

How To:

Set Up E-mail in Microsoft
Outlook 2010





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Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook 2002 / 2003.

Note: This guide defaults to **IMAP** and **No SSL**.

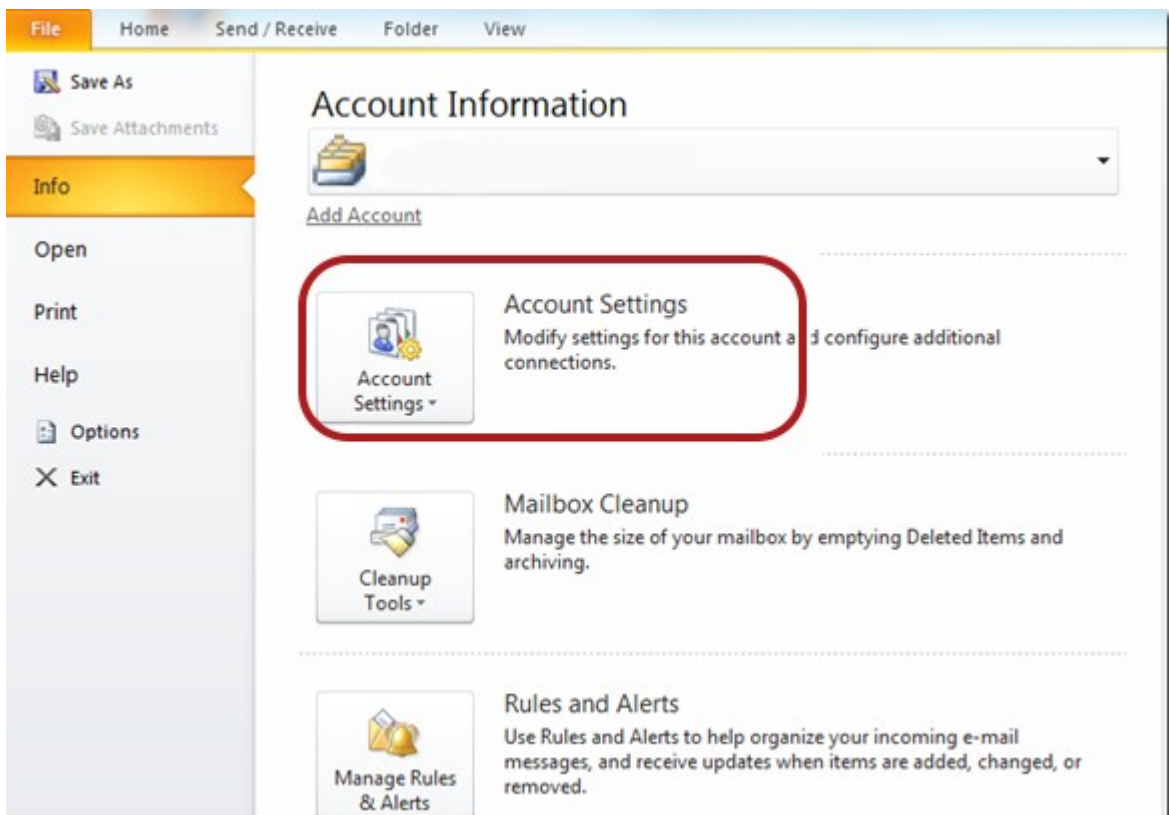
Which Setup do I Use?

Microsoft Outlook's **Auto Account Setup** option is the recommended option to use, as it is quick and easy.

However, if you want to use **POP**, or if this is a new hosting account and domain propagation has not been completed, you need to use **Manual setup**.

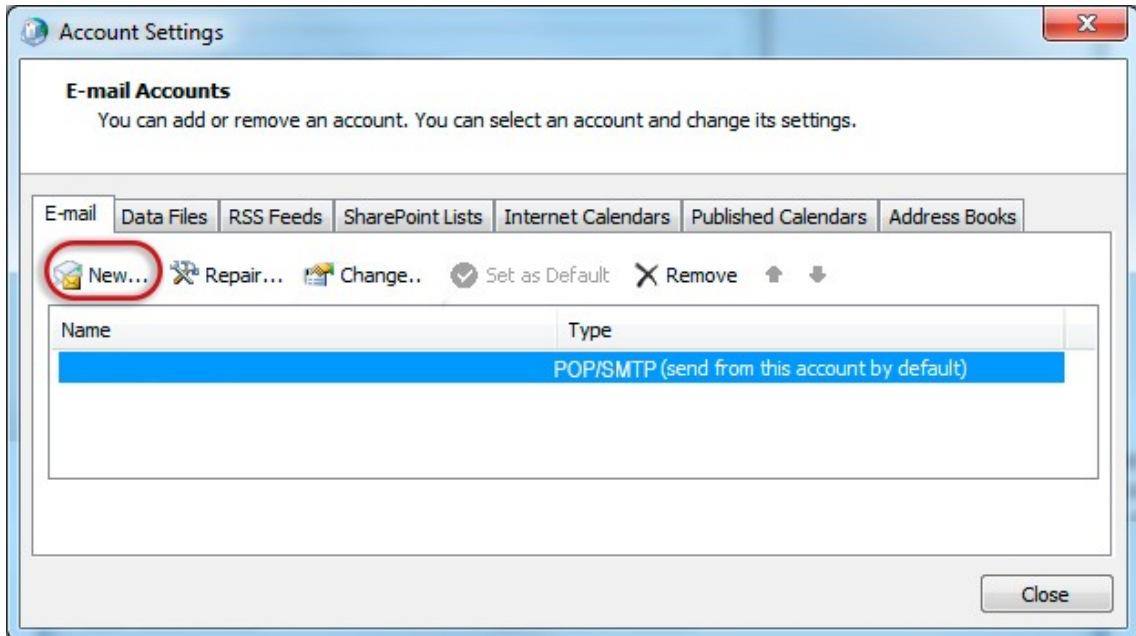
Auto Account Setup

1. Launch the Microsoft Outlook application.
2. From the File menu, select **Info > Account Settings**.





The Account Settings dialog box opens.



3. Click the E-mail tab and click “New...”.
4. Select “Internet Email” or Email Account and click **Next**.
5. Enter your details under **E-mail Account** and then click **Next**.

You can safely ignore any warning messages.

6. Outlook will now **automatically configure** your account as an IMAP account with **all the correct settings**.
7. Click the **Finish** button and then click **Close**.

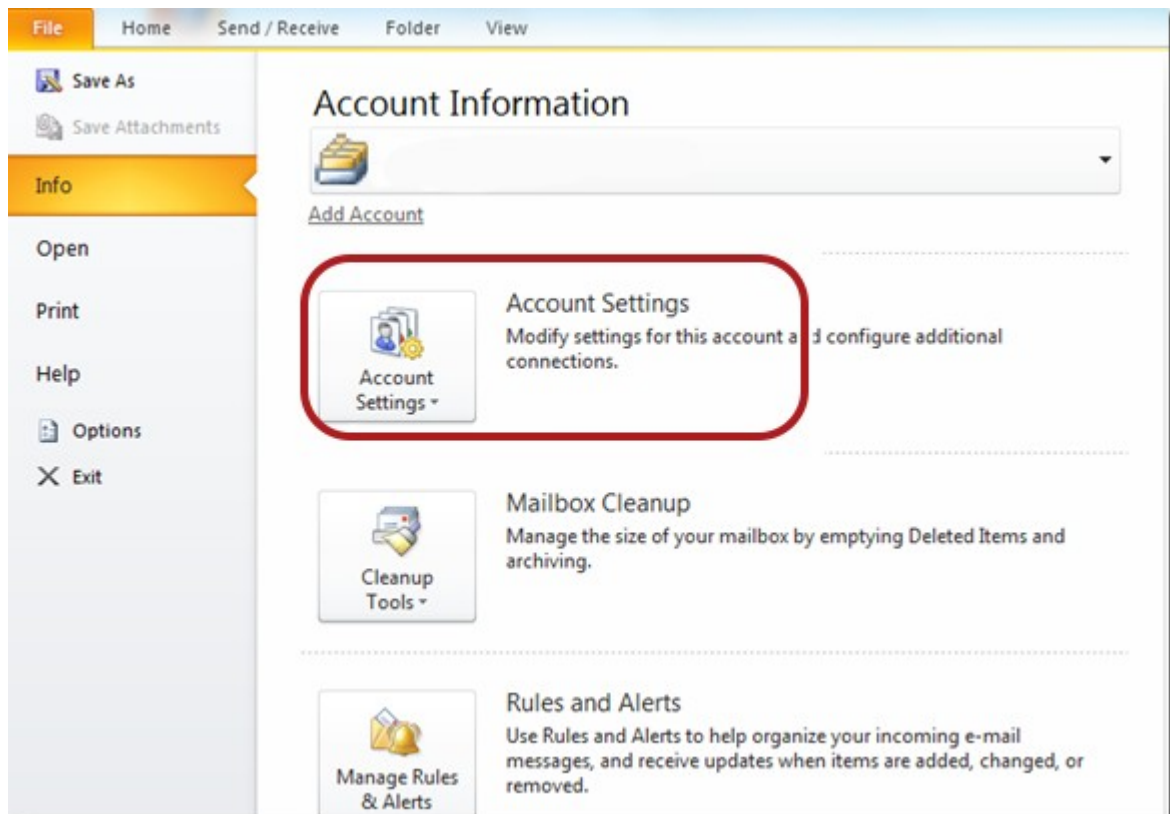
Congratulations! You have set up a new account.

If you have problems with the Auto Account setup, you can try to manually set up the new account.



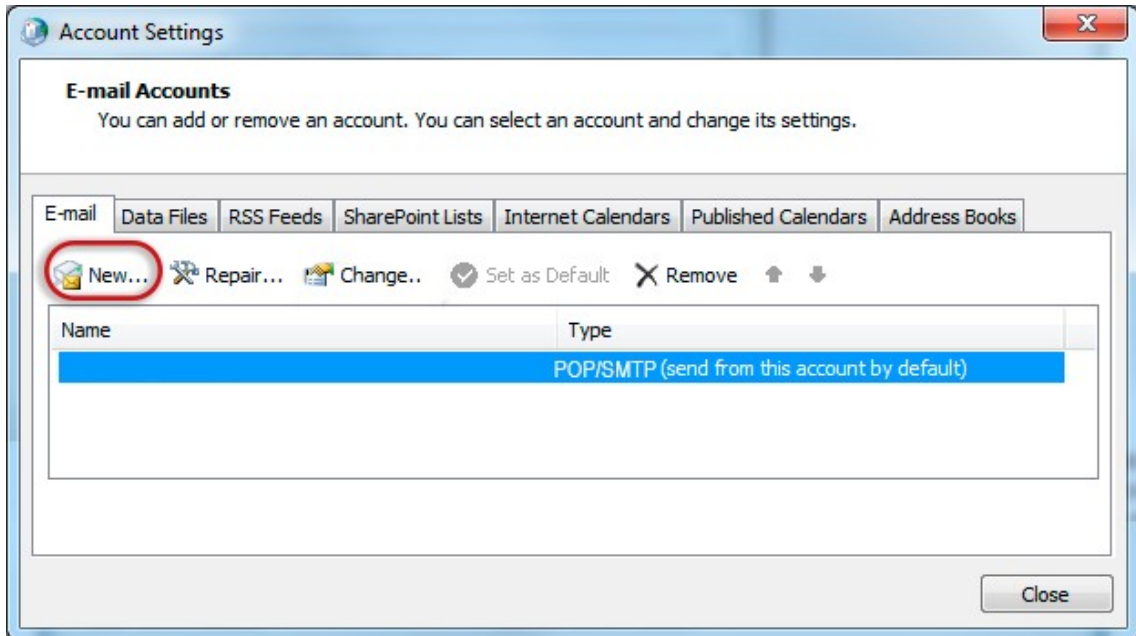
Manual Account Setup

1. Launch the Microsoft Outlook application.
2. From the File menu, select **Info > Account Settings**.





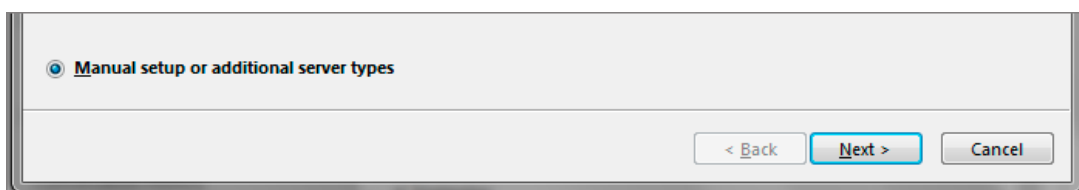
The Account Settings dialog box opens.



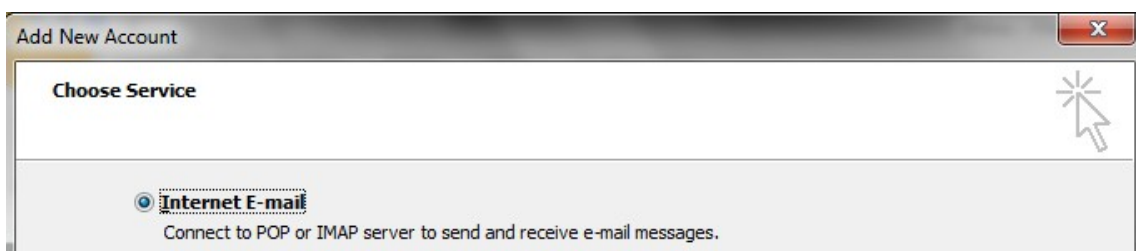
3. Click the E-mail tab and click “New...”.

The Add New E-mail Account Wizard opens.

4. Select the Microsoft Exchange, POP3, IMAP or HTTP option, and then click **Next**.
5. Click to select the Internet E-mail or Email account option > **Next**.
6. In the Auto Account Setup page, select
7. In the Add Account box, select Manual Setup or additional server types and click **Next**.



8. On the next page of the Wizard, Select “Internet E-mail” and click **Next**.





Add New Account

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

User Information
Your Name: Your Name
E-mail Address: info@example.com

Server Information
Account Type: IMAP
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): mail.example.com

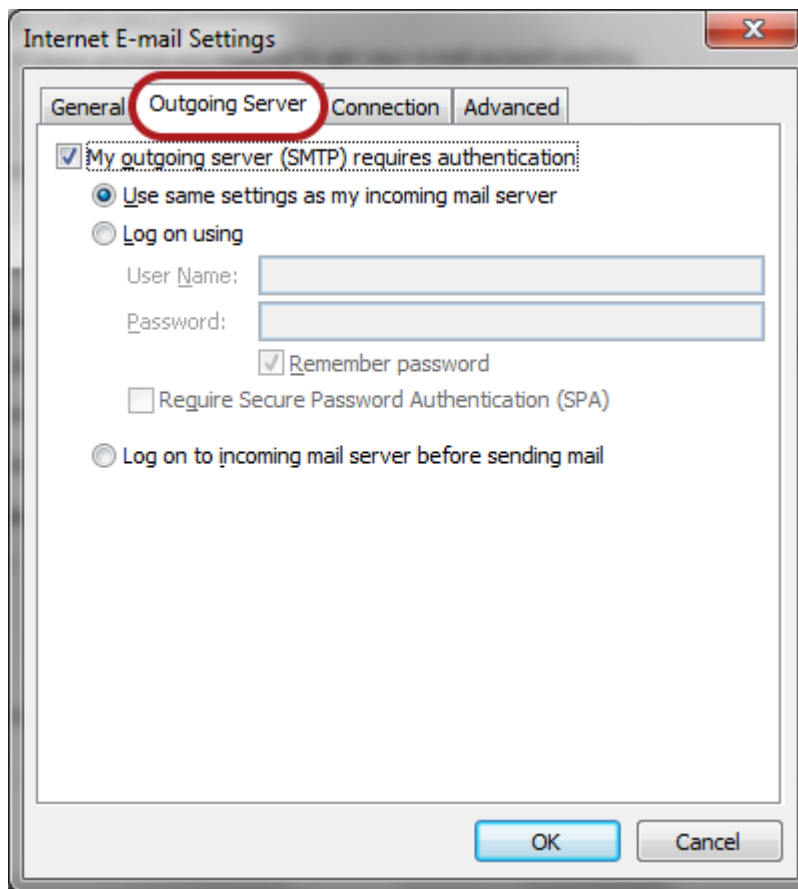
Logon Information
User Name: info@example.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

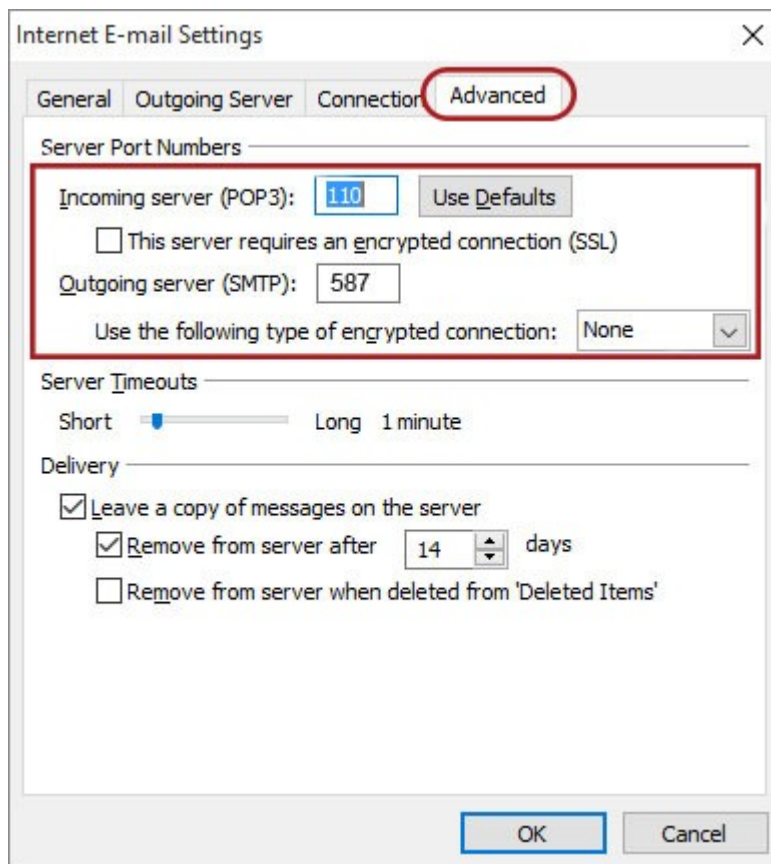
More Settings ...

< Back Next > Cancel

9. On the next page, enter the information required as shown in the picture above. For **Account type**, you can specify POP or IMAP according to your requirements. Make sure that you enter the entire email address as the user name.
10. For **new** hosting accounts, you can use the IP address instead of the incoming and outgoing mail servers until propagation has been completed.
11. Click the **More Settings...** button.



12. Click 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**
13. Click the **Advanced** tab.



- For POP settings: **Incoming** server is 110, for IMAP 143, and **Outgoing** server is 587
- Make sure that the “This server requires an encrypted connection (SSL)” checkbox is **not** ticked.
- Use the following type of encrypted connection must be “None”.

14. Click **OK** to save the settings and return to the Wizard.

15. Click **Next**, and then Click **Finish**.

Congratulations! You have manually set up your Outlook account to send and receive email.