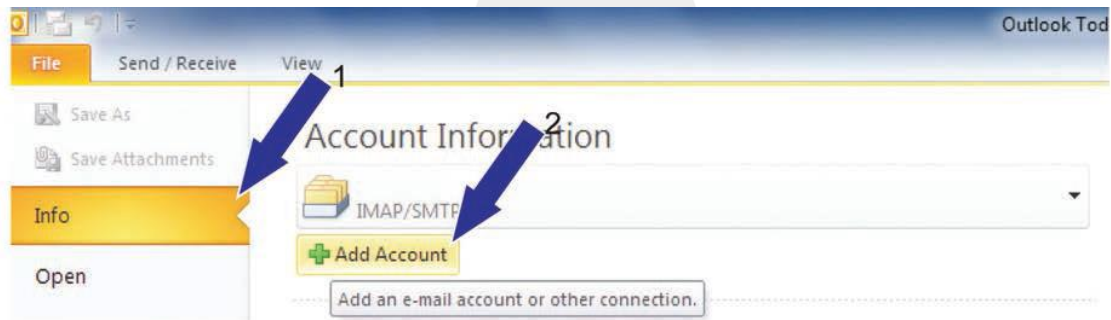


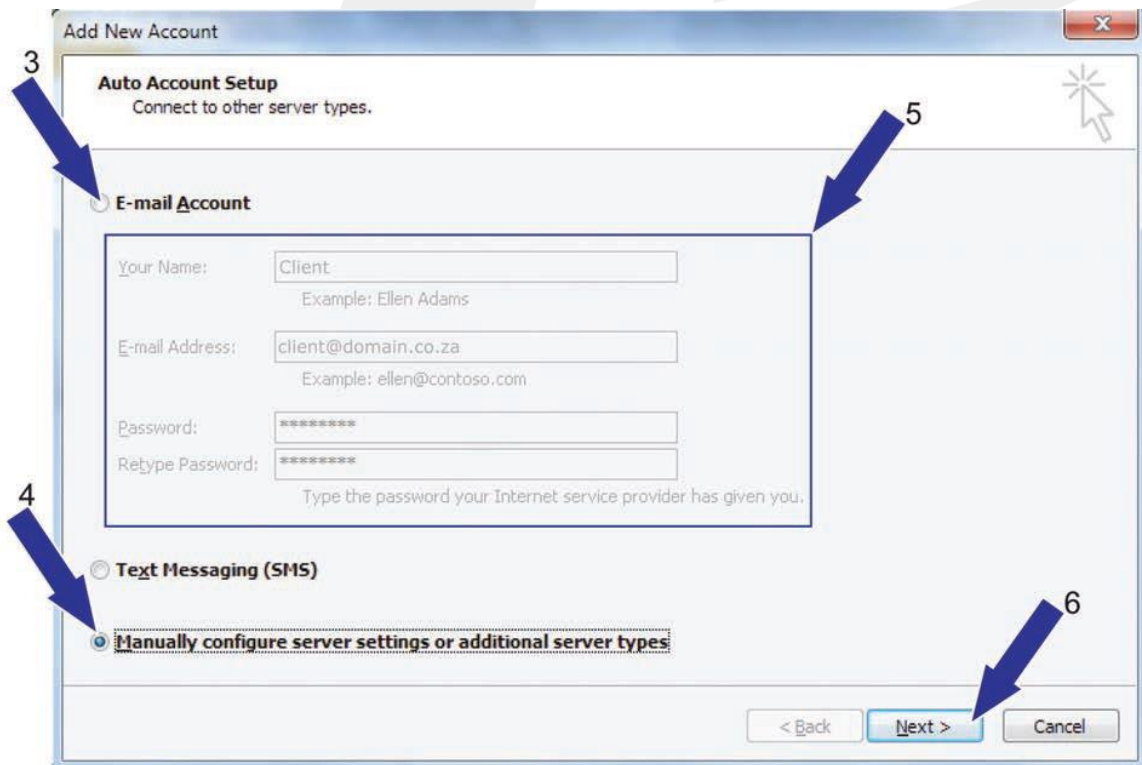
## Outlook 2010 Mimecast Mailbox Setup

NOTE: For first-time users, please see our documentation on MIMECAST password setup before continuing

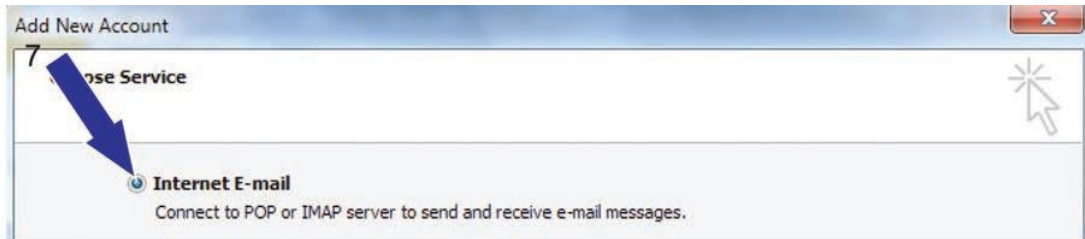
1. Click on File and then on Add Account



2. Enter the username and password as supplied, and retype the user's password; select the option "Manually configure server settings or additional server types" and click Next



3. Select Internet E-Mail and click on Next



4. On the Add New Account screen:
  - a. User information - enter your name and email address
  - b. Server information - Set the "Account type" to IMAP, and enter your incoming and outgoing mail settings as provided
  - c. Logon information - enter your email address as the user name, and enter the password as provided
  - d. Under More Settings:
    - i. Select My Outgoing Server requires Authentication and check "Logon Using"
    - ii. Enter your email address as the username
    - iii. Enter the password as chosen by client on the MIMECAST web interface
    - iv. Click OK
  - e. You will now be back in the Internet E-Mail Settings screen, click Next at the bottom and click Finish

