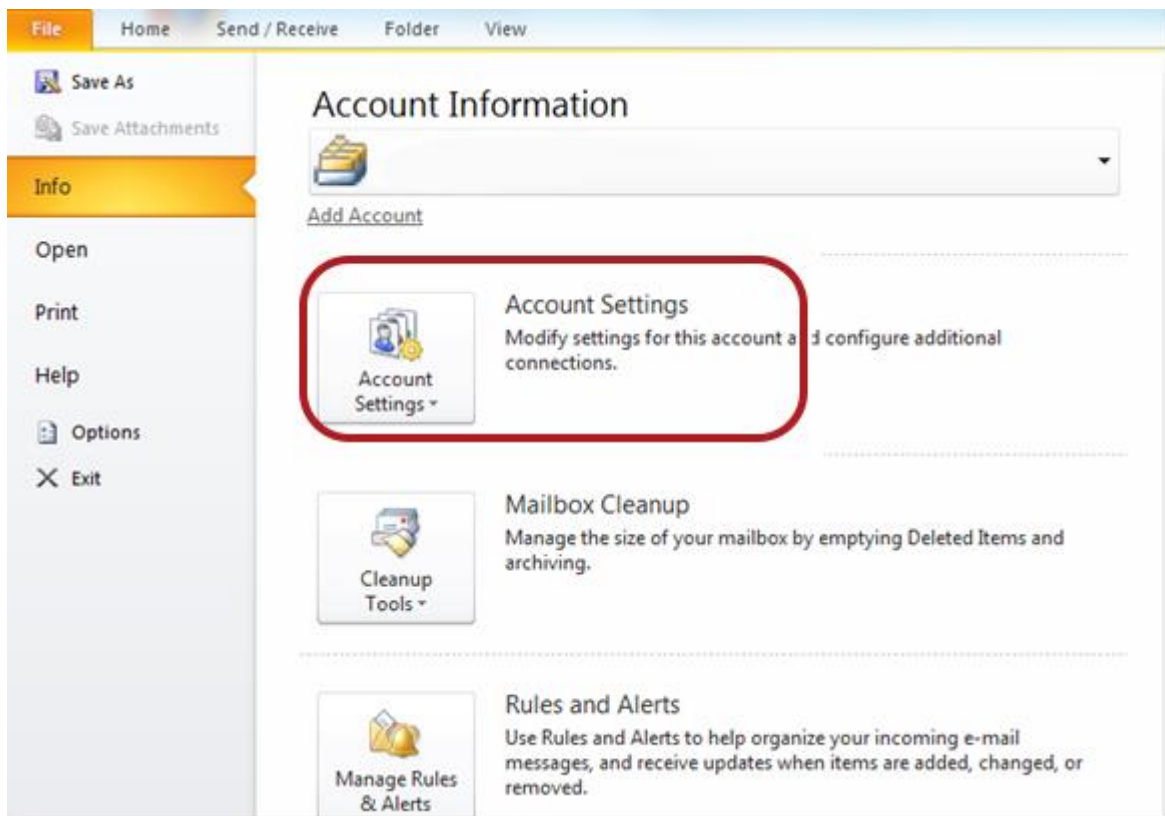*This guide will help you fix errors in the setup of an email account in Outlook 2010*

Check existing account settings
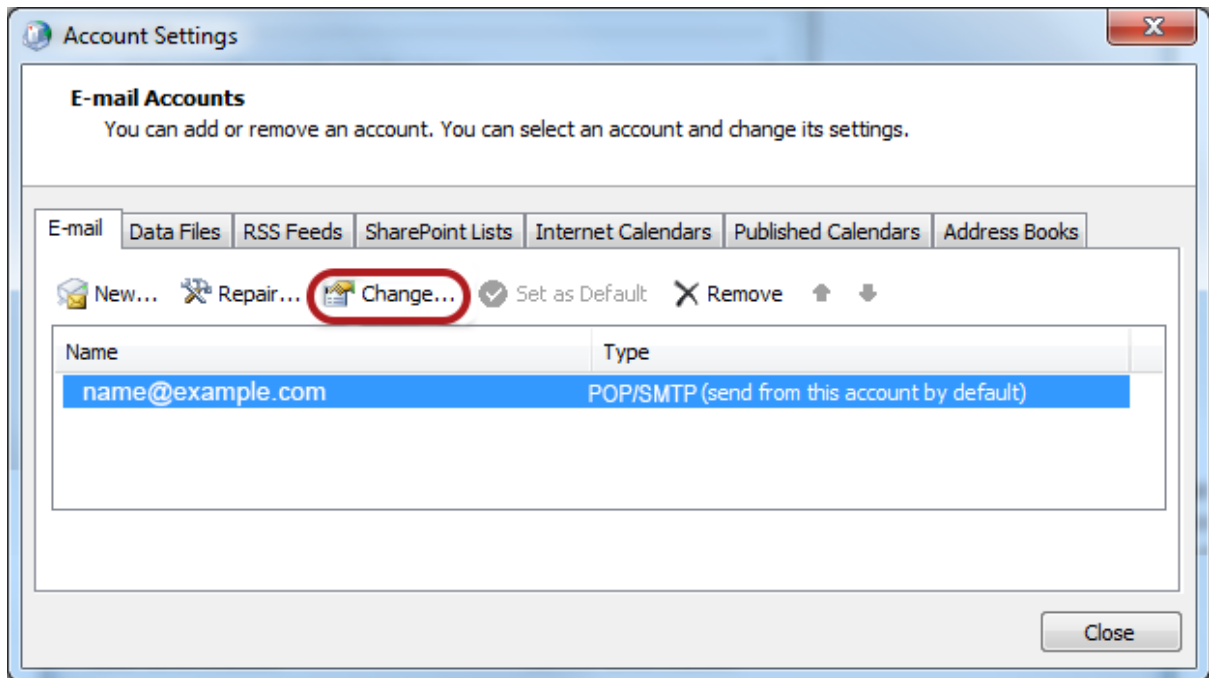
*1. Launch Outlook 2010 an select **File** from the top menu bar*

*2. Select **Info** and **Account Settings***

Select the relevant account

*3. Select the relevant account and click the **Change** button within the **Email** 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**
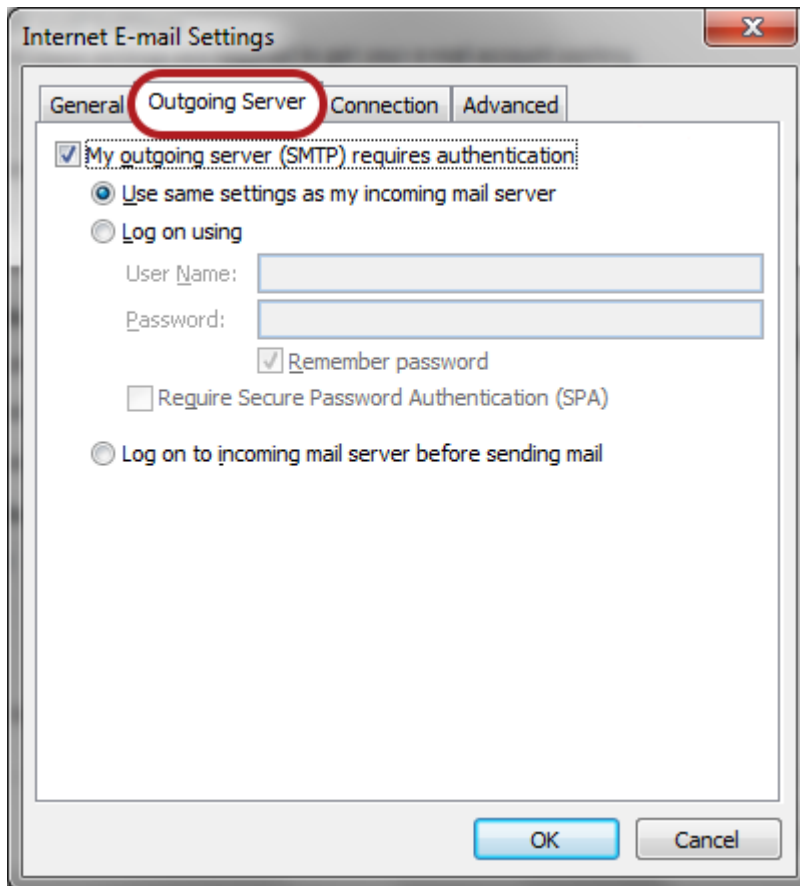- **Password** is correct

*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***
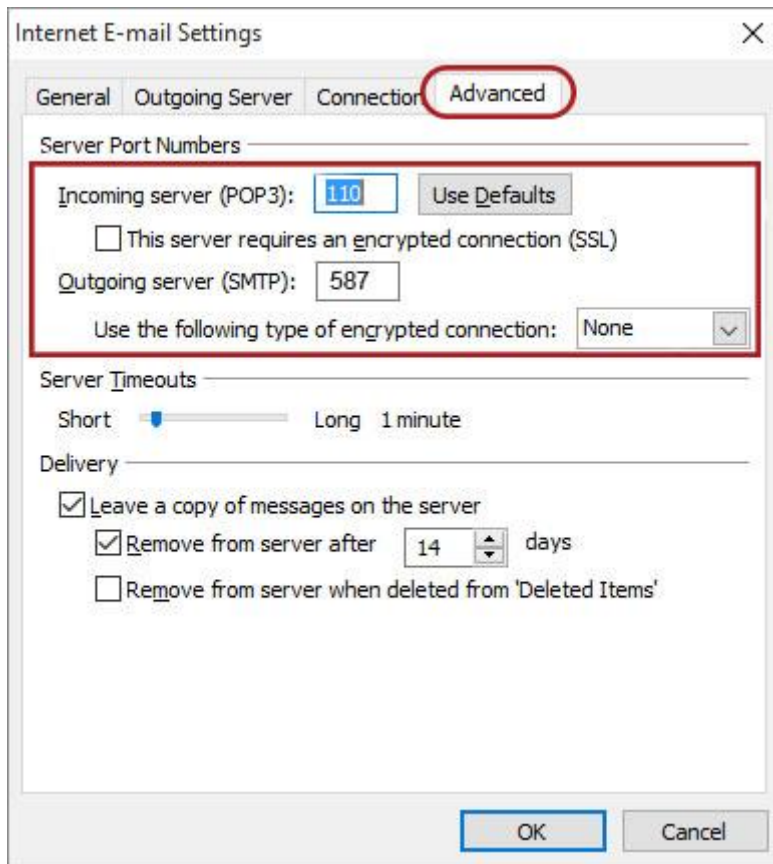
Advanced settings

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

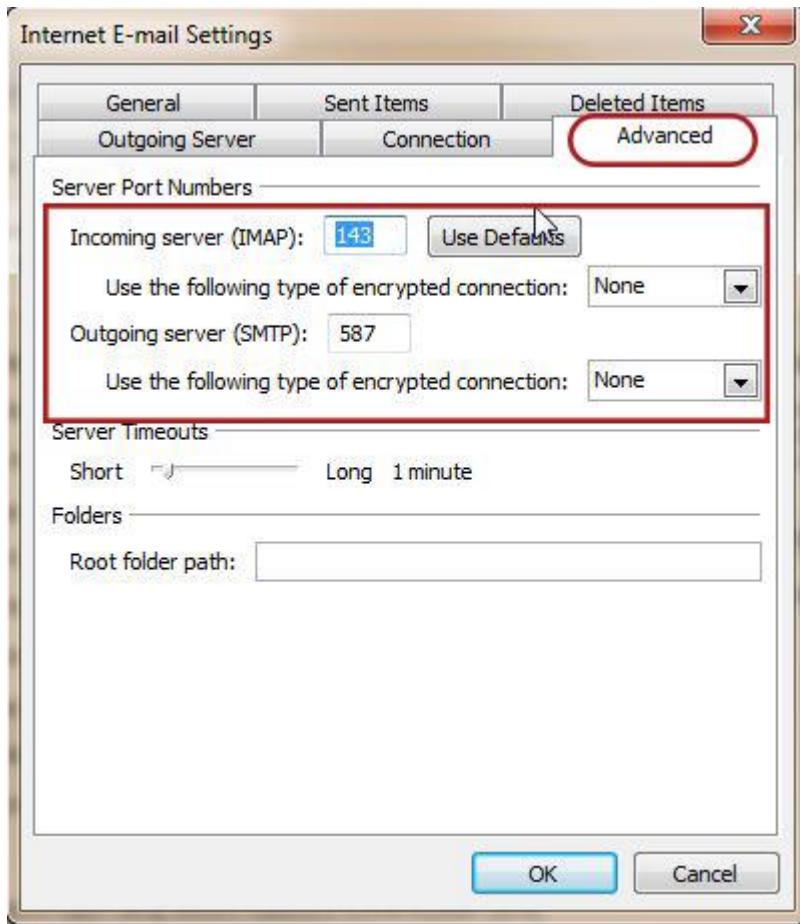*10. Ensure that your settings are as below for either POP or IMAP:*

POP port settings

- *Default setup: incoming **110,** outgoing **587***

- *If SSL is required: incoming 995, Outgoing 465*

IMAP port settings

- *Default setup: incoming* **143,** *outgoing* **587**

- *If SSL is required: incoming 993, outgoing 465*

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

12. Click **Close** on the **Internet Accounts** window.