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SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2010

This tutorial shows you how to set up Microsoft Outlook 2010[®] to work with your e-mail account.

To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, click File, then select Account Settings and Account Settings again



2. On the E-mail Accounts window, select New to add a new e-mail account

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File. Home Send / Receive Fold	er View Adobe PD	νF		۵ 🕜
New New E-mail Rems * Delete	ply Reply Forward All Respond	Meeting More to: 1 More to: 1 Mor	Create New C	
Favorites Favorites Sent Rems Deleted Items	Tuesday, Jun Calendar	E-mail Accounts You can add or remove	Add New Account	k Today 🔺
a tmai		Name	E-mail Account	0
Sent Items			Your Name: Example: Ellen Adams E-mail Address: Example: ellen@contoso.com	
Call Outbox			Password: Retype Password: Type the password your Internet service provider has given you.	
			Text Messaging (SMS) Manually configure server settings or additional server types	
Calendar			< Back Next > Cancel	
Tasks				
Done			🔥 Send/Receive error 10%	

3. Check Manually Configure server settings or additional server types and click **next**. Select **Internet E-mail** and click next.

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Mail Calendar Contacts Tasks			< Back Next >	Cancel

4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name: Your first and last name. <u>E-mail Address:</u> Your email address. <u>Account Type:</u> POP3 <u>User Name:</u> Your email address, again. <u>Password:</u> Your email account password.

Incoming mail server (POP3): mail.yourdomain.com

(Be sure to change yourdomain.com to your actual website's domain name.)

Outgoing mail server (SMTP): mail.yourdomain.com

(Be sure to change yourdomain.com to your actual website's domain name.)

User Information		Test Account Settings
Your Name:	Jane Smith	After filling out the information on this screen, we
E-mail Address:	Jsmith@yourdomain.com	below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	reserved and settings
Incoming mail server:	mail.yourdomain.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	mail.yourdomain.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:]smith@vourdomain.com	Existing Outlook Data File
Password:	*****	Browse
Re Re	emember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

Then, Click More Settings.

- 5. On the Internet E-mail Settings window, go to the Outgoing Server tab.
- 6. Select My outgoing server (SMTP) requires authentication.
- 7. Select Use same settings as my incoming mail server.

Int	Internet E-mail Settings					
	General Outgoing Server Connection Advanced					
	✓ My outgoing server (SMTP) requires authentication					
	Our of the same settings as my incoming mail server					
	Constant Con					
	User Name:					
	Password:	1				
	Remember password					
	Require Secure Password Authentication (SPA)					
	Log on to incoming mail server before sending mail					
	OK Cancel					

8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26** and leave the Incoming port (POP3) to **110**

In	ternet E-mail Settings
	General Outgoing Server Connection Advanced
	Server Port Numbers
	Incoming server (POP3): 110 Use Defaults
	This server requires an encrypted connection (SSL)
	Outgoing server (SMTP): 26
	Use the following type of encrypted connection: None
•	Server Timeouts
	Short Long 1 minute
	Delivery
	✓ Leave a copy of messages on the server
	Remove from server after 10 days
	Remove from server when deleted from 'Deleted Items'
	OK Cancel

NOTE: You can leave a copy on the server if you would like, but make sure you check remove from server after 10 days.

9. Click OK, then, Next.

10. Click Finish.

