

# Step-by-Step Instructions

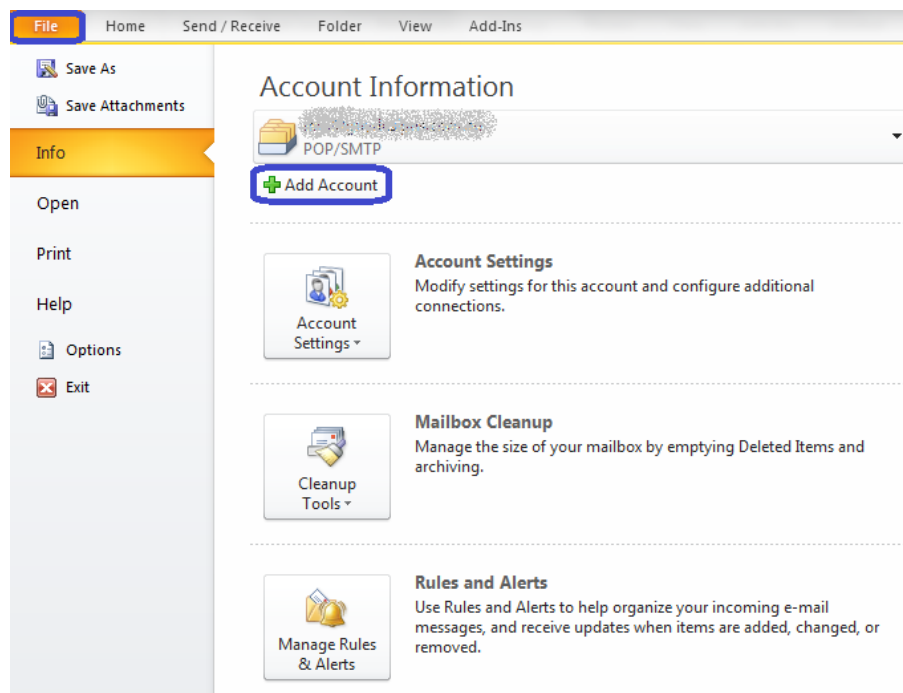
*Created for you by*



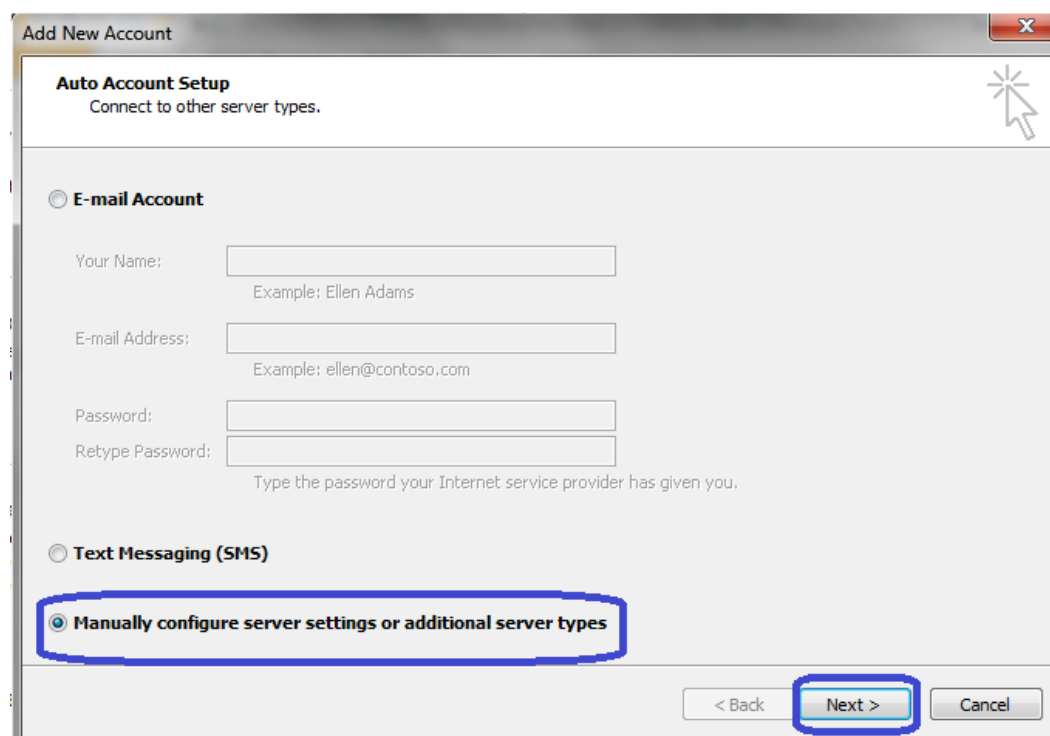
*Setting up email accounts in Outlook 2010*

Go to File in the top menu.

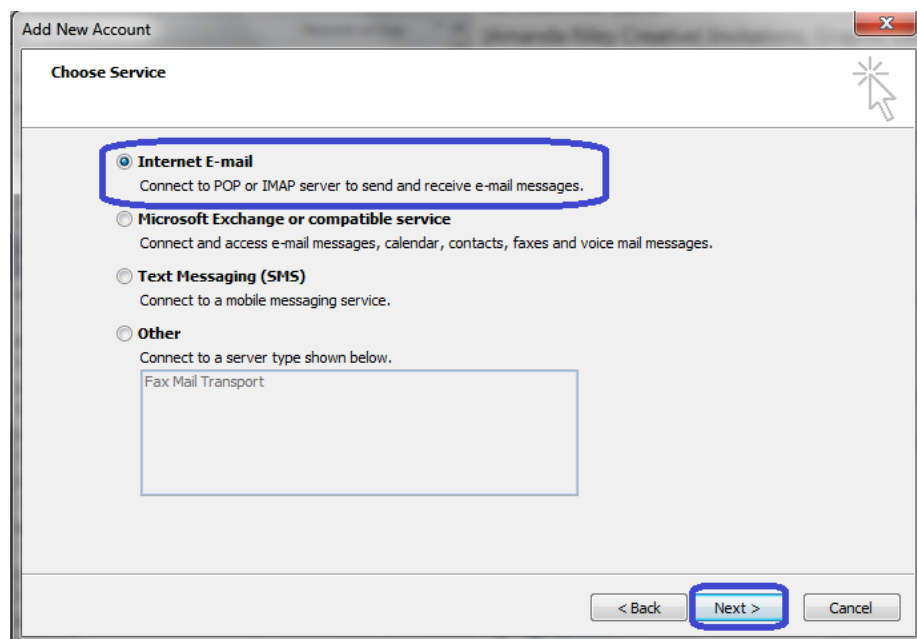
Then click "Add account"



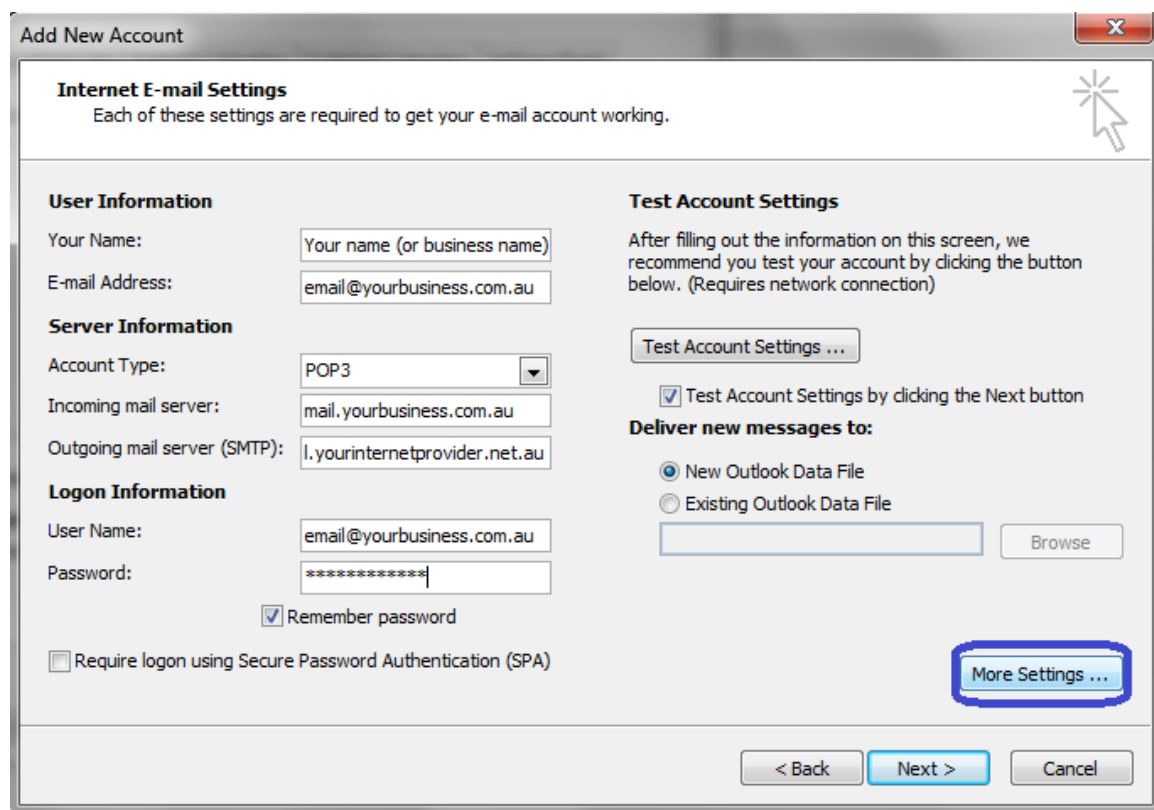
Click on Manually configure then next button



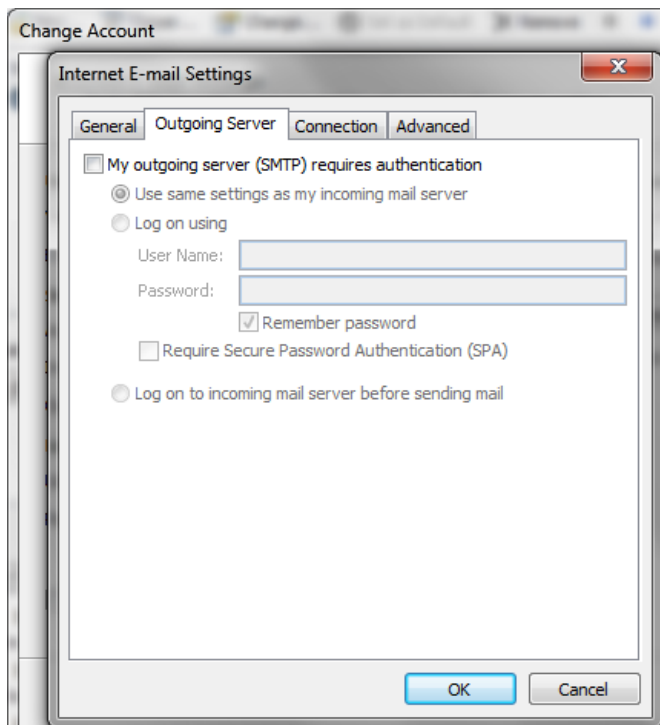
Click on Internet Email then next button



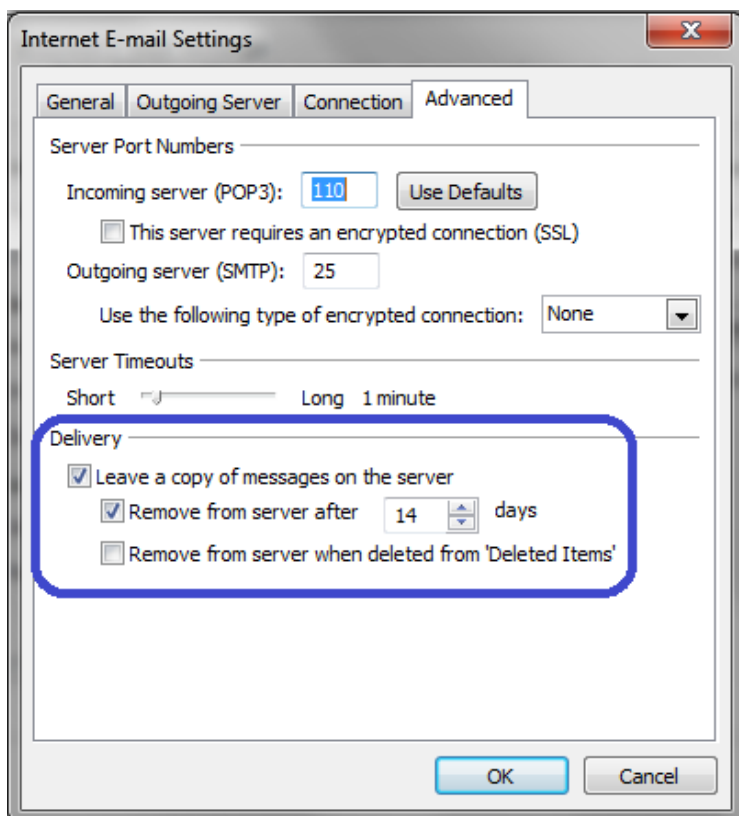
We will provide you the details to complete this section. Once you've entered the details, click "more setting" button.



If you're using your internet provider for your outgoing server, then keep this screen clear and click on the advanced tab.



Tick to leave a copy on the server and adjust the number of days – no longer than 14 days to avoid storage issues on the server, then click OK.



## Setting up email accounts in Outlook 2010

Note: you can click on test account settings to check everything is running correctly.

It will then take you back to the details screen. Now click ok and you're done.

**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