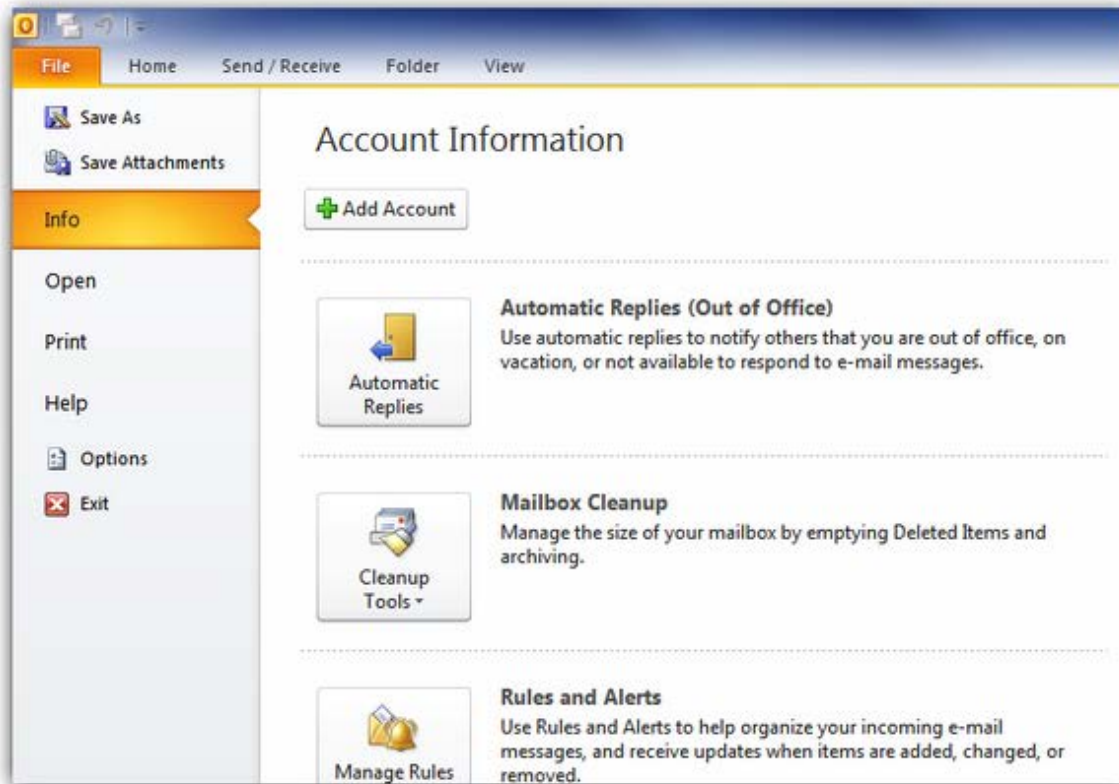
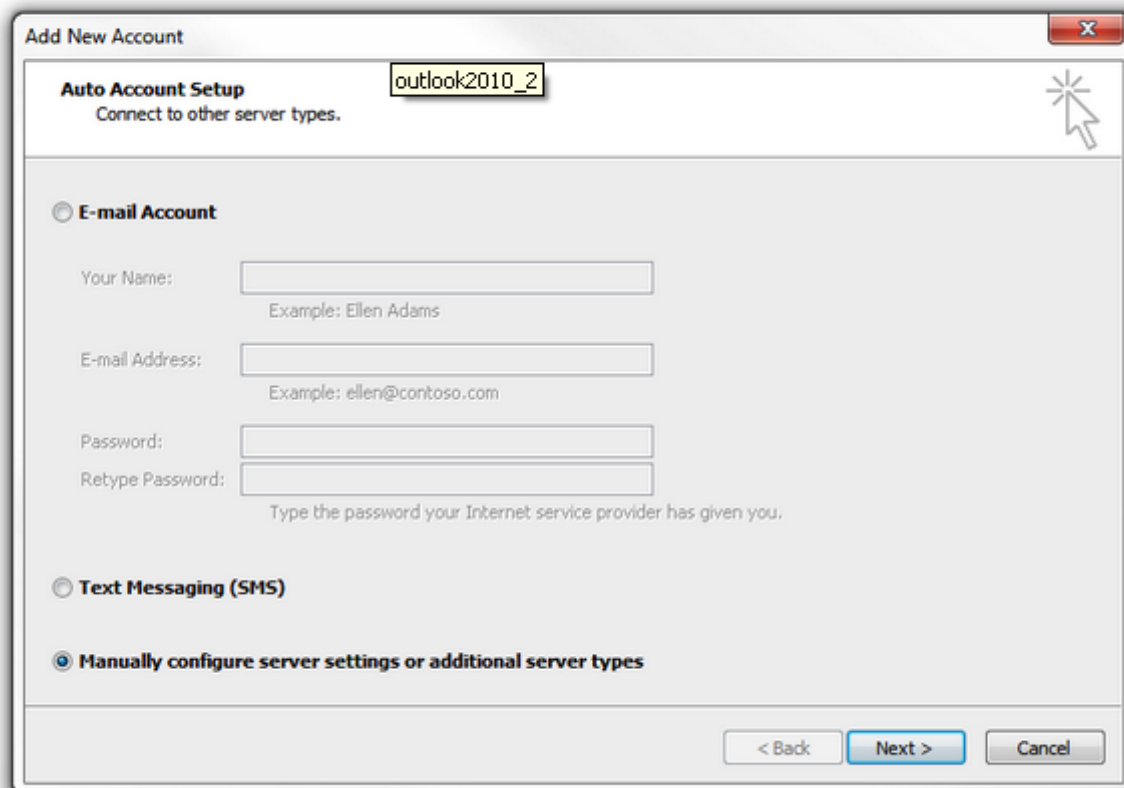


OUTLOOK 2010 EMAIL ACCOUNT SET UP

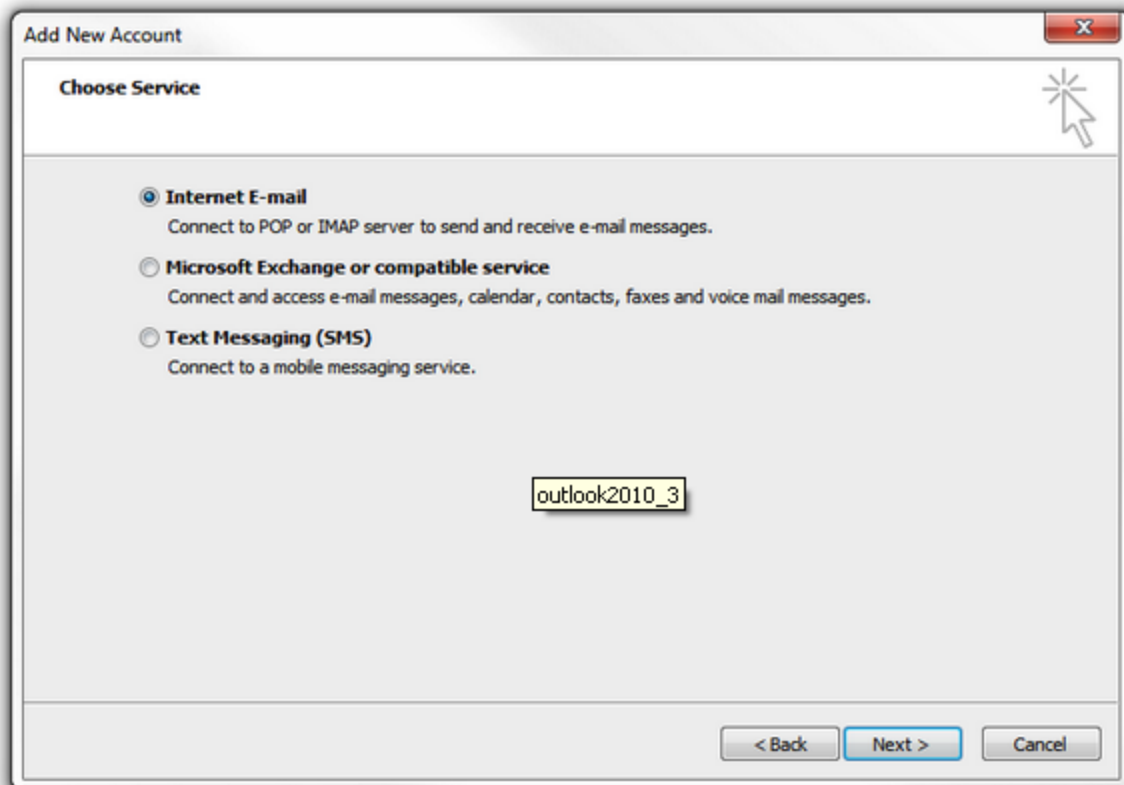
Step 1: On the "File" Ribbon, select info. Then press "+ Add Account"



Step 2: Select the option to "Manually configure server settings or additional server types".



Step 3: Select the option "Internet E-mail".

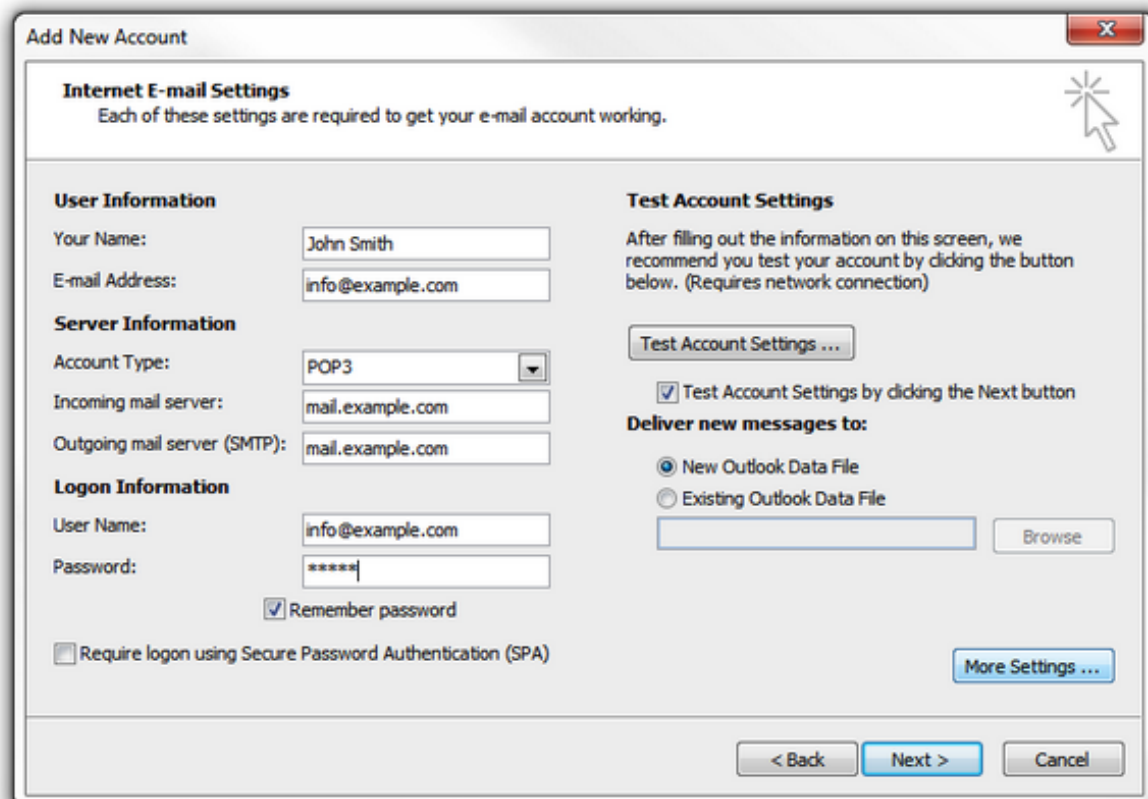


The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Choose Service". There are three radio button options:

- Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.
- Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
- Text Messaging (SMS)**
Connect to a mobile messaging service.

At the bottom center, there is a text input field containing "outlook2010_3". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

Step 4: Insert the information according to the email address you have set up in your control panel (View the [Plesk](#) or [cPanel](#) tutorials).



The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Internet E-mail Settings" with the subtext "Each of these settings are required to get your e-mail account working." There are two columns of settings:

User Information

- Your Name: John Smith
- E-mail Address: info@example.com

Server Information

- Account Type: POP3
- Incoming mail server: mail.example.com
- Outgoing mail server (SMTP): mail.example.com

Logon Information

- User Name: info@example.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:

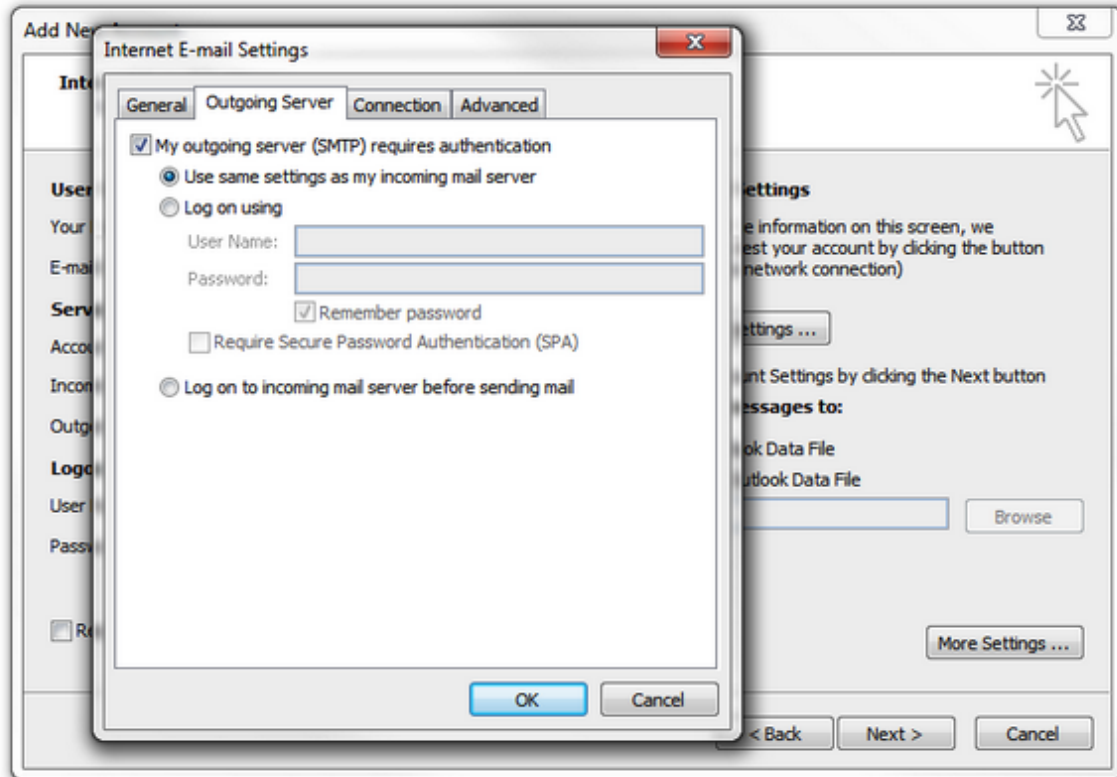
- New Outlook Data File
- Existing Outlook Data File

Browse

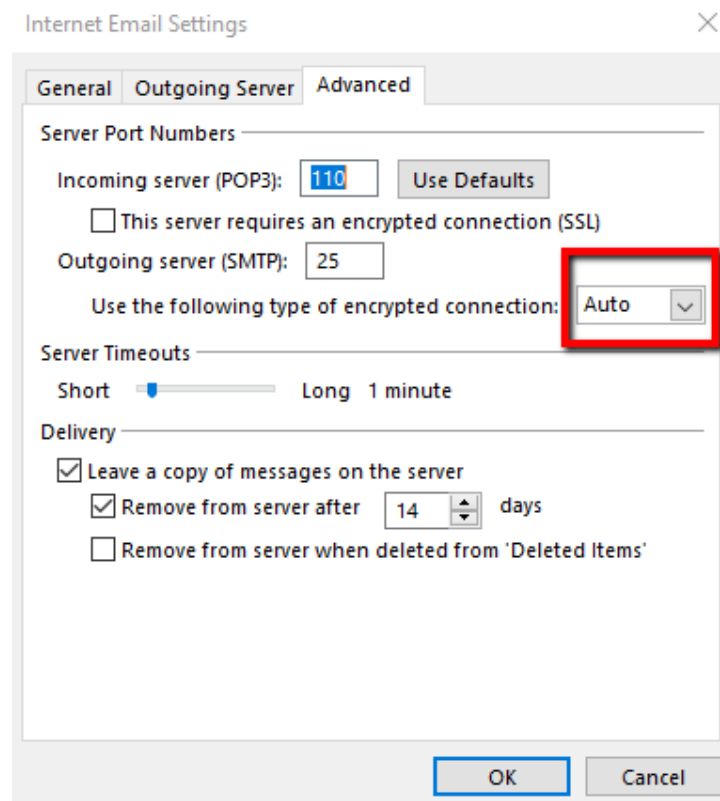
More Settings ...

At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

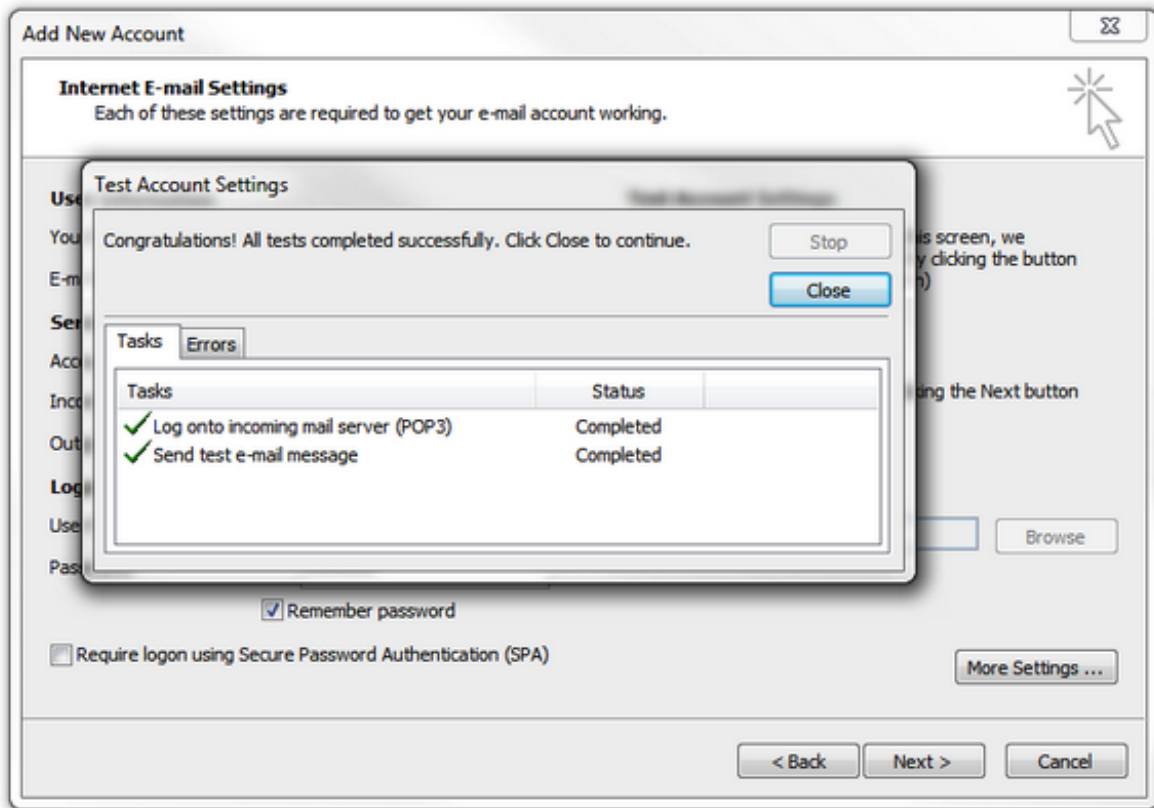
Step 5: Click on more settings as highlighted in blue above. Click the "Outgoing Server" tab, tick the option "My outgoing server (SMTP) requires authentication" and select the option "Use same settings as my incoming mail server".



Step 7: Click on the 'Advanced' tab and make sure the **Incoming Mail Server** is **110** and the **outgoing server** should be **25**. In some instances you may need to change the outgoing server to 587 if 25 doesn't work. Also change 'Use the following type of encrypted connection:' to 'Auto'. Then click 'OK'.



Step 8: You should now be able to successfully test the account as long as the domain has propagated and your hosting account is active.



Make sure to click the 'Next' button at the bottom of the window to save your changes.

Congratulations! You have now set up your mail account.

