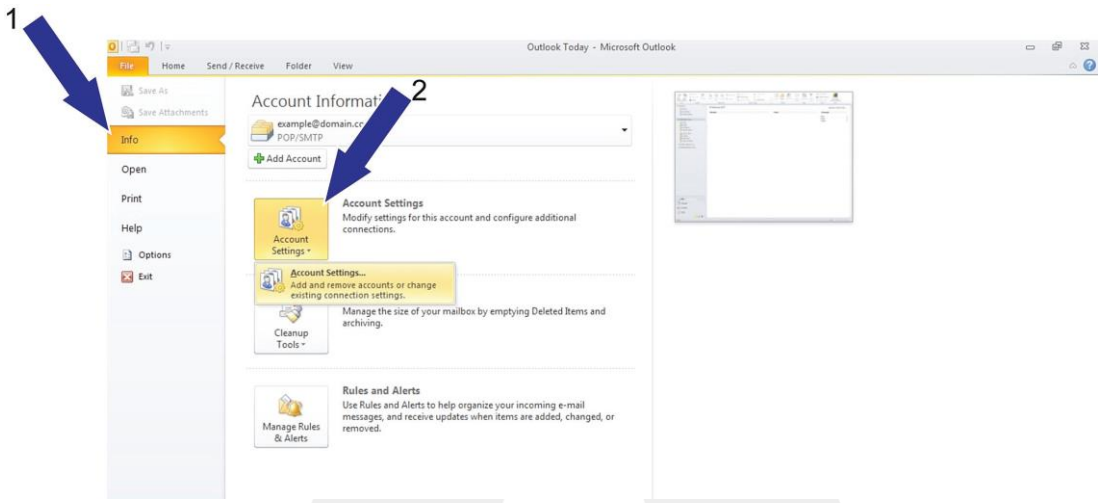
Adept

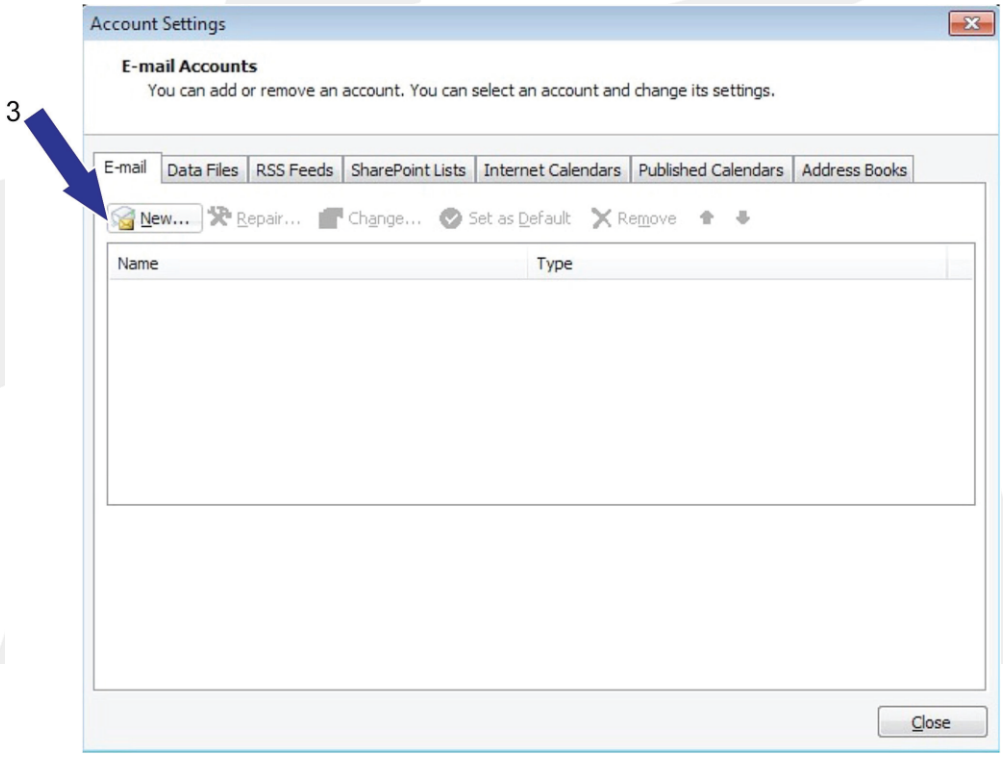
Managed ICT Services & Solutions

# Outlook 2010 POP3 Mail Account Setup

1. Click on File, then on Info; under Account Settings click the same option that appears




2. Under the tab for Email, select New on the left





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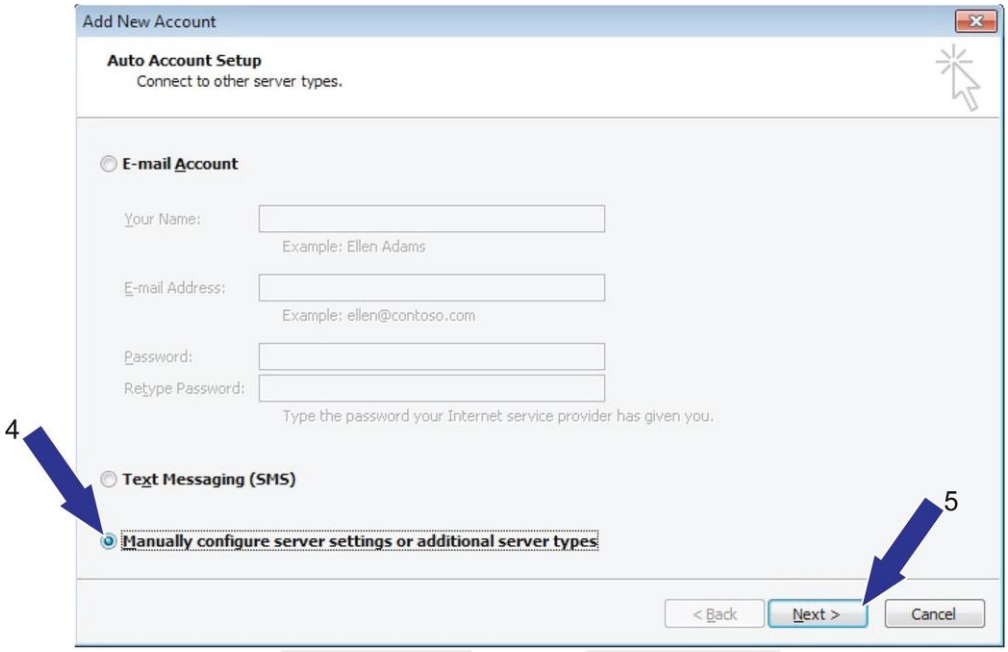
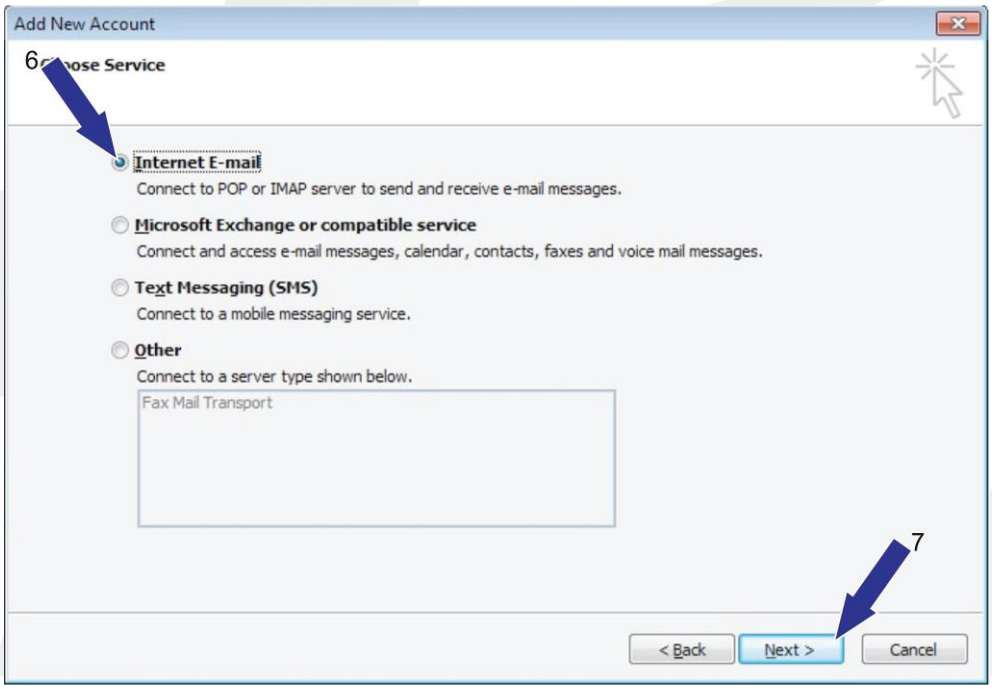
Reg. 1984/001310/07

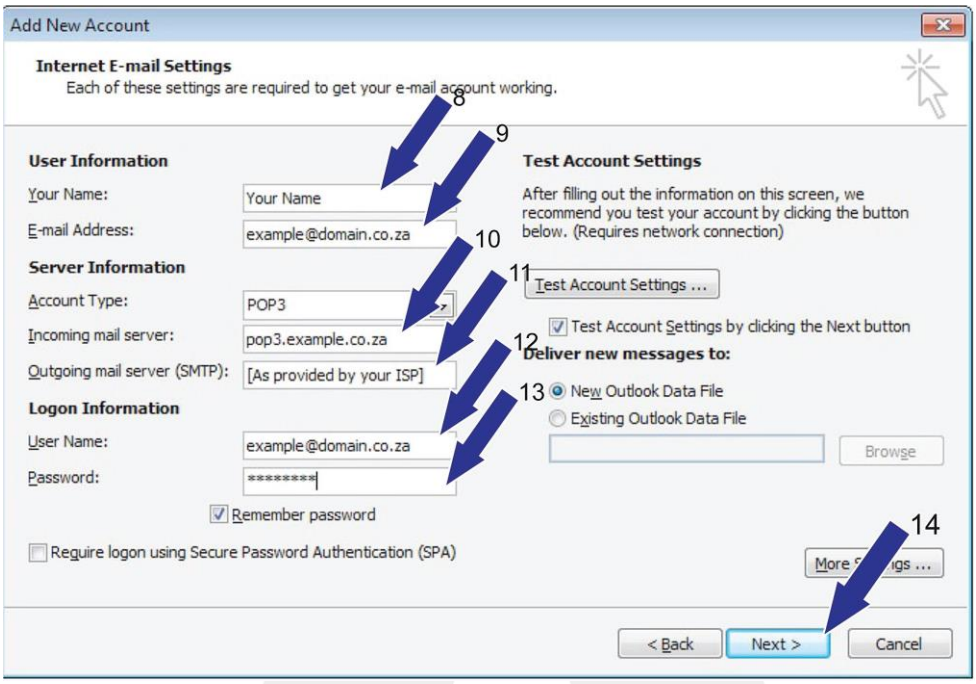
3. Select “Manually configure server settings” and click Next



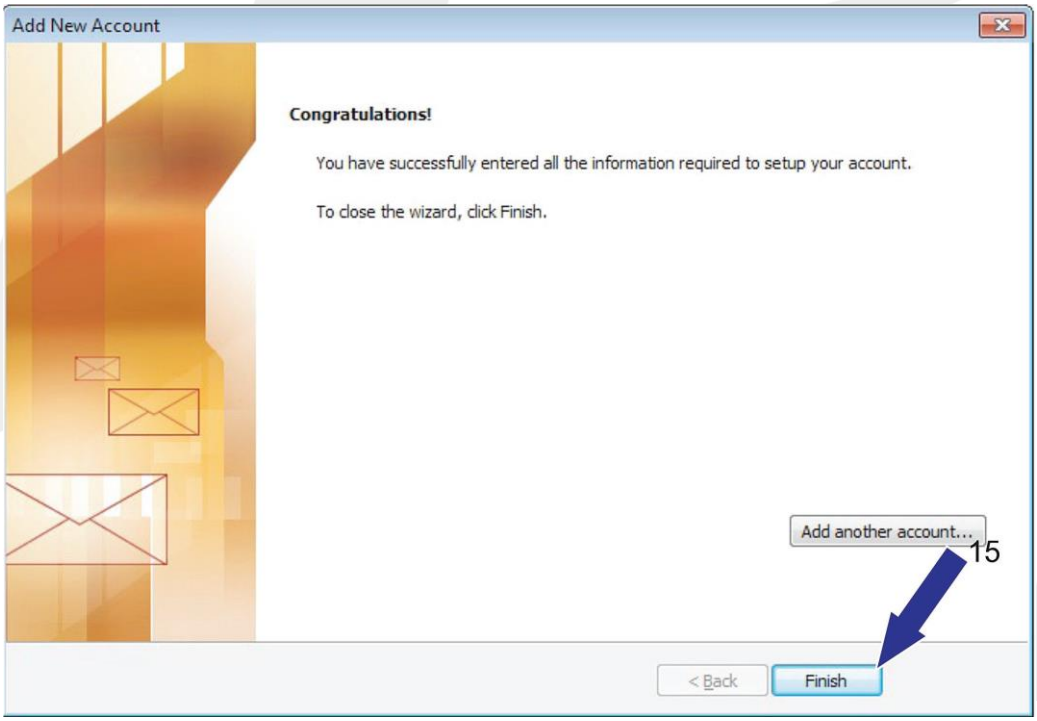
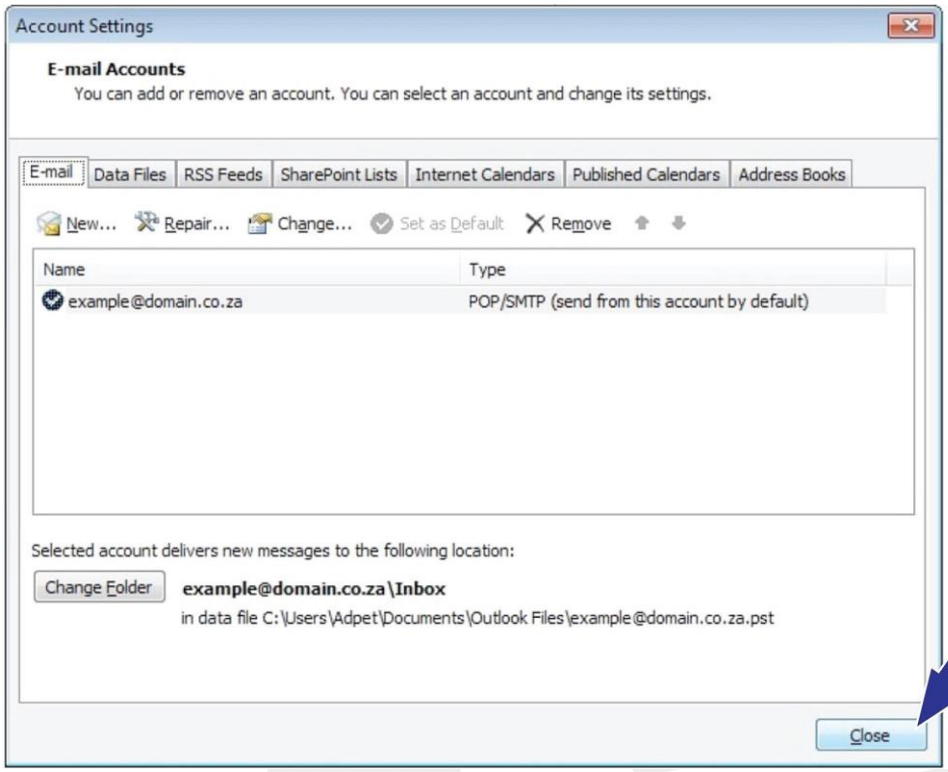

4. Select Internet Email and click Next



5. Enter you User Information, Logon Information and Server Information as provided and click Next




6. Click Next and Finish



7. Finally, select Close on the bottom right