How To:

Set Up E-mail in Microsoft Outlook 2010





Contents

Ir	ntroduction	2	2
	Auto Account Setup	2	2
	Manual Account Setup		
	Manual / loodant Cotup		'



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.

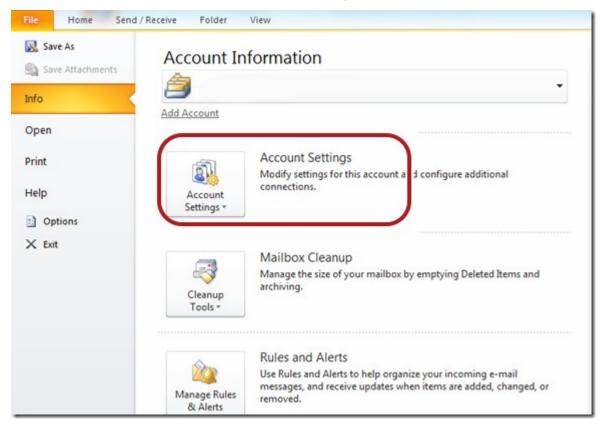
Which Setup do I Use?

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 hosing 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.



Setting Up Email in Microsoft Outlook 2010 | Page 2



The Account Settings dialog box opens.

Internet Calendars Published Calendars Address Books Set as Default X Remove Image: Calendary Calendary Type POP/SMTR (card from this account by default)					
Туре					
Туре					
Туре					
POD/9MTD (cond from this account by default)					
POP/SMTP (send from this account by default)					
POP/SMTP (send from this account by					

- 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**.

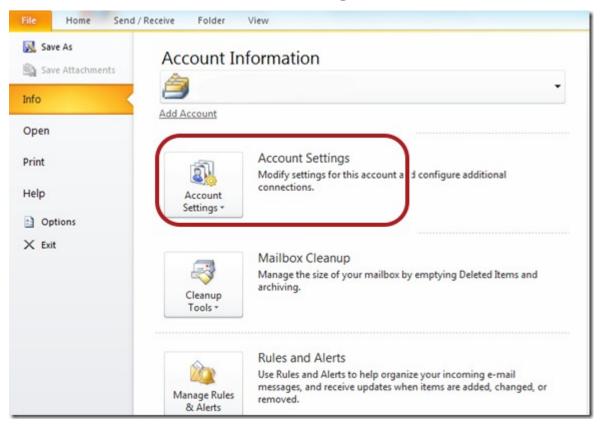
Congratulations! You have set up a new account.

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.

nne 🔿 Se	et as Default 🗙 R	emove 🕈 🖶	
	inter a		
		1.6	1.6.10
	PUP/SMTP (se	end from this account b	oy default)
	nge 📀 Se	Туре	nge Set as Default X Remove 🕈 🖶 Type POP/SMTP (send from this account b

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**. .

<u> Manual setup or additional server types </u>	
	< <u>B</u> ack <u>Next</u> > Cancel

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

Add New Account	X
Choose Service	×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	

Setting Up Email in Microsoft Outlook 2010 | Page 5



	e required to get your e-mail acco	4
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	info@example.com	recommend you test your account by dicking the button below. (Requires network connection)
Server Information	·	
Account Type:	IMAP 👻	Test Account Settings
Incoming mail server:	mail.example.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	mail.example.com	
Logon Information		
User Name:	info@example.com	
Password:	******	
V F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

- 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** hosing 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.

Setting Up Email in Microsoft Outlook 2010 | Page 6



I	Internet E-mail Settings	×
	General Outgoing Server Connect	ion Advanced
	My outgoing server (SMTP) requir	es authentication
	Use same settings as my incor	ning mail server
	C Log on using	
	User <u>N</u> ame:	
L	Password:	
L	Remember p	assword
	Reguire Secure Password	Authentication (SPA)
	Log on to incoming mail server	before sending mail
l		
L		
		OK Cancel

- 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.



General	Outgoing Server Connection Advanced	
Server P	Port Numbers	
Outgo	ning server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) oing server (SMTP): 587 se the following type of engrypted connection: None	~
Short Delivery Lea		

- 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.