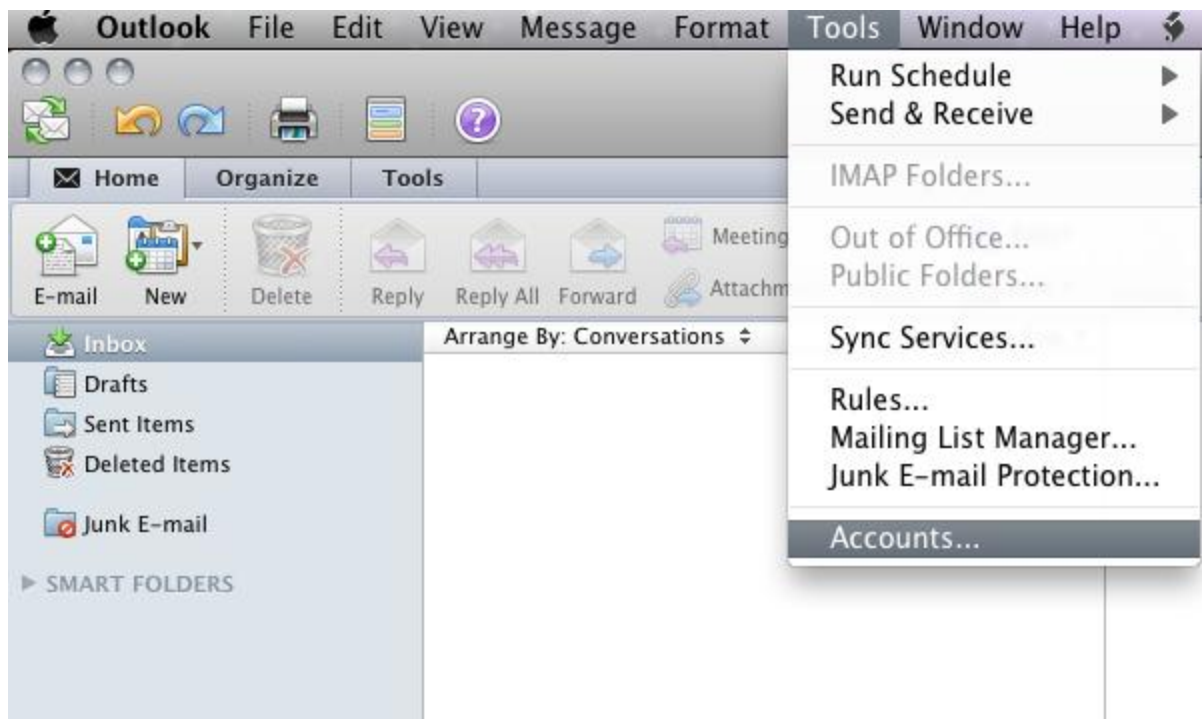


Email Setup for Outlook 2011

Launch Outlook 2011

1. Launch Outlook 2010
2. Select **Tools** from the top menu bar and then **Accounts...**



Add an Account

3. Select the "**E-mail Account**" option.



Add an Account

To get started, select an account type.



Exchange Account

Microsoft Exchange accounts are used by corporations and other large organizations.



E-mail Account

POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.

[Learn about adding accounts](#)

Enter your account information

4. Enter all the relevant details (Select 'POP' as the type) then select "**Override default port**" under the Outgoing server section to change your Outgoing servers port to "**587**".
5. Once all the specified fields have been entered select "**Add Account**"

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

Select More Options...

6. Select "**More Options...**" below your Outgoing server settings.

The screenshot shows a configuration window for a POP account. At the top, there is an envelope icon with 'POP' written below it, followed by the text 'Your-domain' and 'POP Account'. Below this, there are several sections: 'Account description' with a text box containing 'Your-domain'; 'Personal information' with fields for 'Full name' (Name Sumame) and 'E-mail address' (you@your-domain.com); 'Server information' with fields for 'User name' (you@your-domain.com) and 'Password' (masked with dots); 'Incoming server' with a text box (mail.your-domain.com) and a port box (110), and three checkboxes: 'Override default port' (unchecked), 'Use SSL to connect (recommended)' (unchecked), and 'Always use secure password' (unchecked); 'Outgoing server' with a text box (smtp.your-domain.com) and a port box (587), and two checkboxes: 'Override default port' (checked) and 'Use SSL to connect (recommended)' (unchecked). At the bottom left is a link 'Learn about POP account settings' and at the bottom right is a button 'Advanced...'. There is also a 'More Options...' button located below the outgoing server settings.

Settings for SMTP server

7. Under the "**More Options...**" button select "**User Name and Password for Authentication**"
8. Enter in your username and password then select "**OK**"

Settings for: smtp.your-domain.com

Authentication:

User name:

Password:

Unqualified domain:

[Learn about POP settings](#)

You have completed your account setup

8. Your Outlook mail program should now be set up to send and receive mail.