

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**.

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.

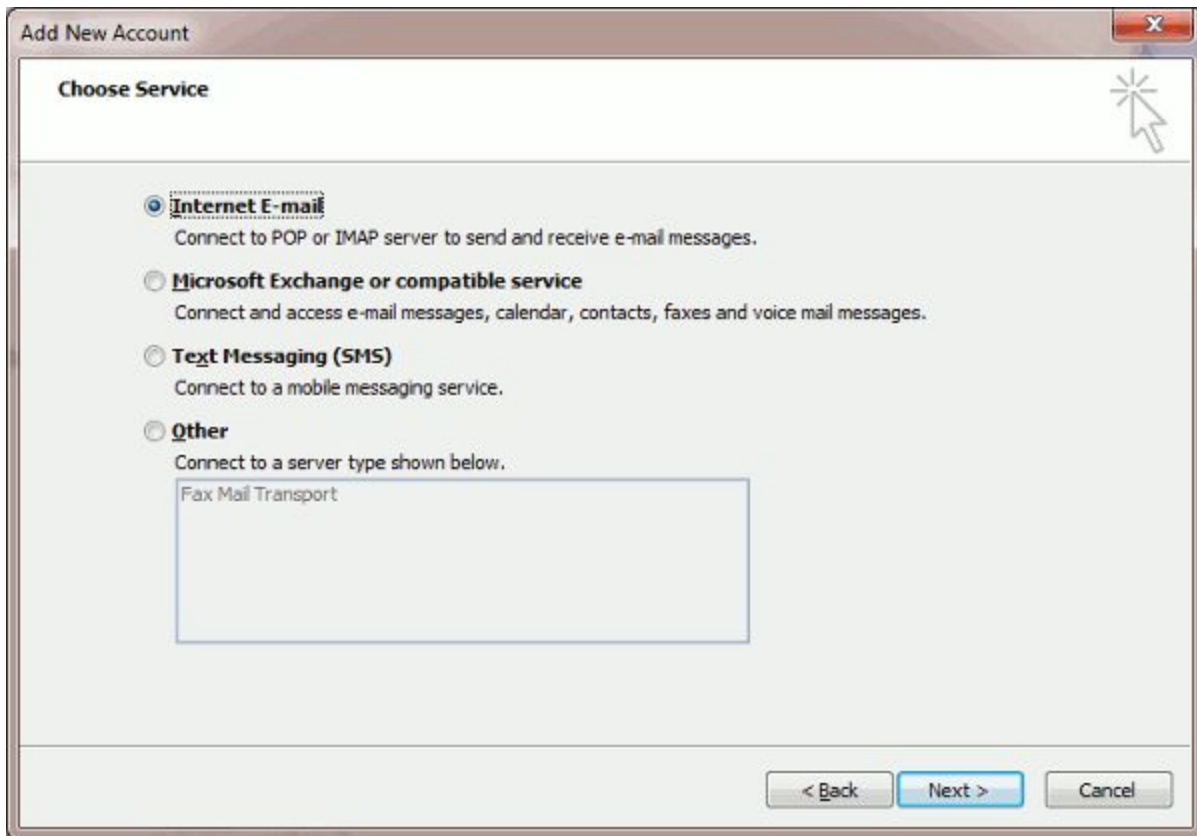
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

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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.

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

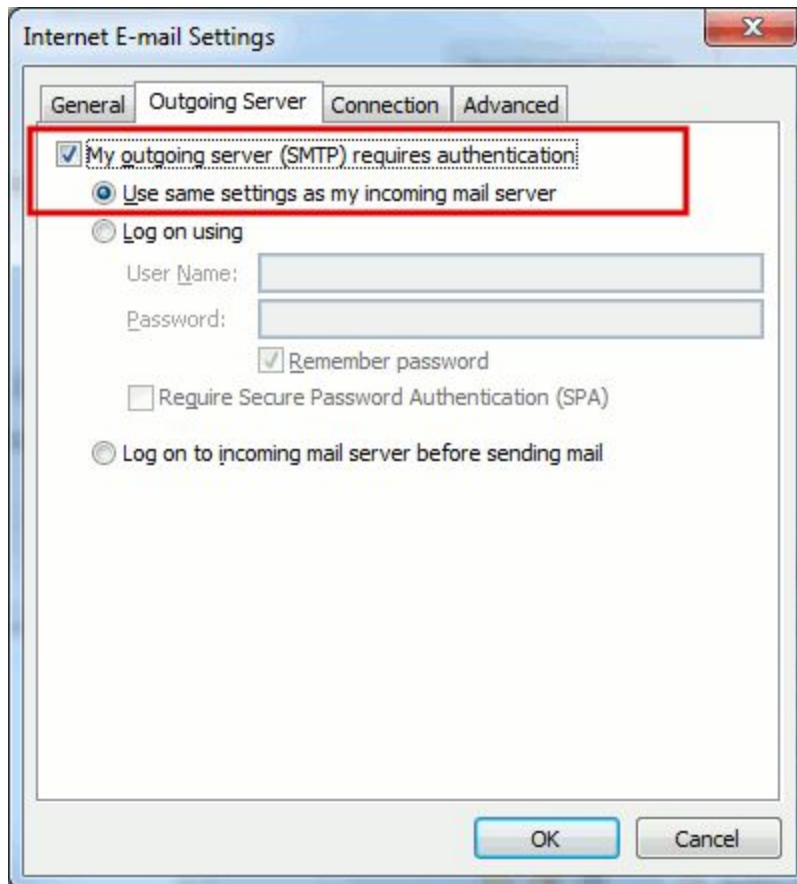
Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

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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**.