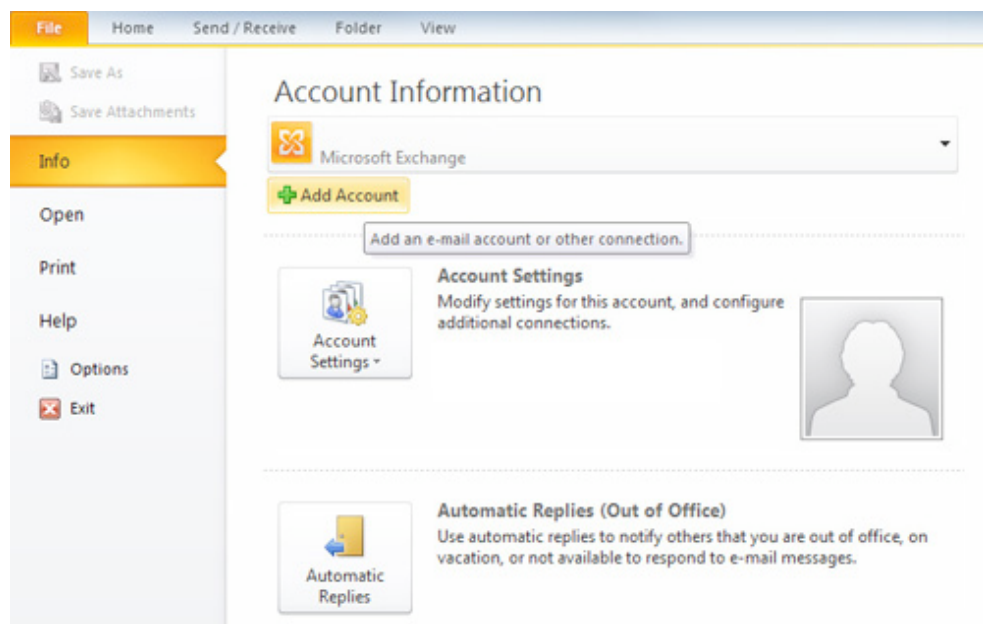


## Setup your email account in Microsoft Outlook 2010

The following instructions describe in detail how to create and setup your email account when using Microsoft Outlook 2010. The instructions included here are easy to follow and can be used for setting up emails (mail servers) provided also by other web-hosting providers.

1. From Start choose Microsoft Office Outlook 2010 (it is assumed that you have used this program before so as the Internet Connection Wizard is not initiated).
2. Then go to File > Add Account



3. At the bottom, select Manually configure server settings or additional server types, and then 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

4. Select Internet Email, and click Next.

**Add New Account**

**Choose Service**

**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.

**Other**  
Connect to a server type shown below.

< Back   **Next >**   Cancel

5. On the next window Internet E-mail Settings you are required to complete various fields related with your personal data, server and logon information:

Your Name

Enter your name, your nick name, or your company's name depending on how you want to be displayed when you sent an email.

## E-mail Address

Enter your e-mail address (in the example we are creating an email account for an imaginary email: user@yourdomain.com.au).

## Account Type

Should be POP3 (this is the default option).

## Incoming mail server

Your incoming server is mail.mydomain.com.au, where mydomain.com.au is the name of your domain.

## Outgoing mail server (SMTP)

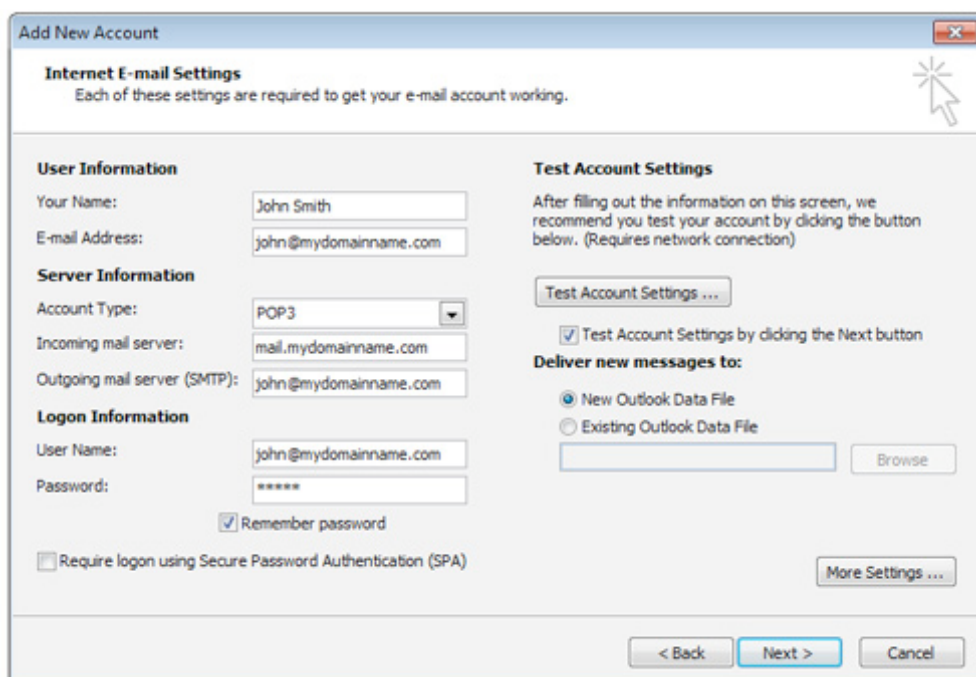
You must use the Outgoing Mail Server Name of your current Internet Server Provider (ISP).

## User Name

The email address you have been given.

## Password

The password is case sensitive. Decide if you want to check the "Remember password" field.



The screenshot shows the 'Add New Account' dialog box in Outlook. The title bar reads 'Add New Account'. Below the title bar, the section is titled 'Internet E-mail Settings' with a subtitle: 'Each of these settings are required to get your e-mail account working.' There is a mouse cursor icon in the top right corner of the dialog.

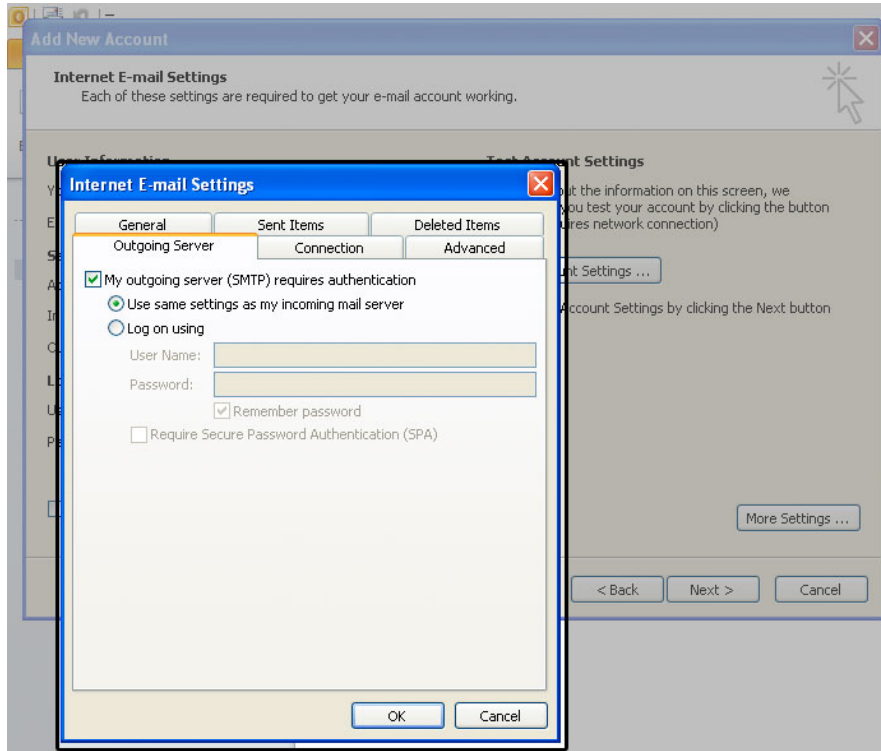
The dialog is divided into several sections:

- User Information:** 'Your Name:' (John Smith), 'E-mail Address:' (john@mydomainname.com).
- Server Information:** 'Account Type:' (POP3), 'Incoming mail server:' (mail.mydomainname.com), 'Outgoing mail server (SMTP):' (john@mydomainname.com).
- Logon Information:** 'User Name:' (john@mydomainname.com), 'Password:' (\*\*\*\*\*), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A button 'Test Account Settings ...', a checked checkbox 'Test Account Settings by clicking the Next button', and a note: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'.
- Deliver new messages to:** Radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. Below these is a text box and a 'Browse' button.

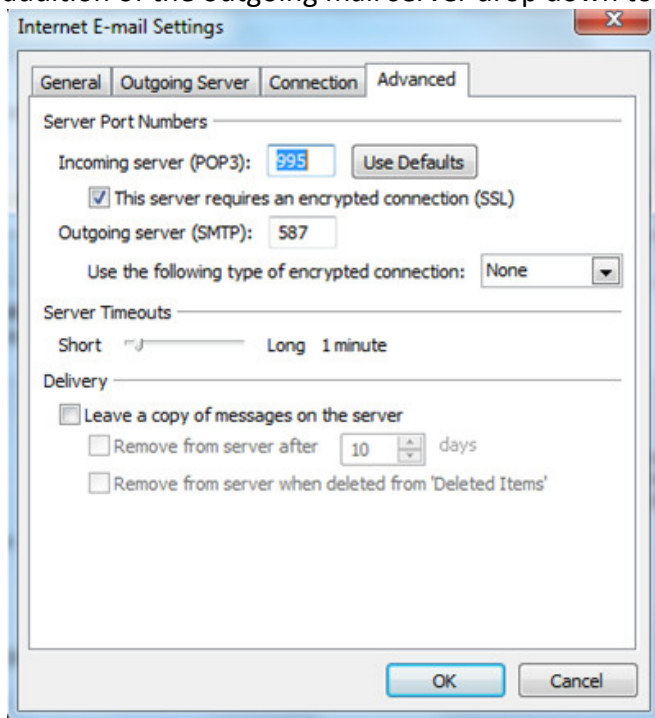
At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Now, Click “More Settings”, above the Next button. And you should get this window appear, you may have more or less tab options.

7. Click the “Outgoing Server” tab and make sure that the first and second options are selected.



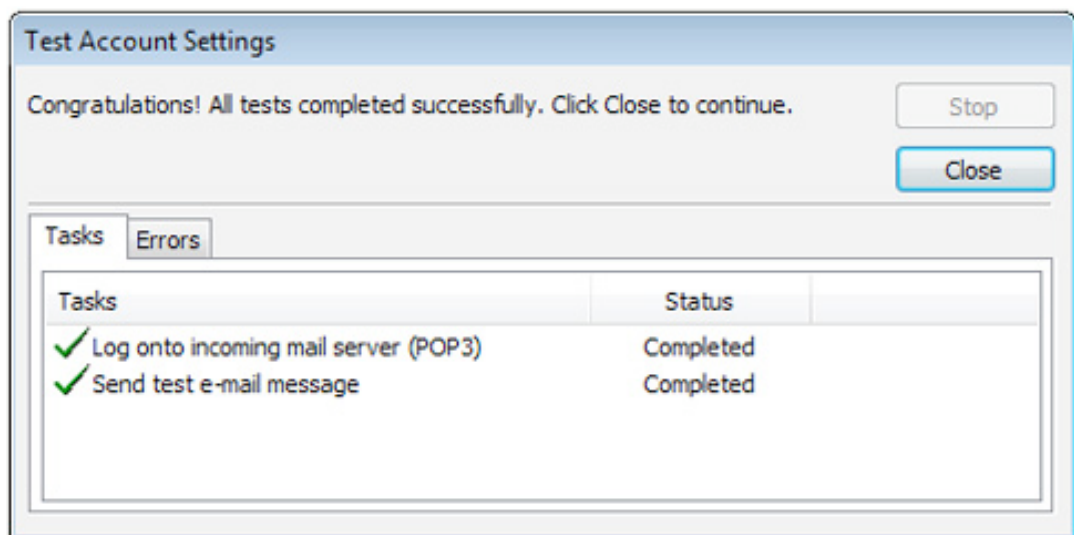
8. Now select the “Advanced” Tab and make your page look like this with the addition of the outgoing mail server drop down to TLS.



9. You are best to have the delivery settings with:

“Leave a copy of messages on the server” and also  
“Remove from server when deleted from ‘Deleted Items’ ”

10. Click ok and then next, Outlook 2010 will test your settings. When it's done, click Close.



7. The process is completed when you click Finish.

