

- 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.

Auto Account Setup Connect to other server types.			
🔿 E-mail <u>A</u> ccount			
Your Name:			
e maature (	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 (S	M5)		
Manually configur	e server settings or additional server types		



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

d New Accou	nt	x
Choose Ser	vice	×
0 0 0	Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages. Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport	
	< Back Next > C	ancel

## **OSIM** How To Setup Email In Outlook 2010

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.

Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.		
User Information Your Name:	John Doe	Test Account Settings After filling out the information on this screen, we recommend you test your account by clicking the button		
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	example.com	Image: Test Account Settings   Image: Test Account Settings by clicking the Next button   Deliver new messages to:   Image: New Outlook Data File   Image: Setting Data File		
<u>U</u> ser Name: Password:	mail@example.com	Browge		
Reguire logon using Secure	Semember password Password Authentication (SPA)	More Settings		



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

ternet E-mail Settings					
General	Outgoing Server	Connection	Advanced		
▼ My <u>o</u> ● U	utgoing server (SM Ise same settings a	TP) requires a s my incoming	uthentication mail server		
O L	og on using		N		
L	Jser <u>N</u> ame:				
E	assword:				
	Re	member passv	vord		
E	Reguire Secure F	assword Auth	nentication (SPA)		
	og on to incoming n	iali server det	ore sending mail		
			OK Cancel		

- 7. Click Next.
- 8. Click Finish.