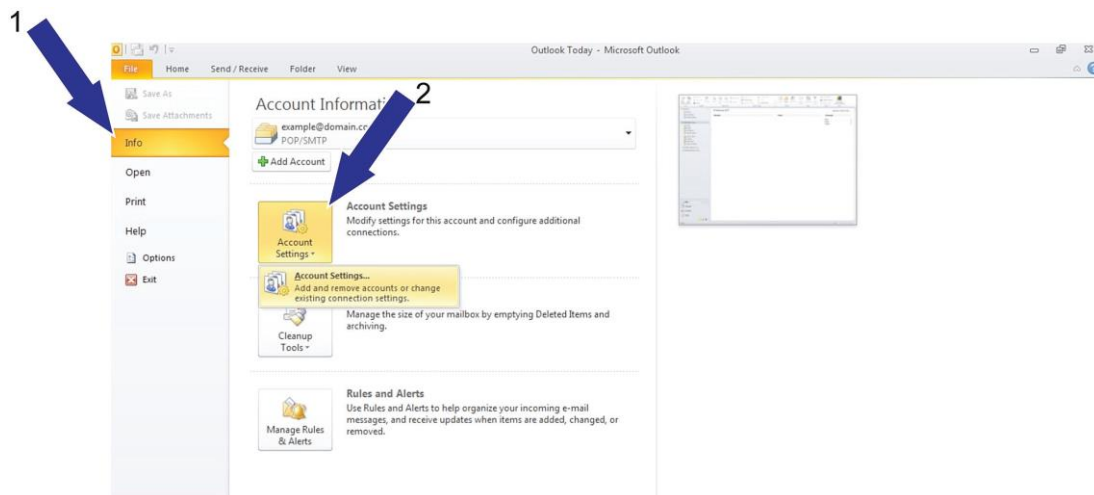
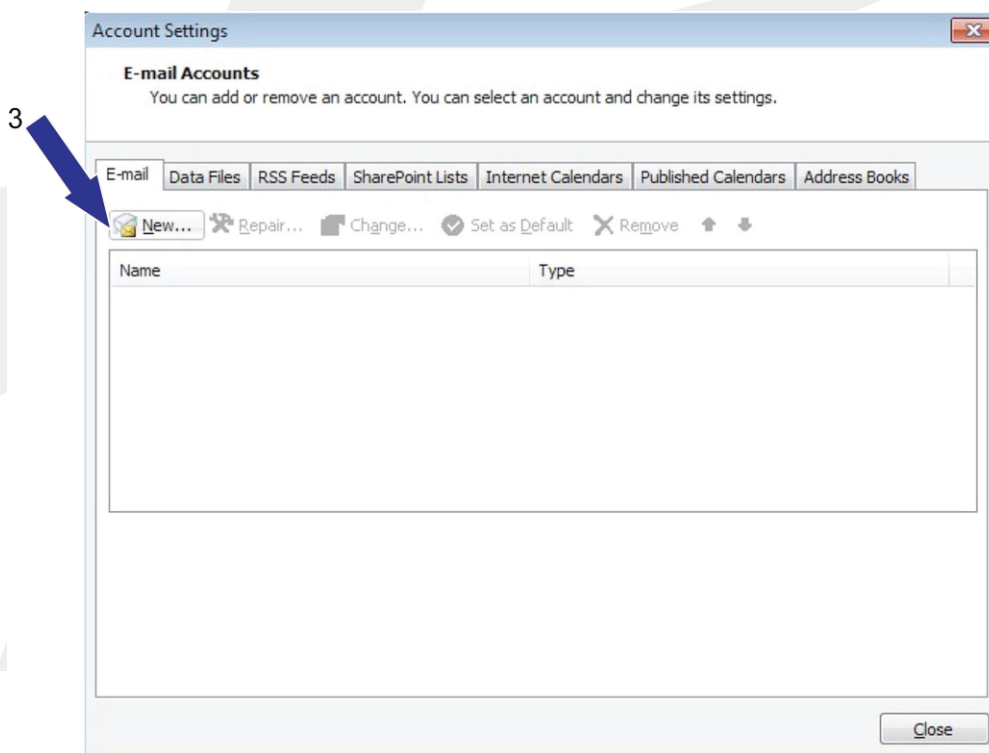


Outlook 2010 POP3 Mail Account Setup

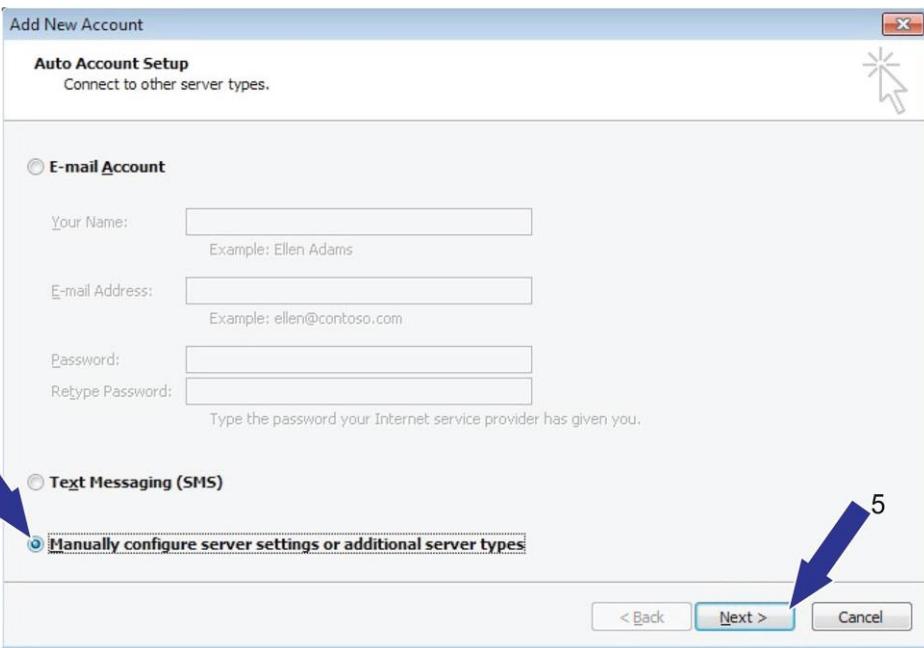
1. Click on File, then on Info; under Account Settings click the same option that appears



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



3. Select "Manually configure server settings" and click Next



Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

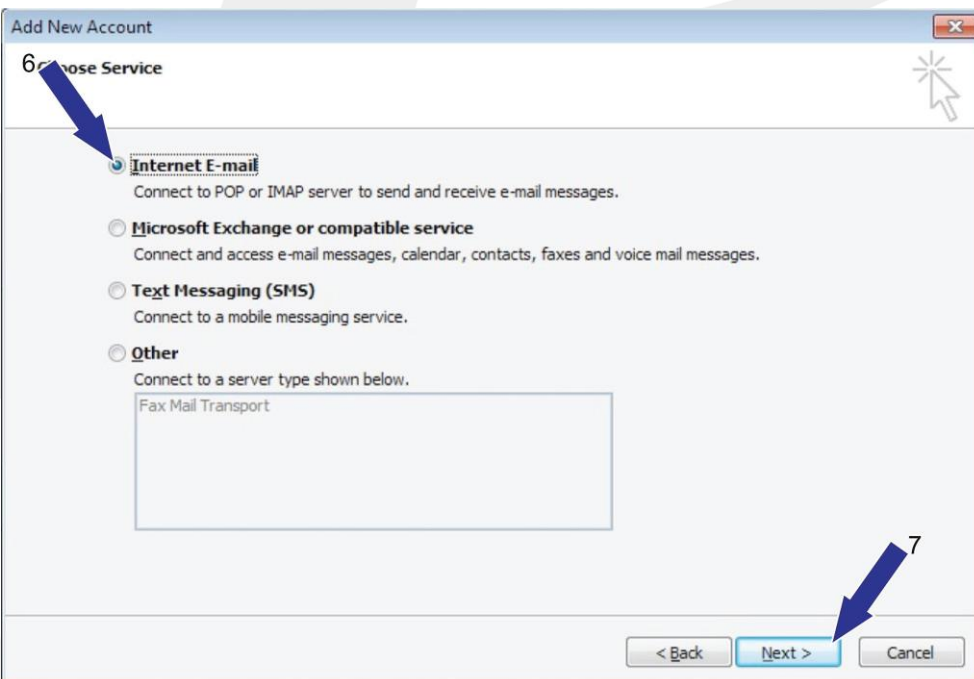
Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back **Next >** Cancel

4. Select Internet Email and click Next



Add New Account

Choose Service

☒ **Internet E-mail**
Connect to POP or IMAP server to send and receive e-mail messages.

☐ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

☐ **Other**
Connect to a server type shown below.
Fax Mail Transport

< Back **Next >** Cancel

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

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

6. Click Next and Finish

Add New Account

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

7. Finally, select Close on the bottom right

