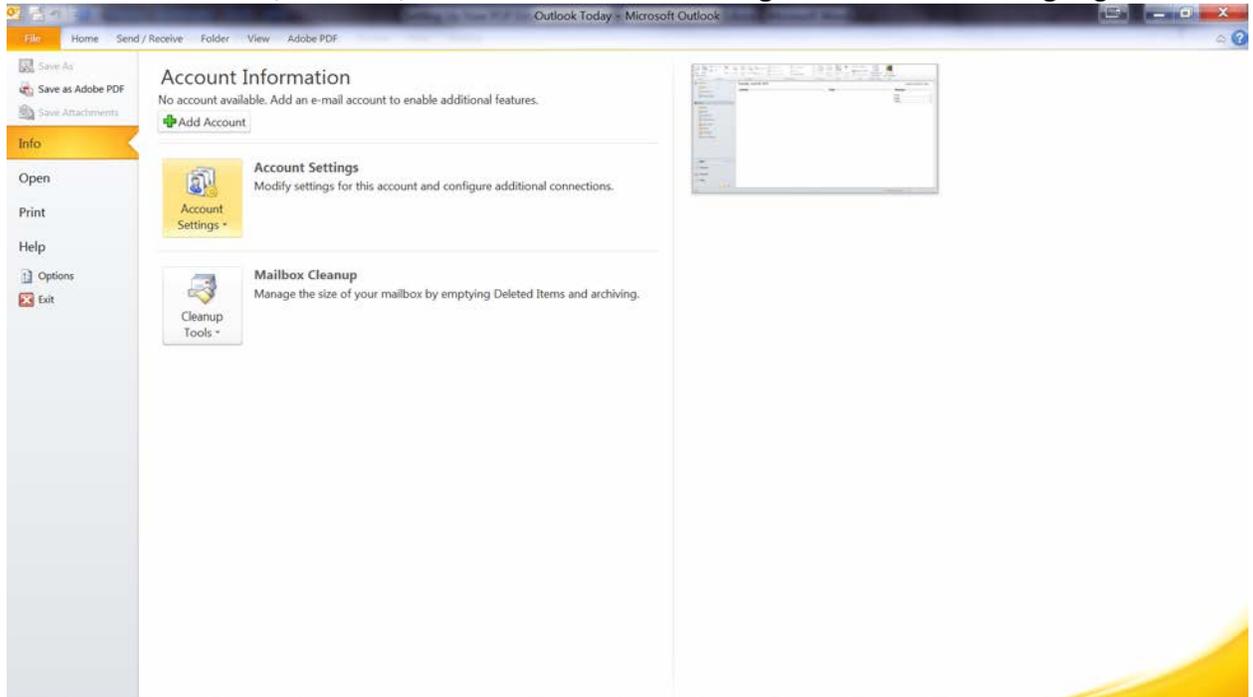


SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2010

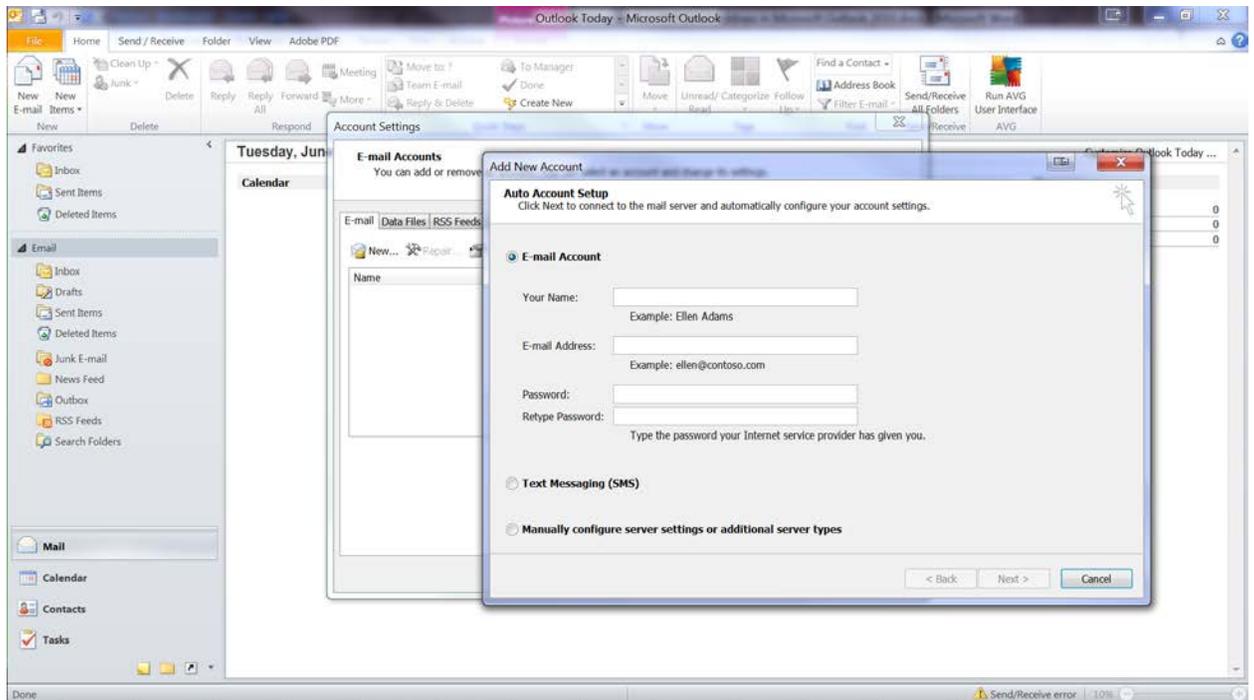
This tutorial shows you how to set up Microsoft Outlook 2010® to work with your e-mail account.

To Set Up Your E-mail Account in Microsoft Outlook

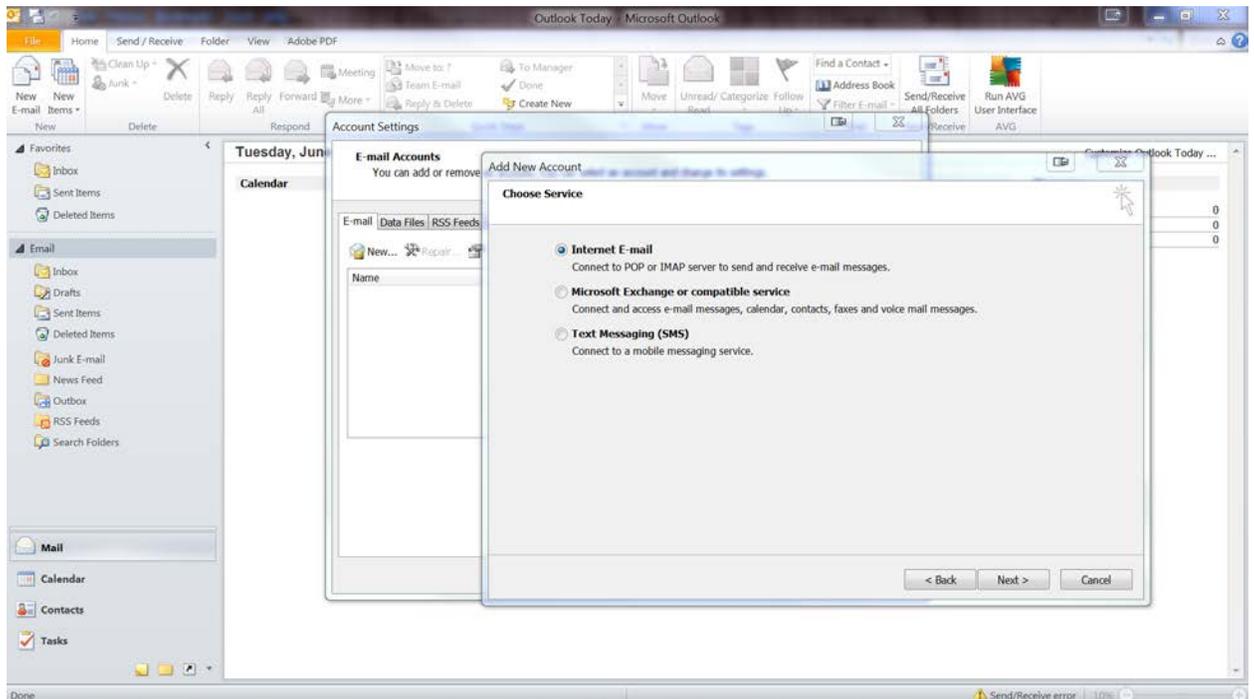
1. In Microsoft Outlook, click **File**, then select **Account Settings** and **Account Settings** again



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



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



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

Your Name: Your first and last name.

E-mail Address: Your email address.

Account Type: POP3

User Name: Your email address, again.

Password: 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.)

Add New Account

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

User Information

Your Name: Jane Smith

E-mail Address: Jsmith@yourdomain.com

Server Information

Account Type: POP3

Incoming mail server: mail.yourdomain.com

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

Logon Information

User Name: Jsmith@yourdomain.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

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

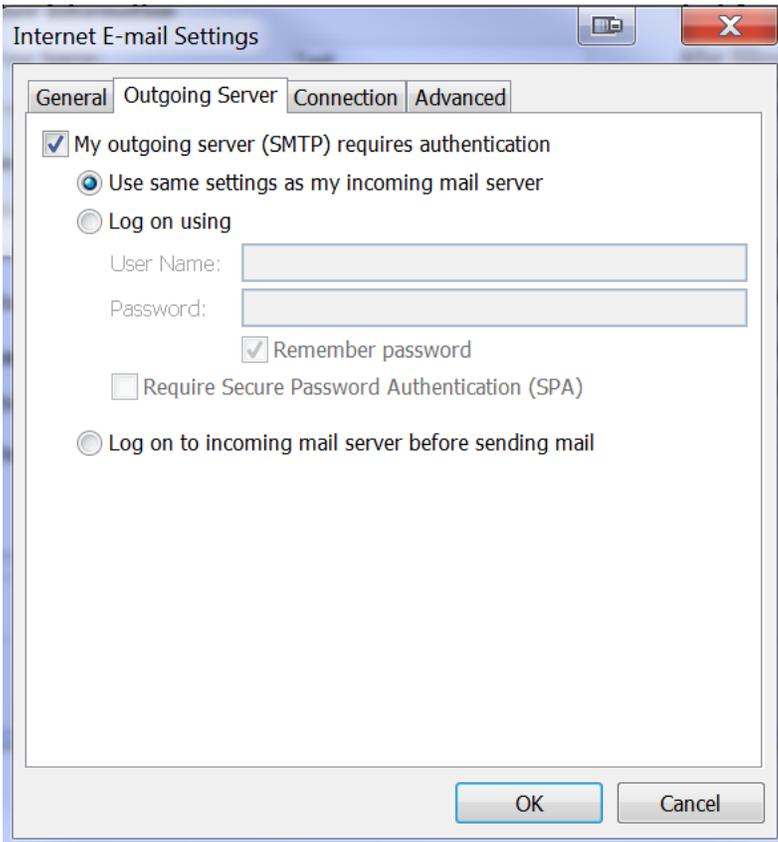
Browse

More Settings ...

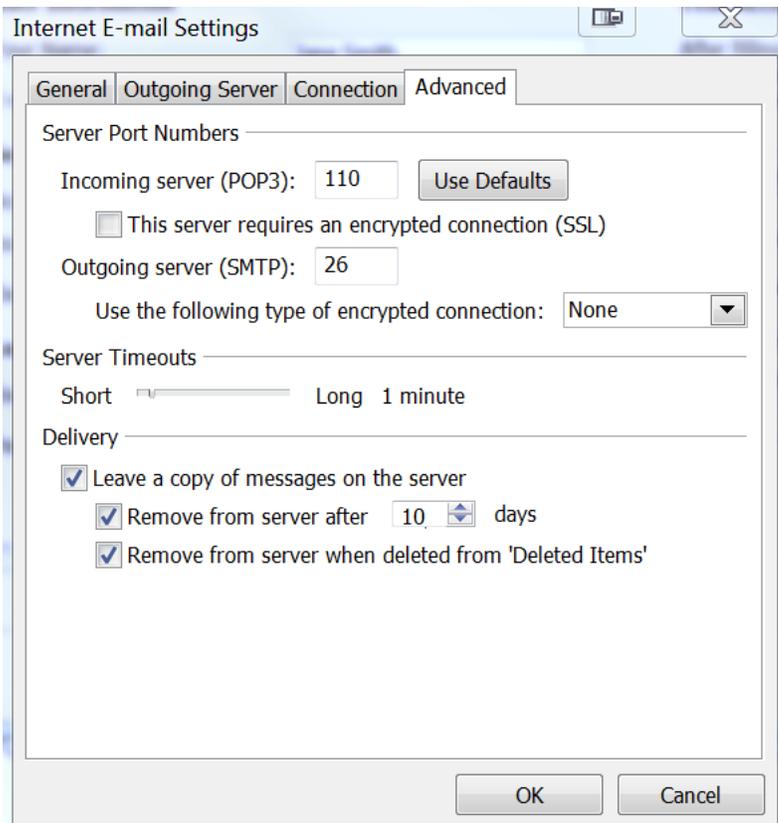
< Back Next > Cancel

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**.



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



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**.

