



This guide takes you step-by-step through the process of setting up a new email account in Outlook 2010.

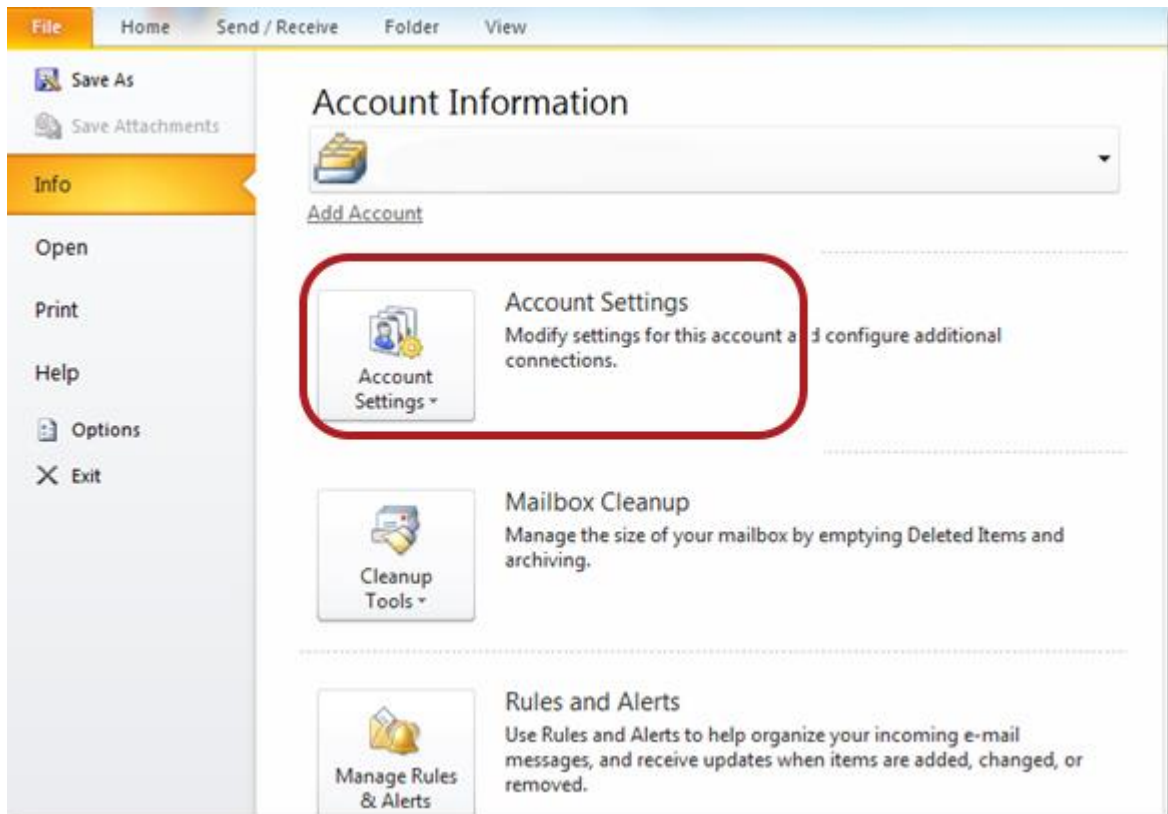
◆ Auto Account Setup (recommended)

*Setting up a new email address in Outlook is quick and easy using the **Auto Account Setup** option. However, reasons to rather use **Manual Setup** are:*

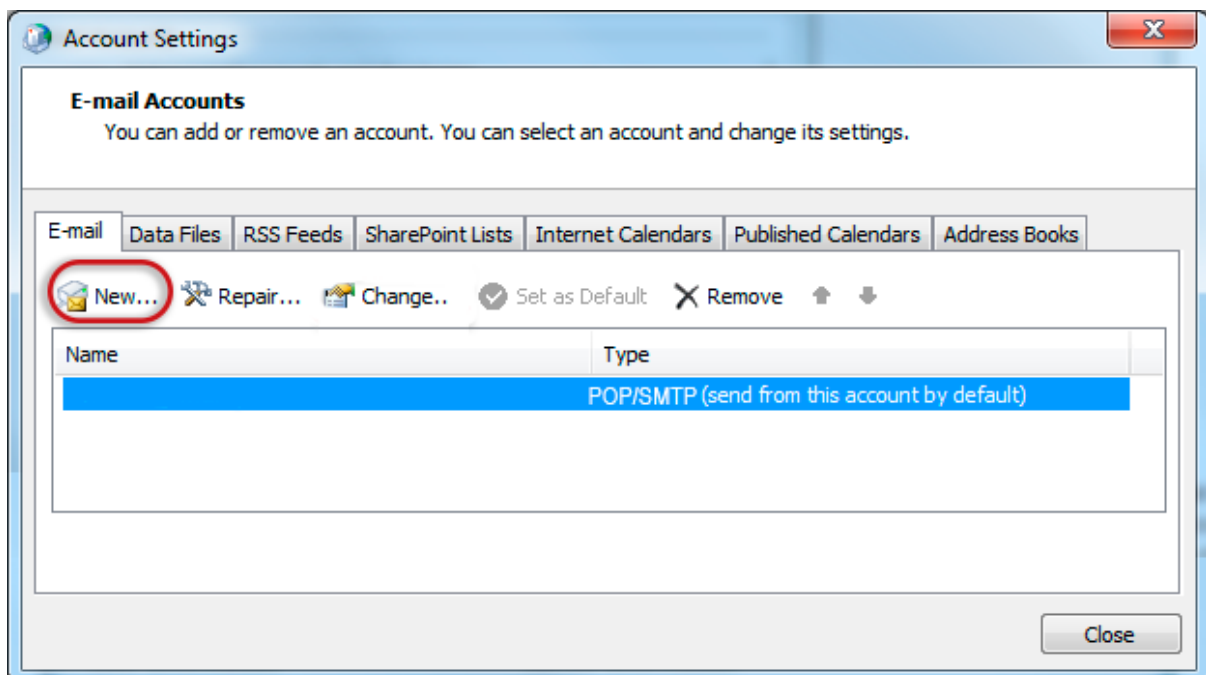
- *if you prefer **POP**, as this automatic configuration defaults to **IMAP***

*1. **Launch** Outlook 2010*

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



3. On the **Email** tab, click **New**



4. Click to select the **Internet E-mail** or **Email account** option > **Next**

5. In the **Add Account** box

Enter your details under **E-mail Account**

- You can safely ignore any warning messages
- > **Next**

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

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.

Manual setup or additional server types

< Back Next > Cancel

6. Outlook will now **automatically configure** your account as an **IMAP** account with **all the correct settings**.

7. Finish > Close

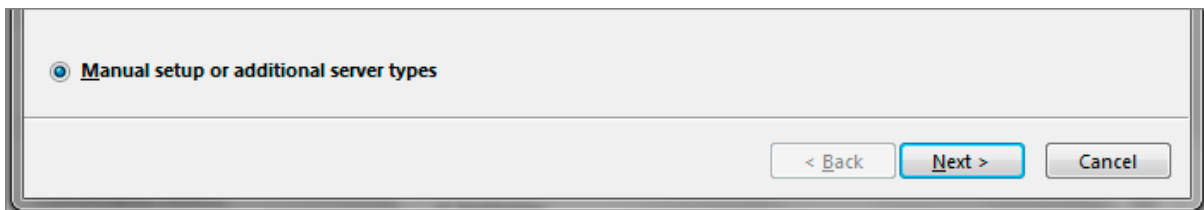
That's it!

If this option fails for some reason, try the Manual Account Setup below

◆ Manual Account Setup

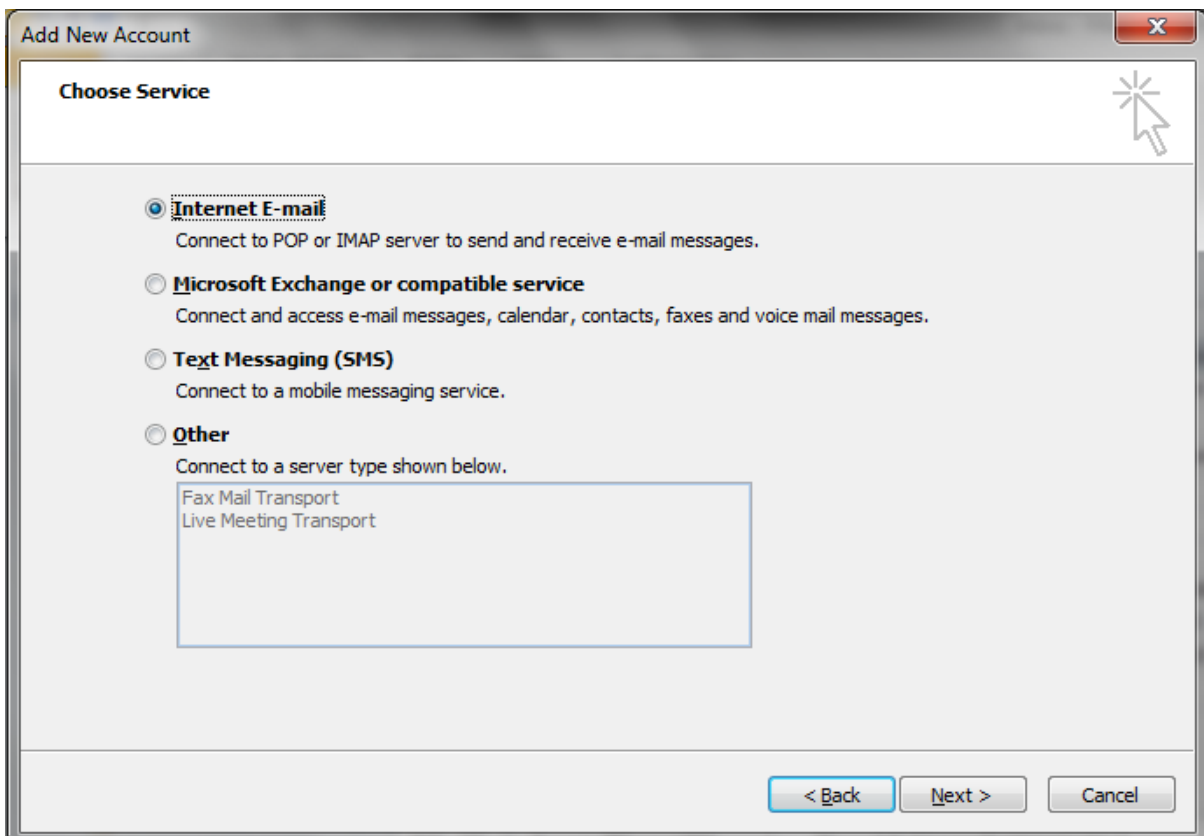
If you prefer to use POP you will need to set up the account manually:

1. **Launch Outlook 2010**
2. Select **File** from the top menu bar and then **Info** and **Account Settings**
3. On the Auto Account Set-up screen, click **Manual setup or additional server types**. > **Next**



Choose email service

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



Email settings

5. Enter all the relevant details (Select POP or IMAP according to your preference) and then click **More Settings**

- Outlook will auto-fill your **user name**, please ensure you fill in your **entire email address** as the username)

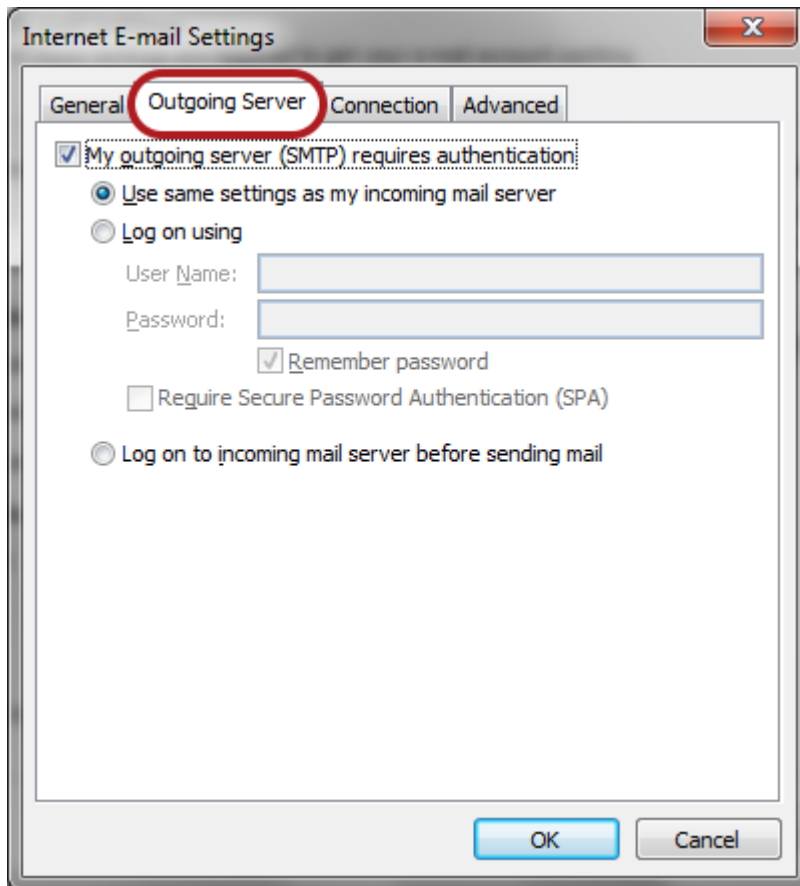
The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog contains the following fields and options:

- User Information:** Your Name (text box), E-mail Address (text box containing 'info@example.com').
- Server Information:** Account Type (dropdown menu set to 'IMAP'), Incoming mail server (text box containing 'mail.example.com'), Outgoing mail server (SMTP) (text box containing 'mail.example.com').
- Logon Information:** User Name (text box containing 'info@example.com'), Password (text box containing '*****'), Remember password, Require logon using Secure Password Authentication (SPA).
- Test Account Settings:** Test Account Settings ... button, Test Account Settings by clicking the Next button.

The 'More Settings ...' button is circled in red. At the bottom of the dialog are buttons for '< Back', 'Next >', and 'Cancel'.

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**.

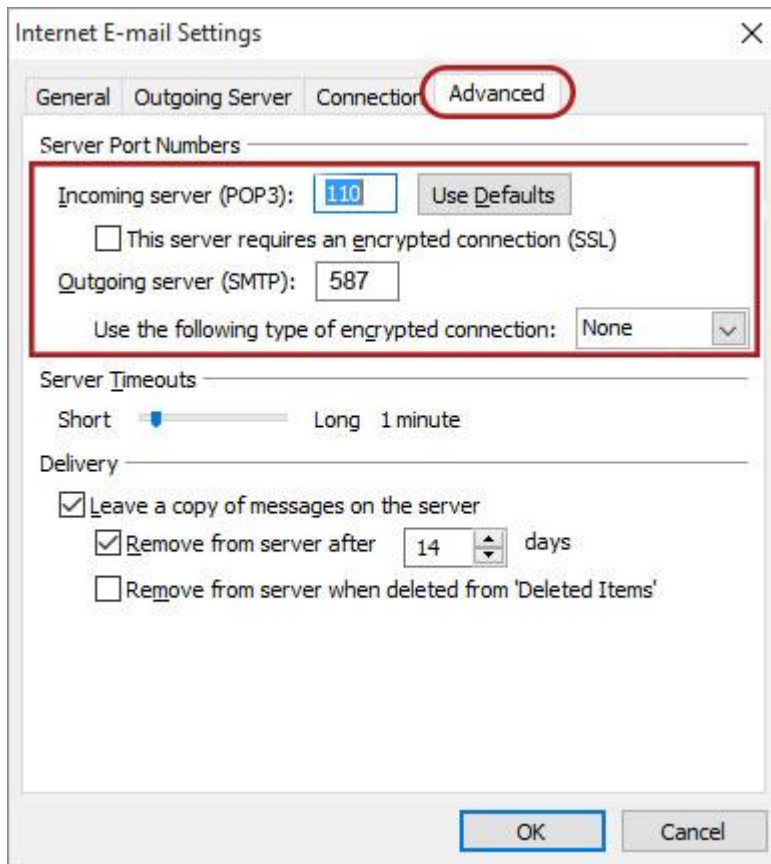


Advanced Settings

7. Select the **Advanced** tab

8. Check these settings:

- The Incoming server port for **POP is 110** or for **IMAP is 143**
- **Not ticked:** This server requires an encrypted connection (SSL)
- The Outgoing server (**SMTP**) port is set to **587**
- **Use the following type of encrypted connection is None**



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

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