How To Setup Email In Outlook 2010

1. Open Microsoft Office Outlook.

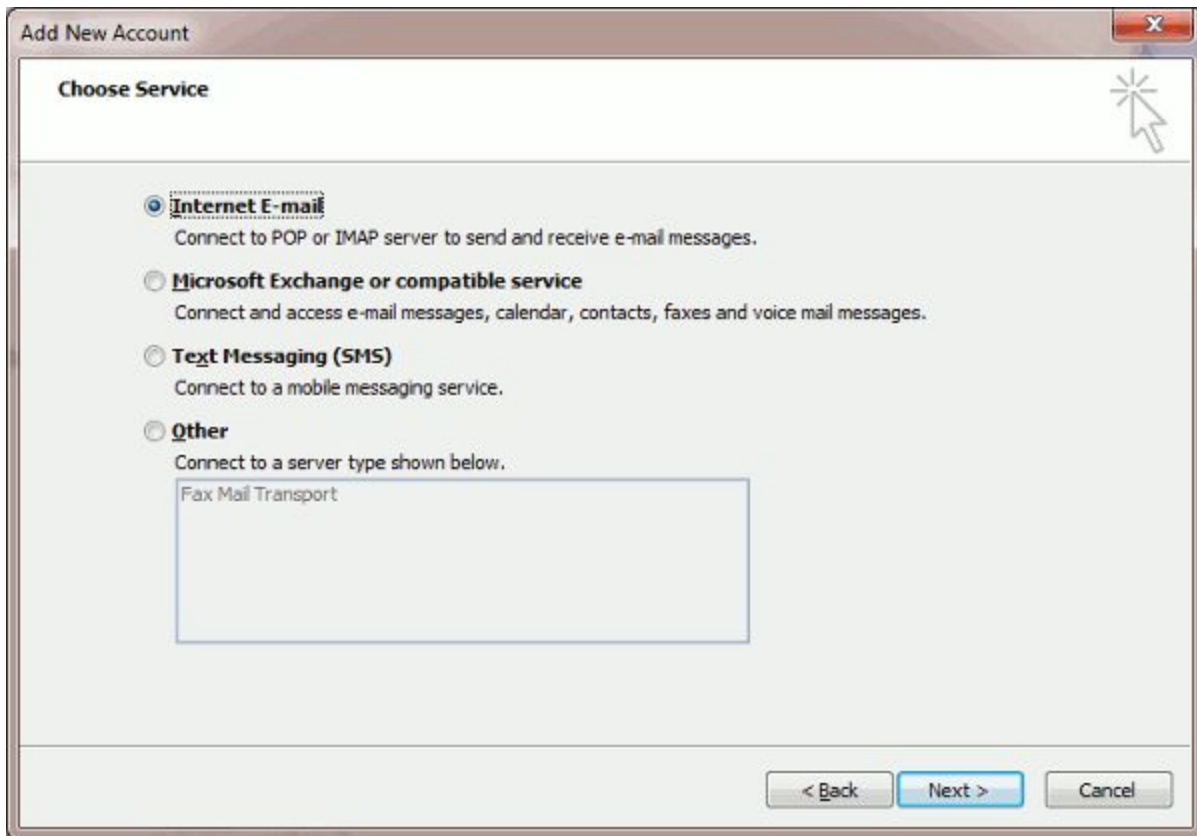2. Go to **File > Info > Add Account**.

3. Select the checkbox **Manually configure server settings or additional server types**. Click **Next**.

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

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5. Specify the following:

- Your name.
- Your e-mail address.
- **Account type**. If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.
- Incoming mail server. Type your domain name. For example, example.com.
- **Outgoing mail server (SMTP)**. Type your domain name. For example, example.com.
- **User Name**. Specify your full email address. Example: johndoe@example.com.
- **Password**. Most likely, this password coincides with the password you use for logging in to Panel.
- **Require logon using Secure Password Authentication (SPA)**. Leave this option cleared.

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6. Click **More Settings**, open the **Outgoing Server** tab and check **My outgoing server (SMTP) requires authentication**.
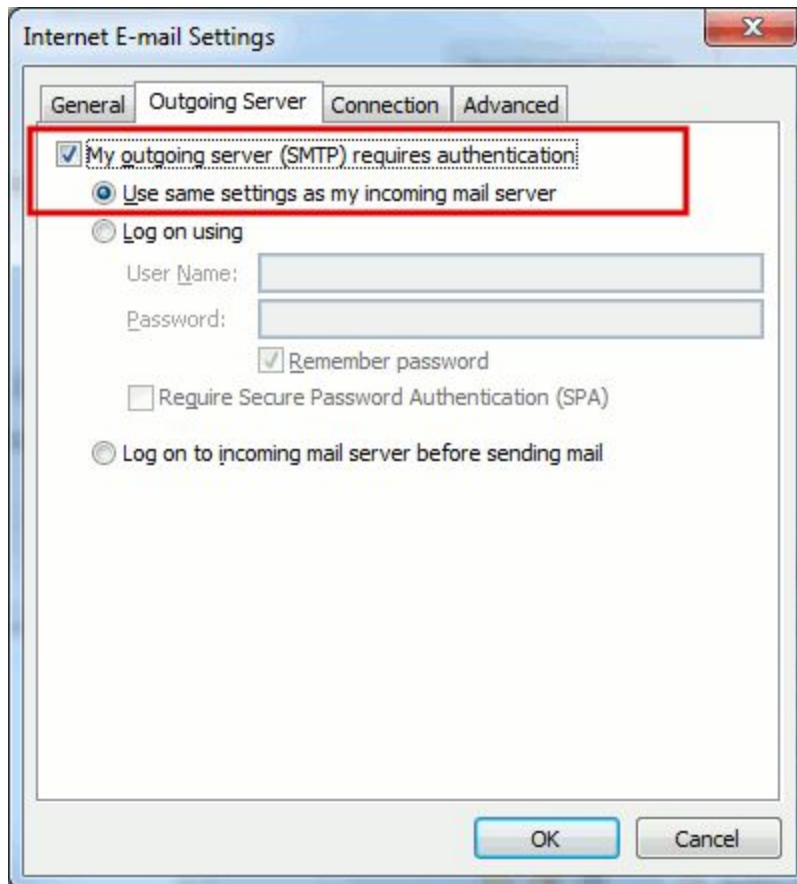
7. Click **Next**.

8. Click **Finish**.