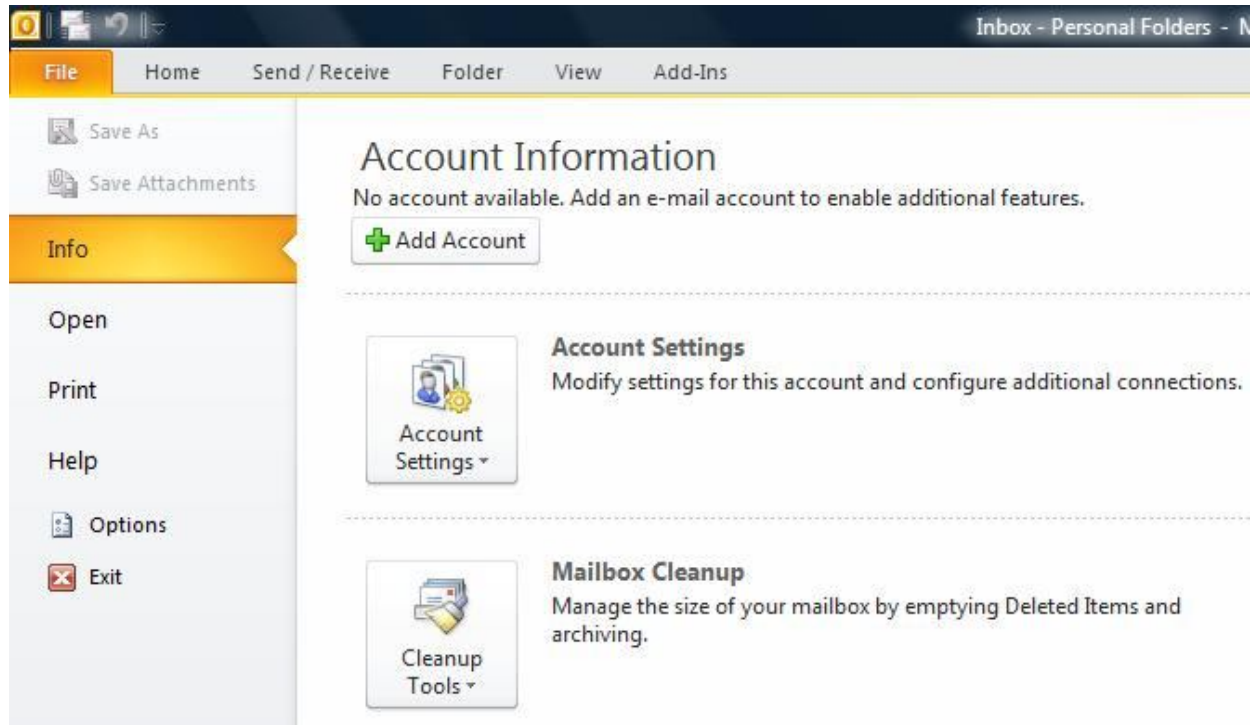


- **Launch Outlook 2010**

1. Launch Outlook 2010

2. Select **File** from the top menu bar and then **Info** and **Account Settings**



- **Create new account**

3. On the Auto Account Set-up screen, click **Manually configure server settings or additional server types**.

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.

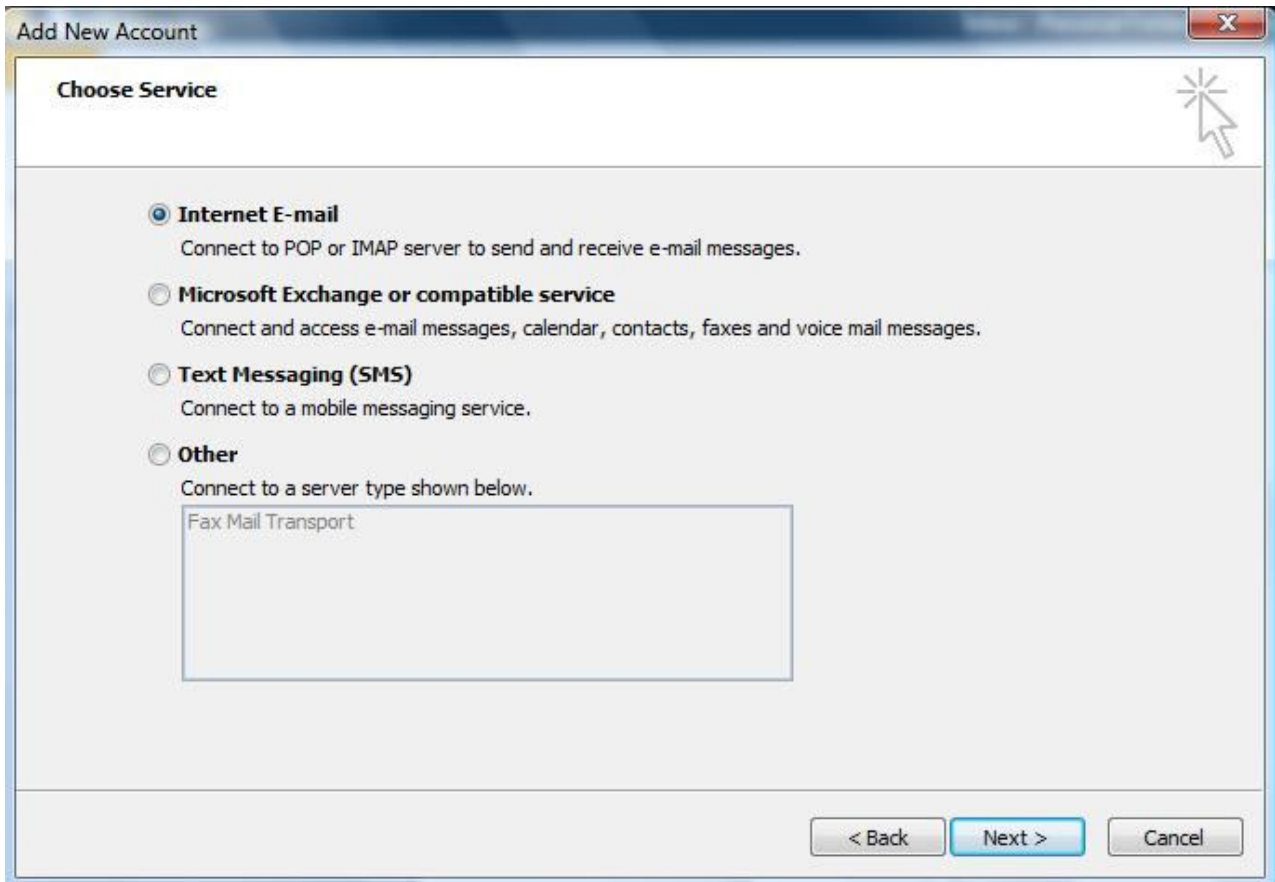
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

- **Choose email service**

4. Select **Internet E-mail** and click **Next**.



- **Email settings**

5. Enter all the relevant details (Select 'POP3' as the server type) and then click **More Settings** (Note: Outlook will auto-fill your user name, please ensure you fill in your entire email address as the username)

Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 by clicking the Next button

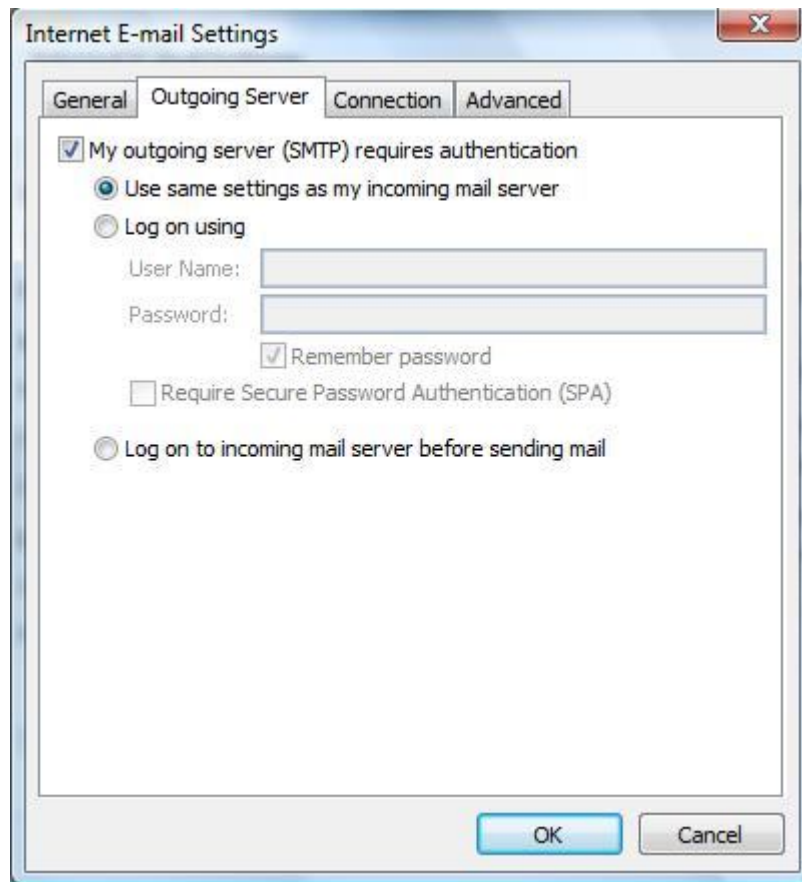
Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

- **Outgoing Server Settings**

6. Click on 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**.



- **Advanced Settings**

7. Select the **Advanced** tab

8. Ensure that your settings are the following:

- The Incoming server (POP) port is set to the default (110)
- The Outgoing server (SMTP) port is set to 587
- Ensure that “Leave a copy of message on server” is NOT ticked.
- Ensure that SSL is NOT ticked anywhere on the advanced screen.

9. Click OK, then **Next** and **Finish**.

10. Your Outlook mail program should now be set up to send and receive mail.