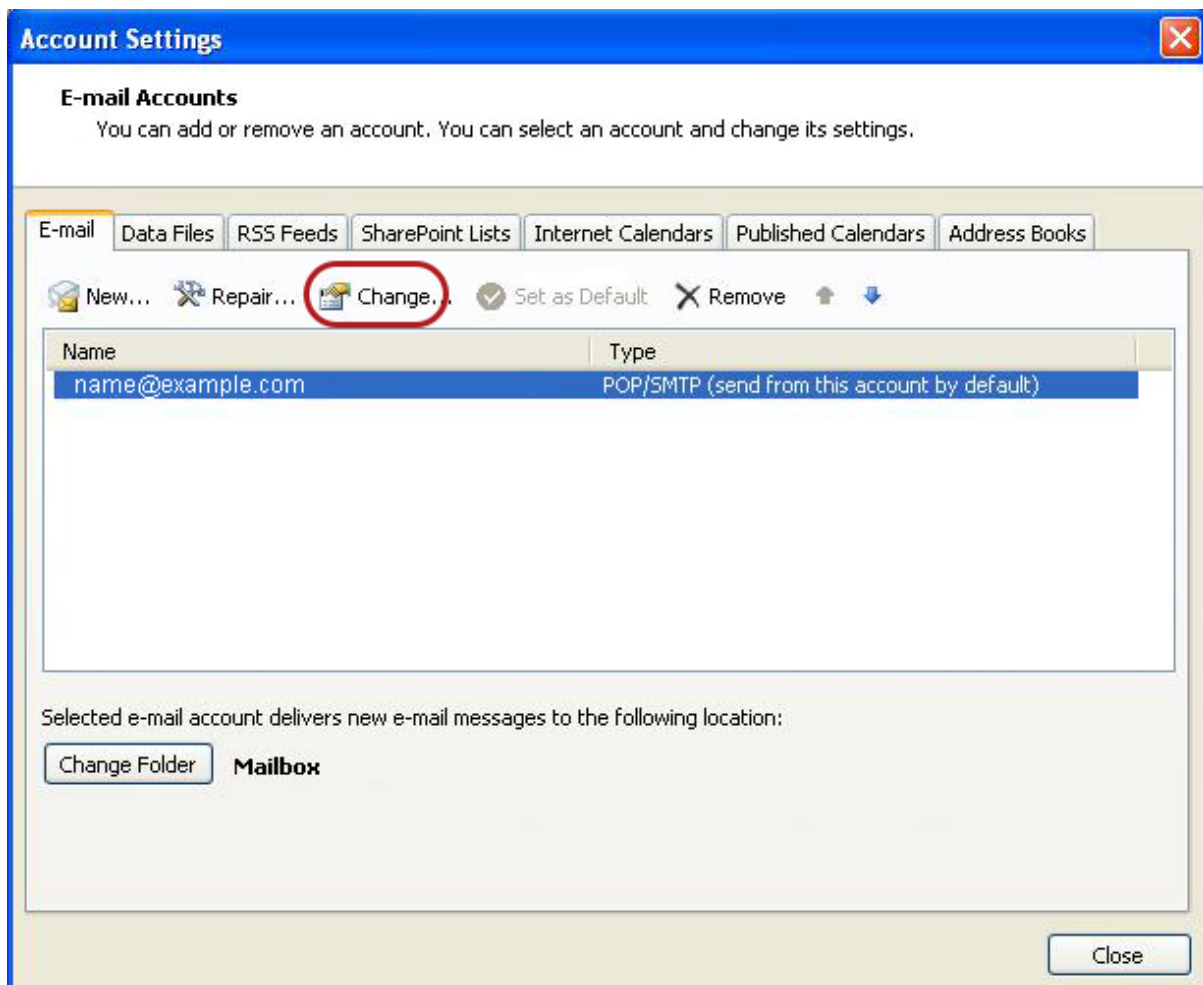*This guide will help you fix errors in the setup of an email account in Outlook 2010*

Check existing account settings

1. Launch Outlook 2007

*2. Select **Tools** from the top menu bar, then **Accounts Settings***

Select the relevant account

*3.On the Account Settings screen, click **Change** on the E-mail tab*

Check your settings

4. Ensure that your settings are correct as below – replacing with your own name and domain.

- *Choose POP or IMAP under **Account Type**.*

- *Ensure that the **User Name** is the **full email address**.*

- **Password** is correct

*5. Click **More Settings***

Outgoing Server settings

*6. Select the **Outgoing Server** tab*

7. Ensure that the **My outgoing server (SMTP) requires authentication** *checkbox is ticked*

8. Ensure that you have selected **Use same settings as my incoming mail server**

Advanced Settings

9. Select the **Advanced** *tab*

Ensure that your settings are as below for your choice of either POP or IMAP:

POP port settings

- *Incoming* **110,** *outgoing* **587**
- **Not ticked:** *This server requires an encrypted connection (SSL)*

- **Use the following type of encrypted connection** *is None*

POPsettings

IMAP port settings

- *Incoming* **143,** *outgoing* **587**

- **Not ticked:** *This server requires an encrypted connection (SSL)*

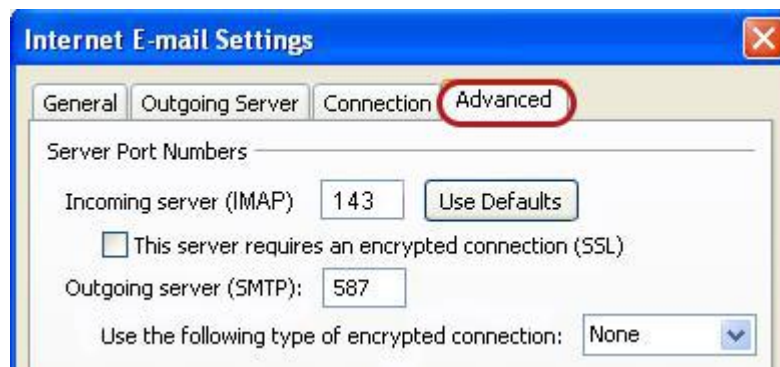- **Use the following type of encrypted connection** *is None*

IMAP settings

10. Click **OK** *to save these settings*

11. Click **Next** *and* **Finish**