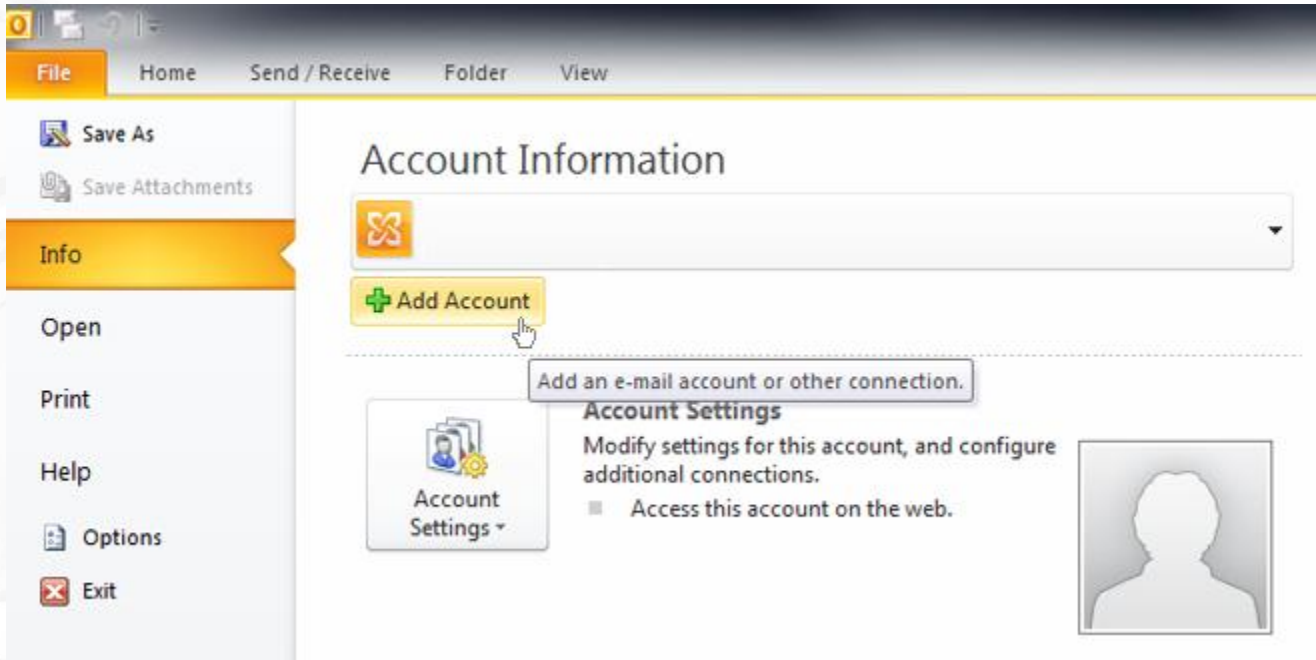


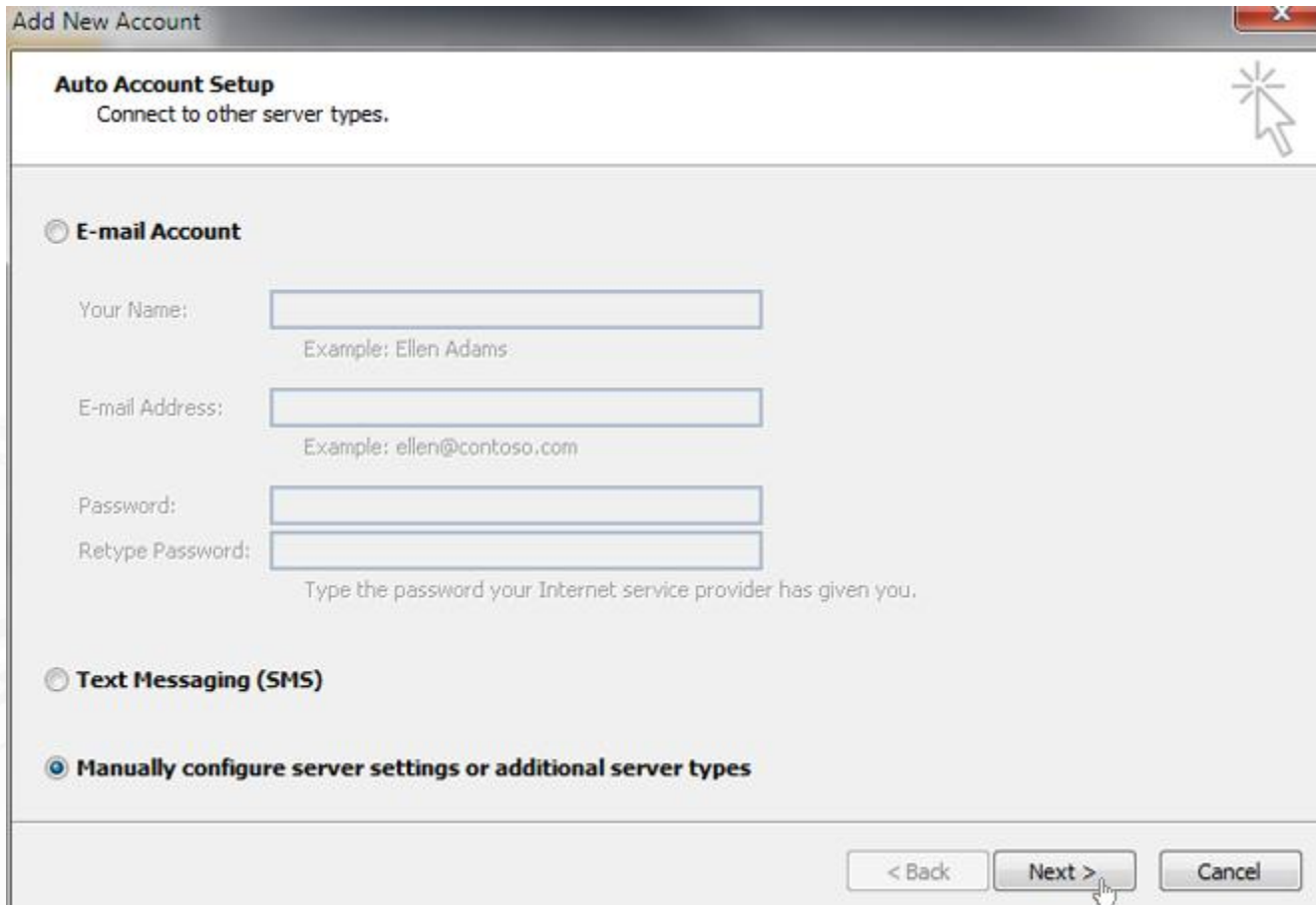
# Microsoft® Outlook® 2010

## Configuring Microsoft Outlook 2010

**Step 1.** Open Microsoft Outlook 2010, click on **File** on the ribbon bar, then click **Add Account**.



Step 2. Click **Manually configure server settings or additional server types** and click **Next**.



**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:

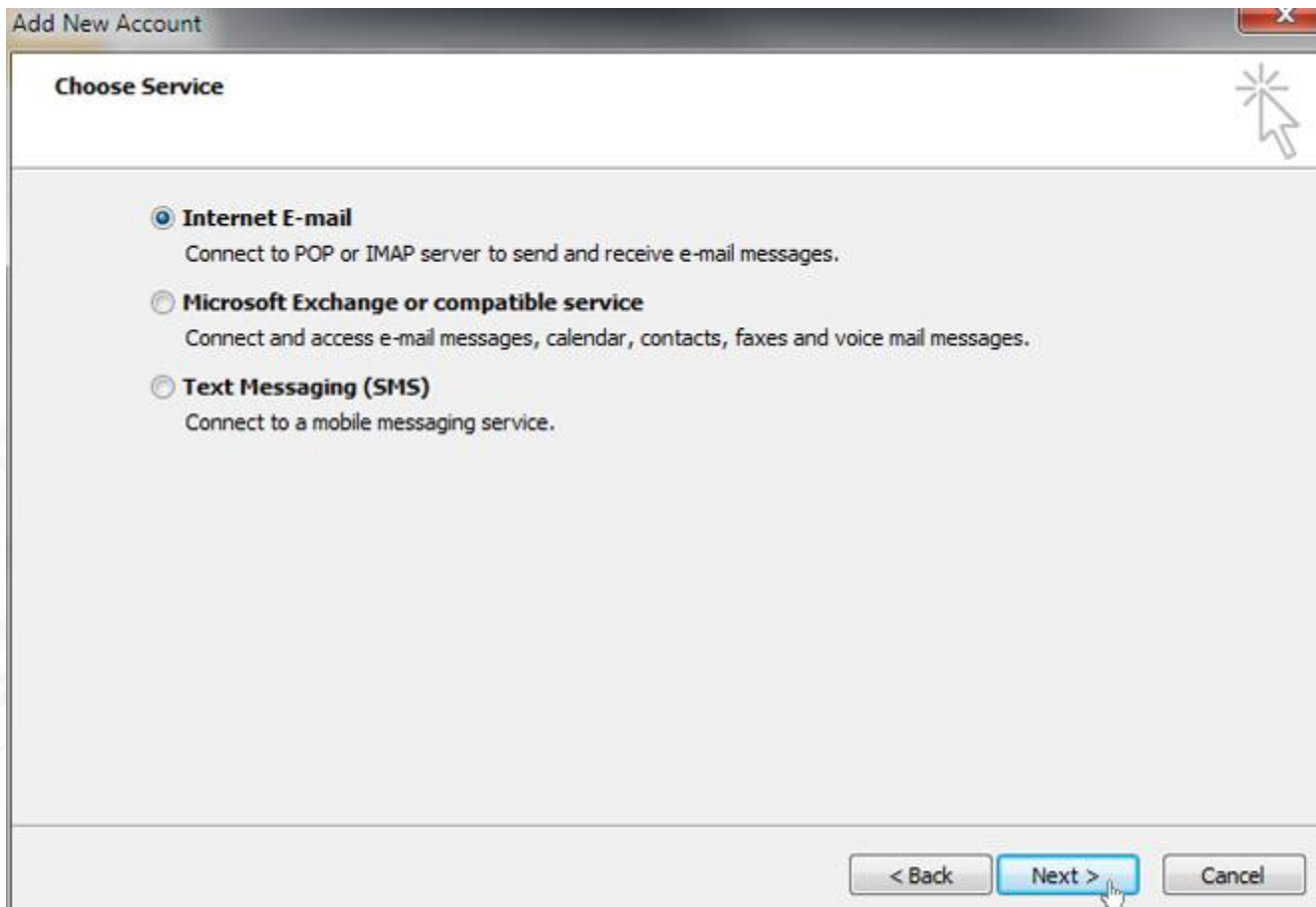
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

Step 3. Select **Internet E-mail** and click **Next**.

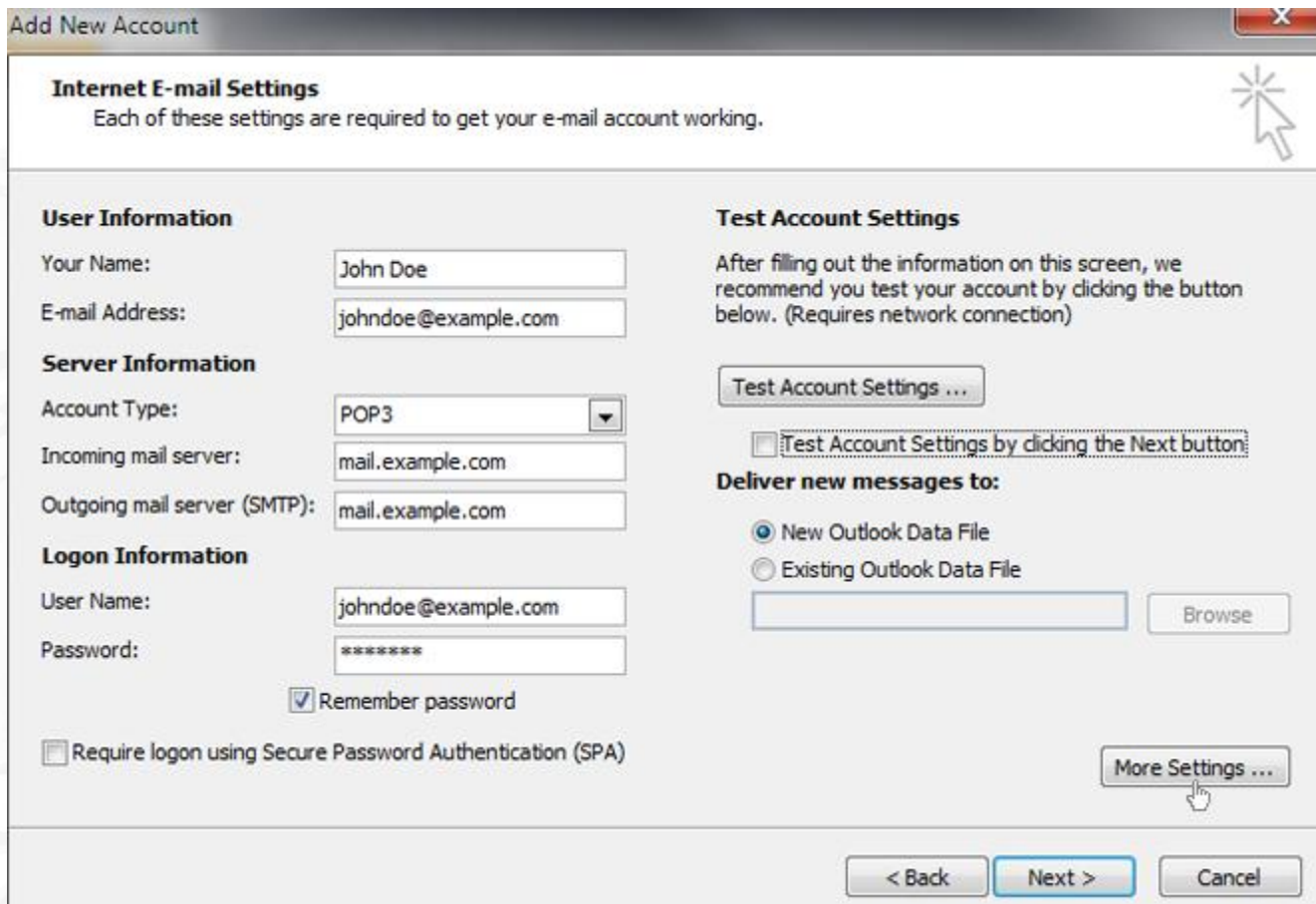


The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar is a section labeled "Choose Service" with a help icon (a starburst with a mouse cursor) to its right. There are three radio button options:

- 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 of the window are three buttons: "< Back", "Next >" (which is highlighted in blue and has a mouse cursor over it), and "Cancel".

- Step 4.** Enter Your Name  
Enter Email Address  
Select Account Type **POP3** from the drop down  
Enter your Incoming mail server and Outgoing mail server (mail.YOURDOMAIN.com)  
Enter your User Name (Note: Be sure to enter your FULL email address)  
Check “**Remember Password**” to avoid entering your password every time you check or send email.  
Click on **More Settings**



**Add New Account**

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

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

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)

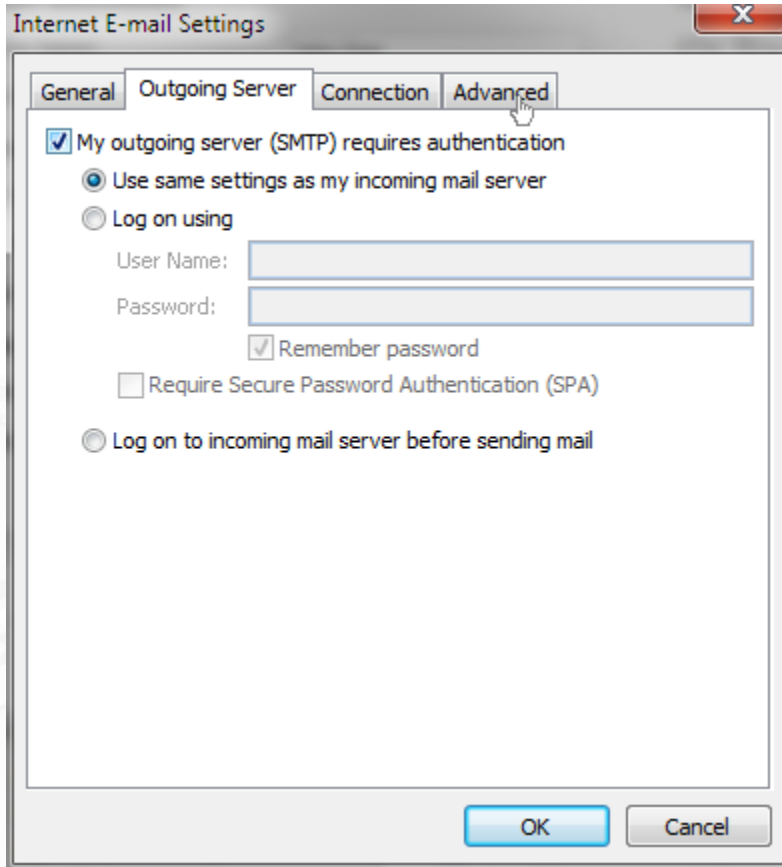
Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

- Step 5.** Click on the **Outgoing Server** tab.  
Select **My outgoing server (SMTP) requires authentication**.

The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "Outgoing Server" tab is selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Below it, the "Use same settings as my incoming mail server" radio button is selected. There are also fields for "User Name:" and "Password:" with a "Remember password" checkbox checked. Other options include "Require Secure Password Authentication (SPA)" (unchecked) and "Log on to incoming mail server before sending mail" (unselected). "OK" and "Cancel" buttons are at the bottom.

Internet E-mail Settings

General Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

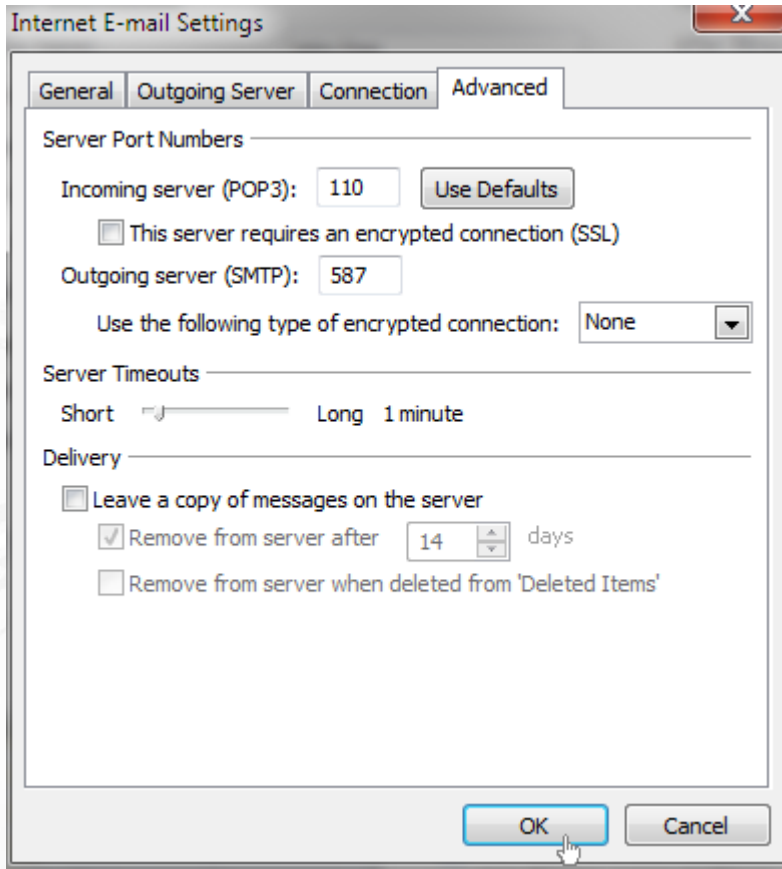
Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

- Step 6.**      OPTIONAL: Some ISPs restrict outbound mail on port 25.  
Click on the **Advanced** tab  
Change the Outgoing server (SMTP) from 25 to 587.  
Click **OK**



**Step 7.** Click **Next**, then click **Finished** to save your settings.

