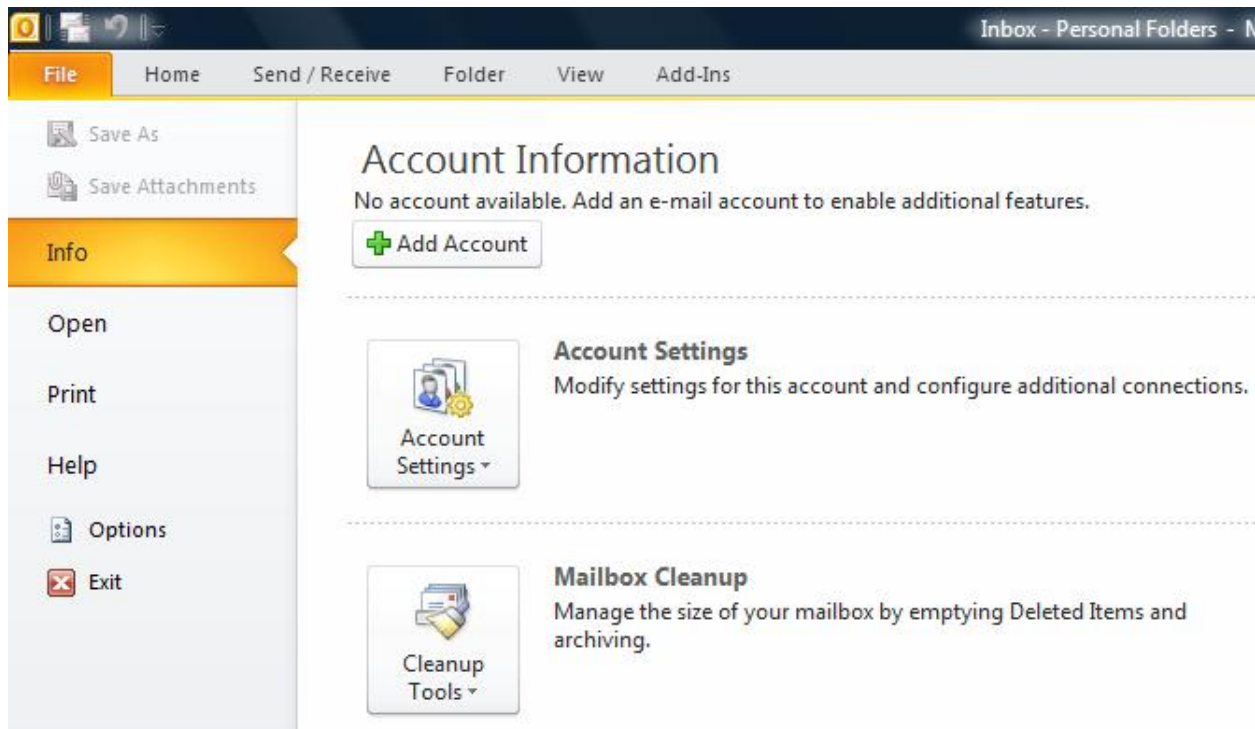


Email Setup for Outlook 2010

Launch Outlook 2010

1. Launch Outlook 2010
2. Select **File** from the top menu bar and then **Info** and **Account Settings**



Create new account

3. On the Auto Account Set-up screen, click **Manually configure server settings or additional server types**.

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

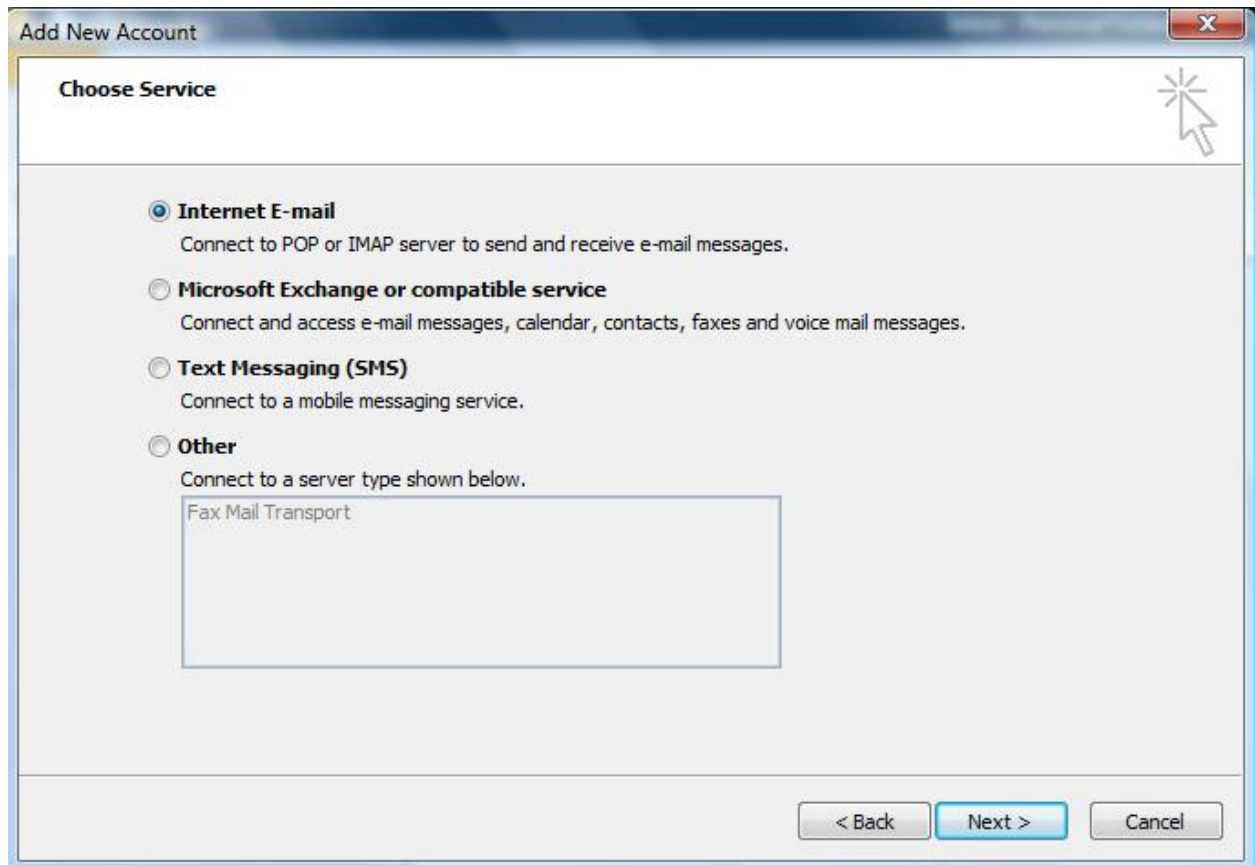
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Choose email service

4. Select **Internet E-mail** and click **Next**.



Email settings

5. Enter all the relevant details (Select 'POP3' as the server type) and then click **More Settings** (Note: Outlook will auto-fill your user name, please ensure you fill in your entire email address as the username)

Add New Account

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

User Information
Your Name: Name Sumam e
E-mail Address: you@your-domain.com

Server Information
Account Type: POP3
Incoming mail server: mail.your-domain.com
Outgoing mail server (SMTP): smtp.your-domain.com

Logon Information
User Name: you@your-domain.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

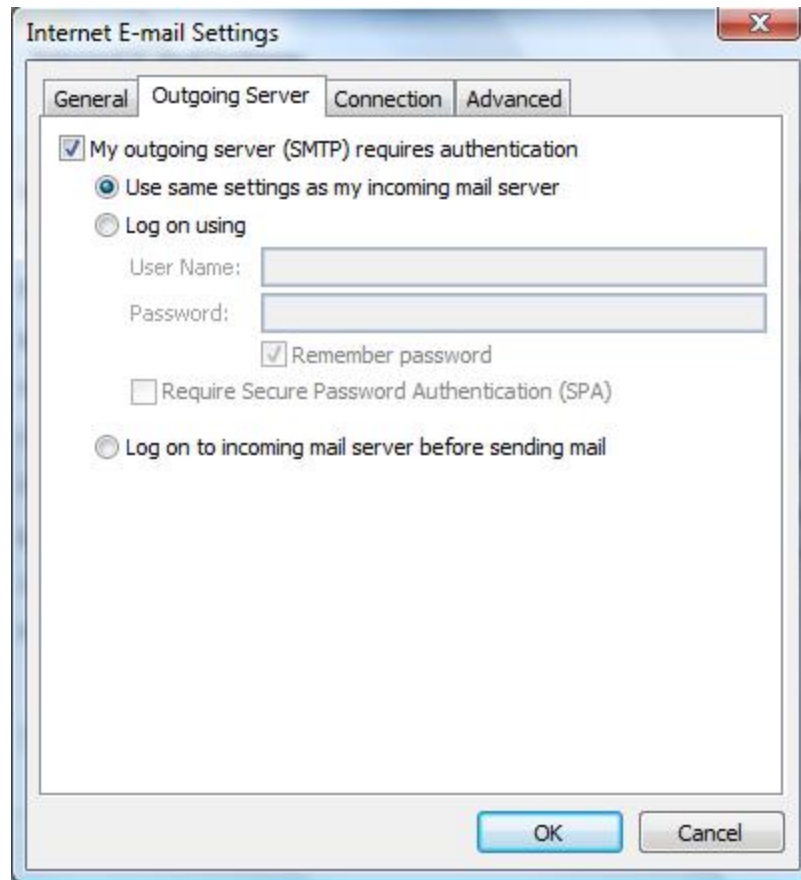
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse
More Settings ...

< Back Next > Cancel

Outgoing Server Settings

6. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**.



Advanced Settings

7. Select the **Advanced tab**

8. Ensure that your settings look like the settings shown in this screenshot. In particular, check that:

- The Incoming server (POP) port is set to the default (110)
- The Outgoing server (SMTP) port is set to 587

9. Click OK, then **Next** and **Finish**.

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