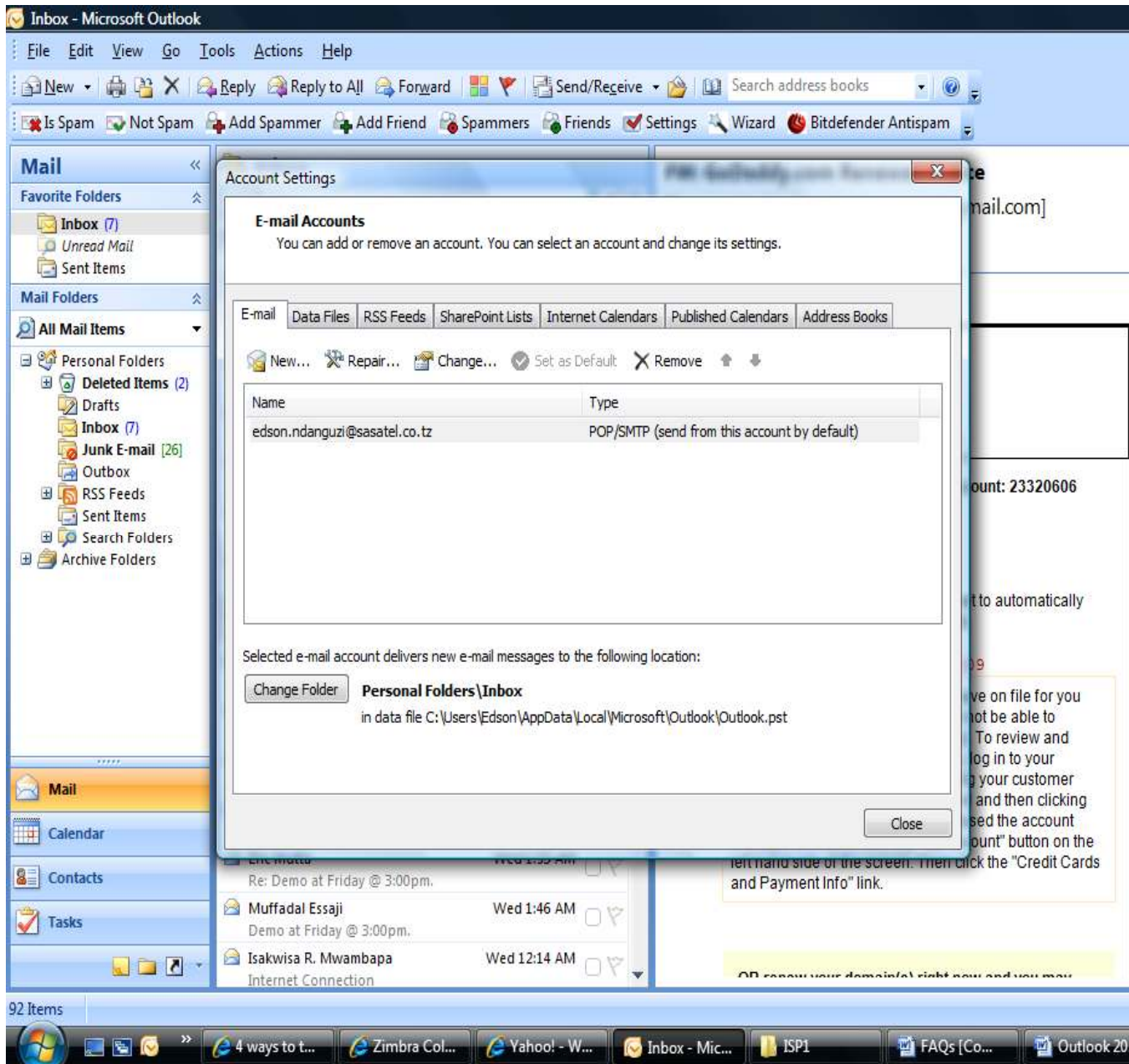
## **D: Configuring OUTLOOK 2007 with Sasamail**

When you are using Sasatel Internet services and you already have an email account that has your emails hosted on a different server, you will need to access the Sasamail server to facilitate your outgoing email. For that, you will need a Sasamail account and change the server settings of Microsoft as instructed below:-

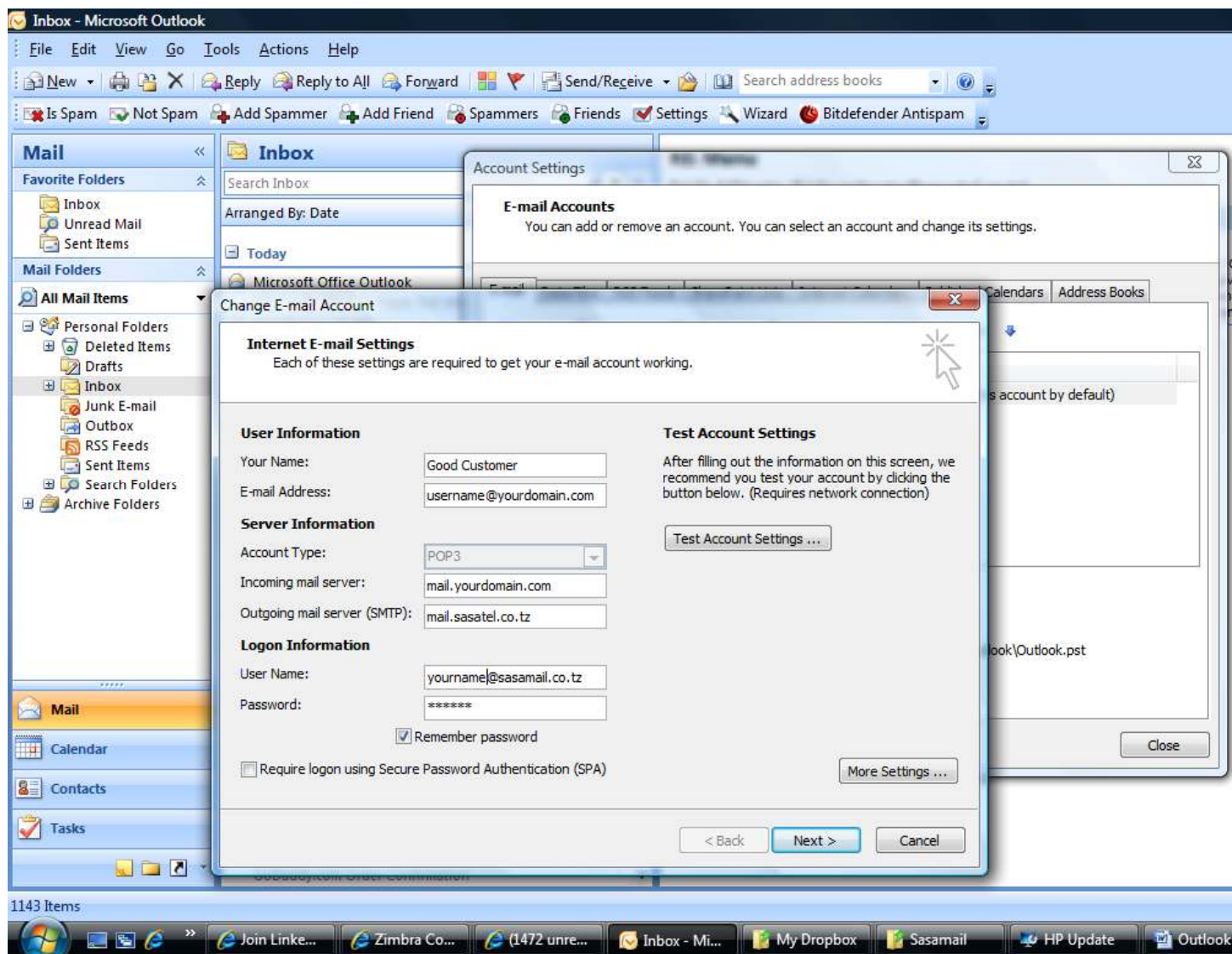
1. Launch Outlook 2007. Right click to **Tools** and select **Account Settings**. Right click **Account Settings**



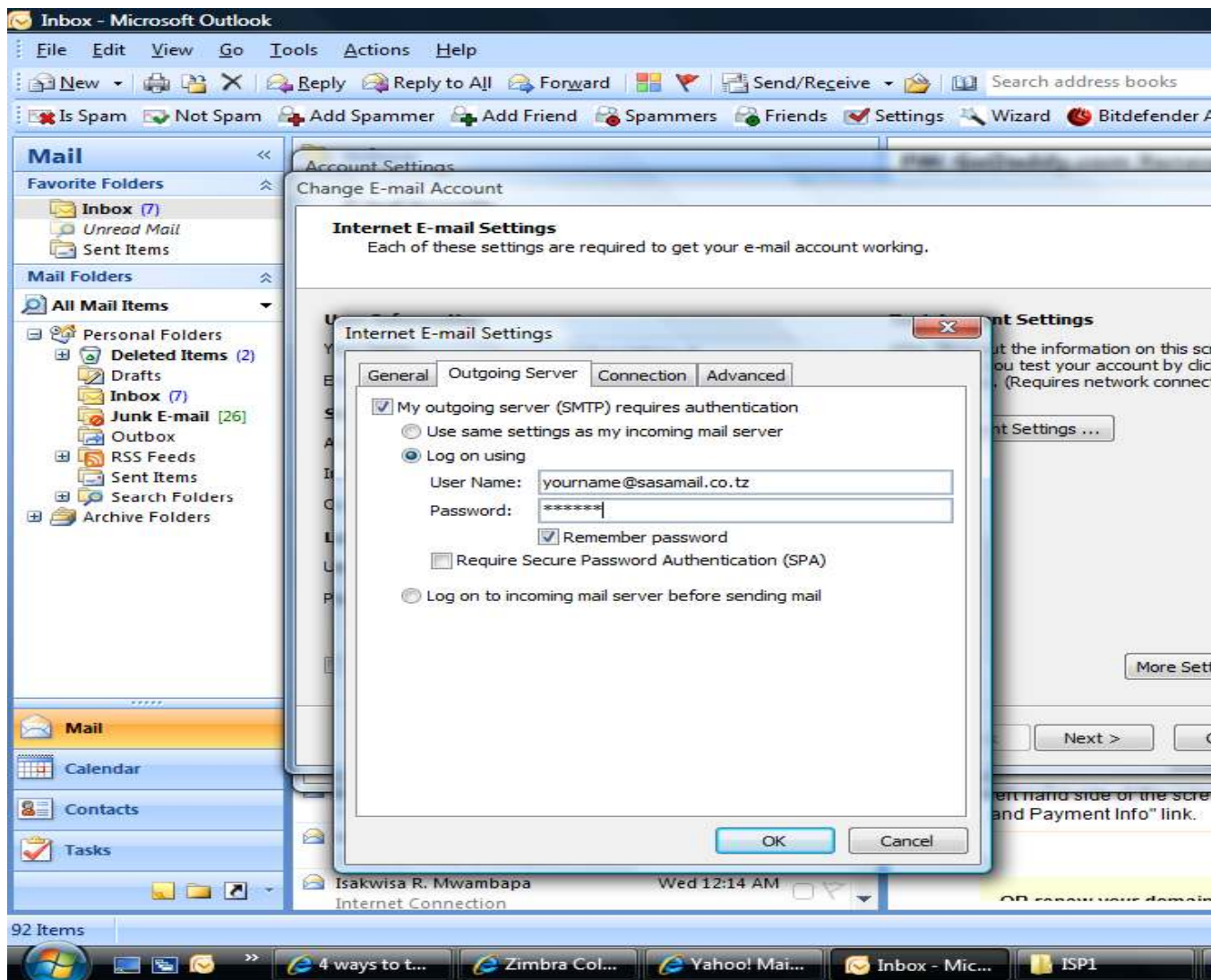
2. When **Account Settings** opens, double click the existing e-mail address (**username@yourdomain.com**) already configured



3. **Change E-mail Account** window will appear. On the **Outgoing mail server (SMTP)** change to **mail.sasatel.co.tz** then click **More Settings**

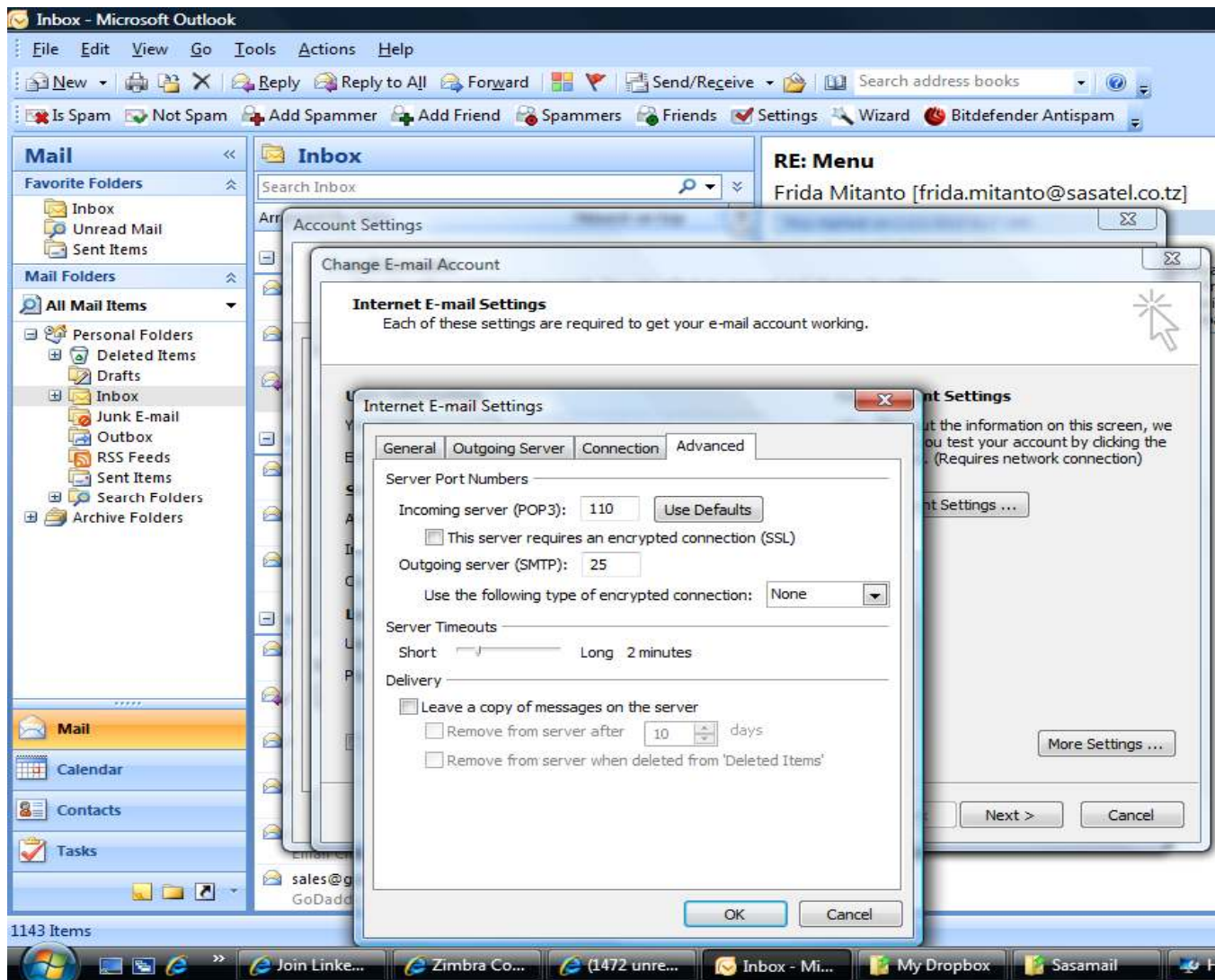


4. On the Outgoing Mail Server tab, check ***My outgoing server (SMTP) requires authentication***



5. Select ***Log on using***
6. Fill in required information
  - **User Name:** username@sasamail.co.tz
  - **Password:** xxxxxx

7. Then click the **Advanced** tab on the right hand side. Tick **This server requires an encrypted connection (SSL)**. On **Use the following type of encrypted connection**, select **TLS** then click **OK**



8. Click **Test Account Settings** to verify everything is configured correctly
9. Click **Next** and then click **Finish**