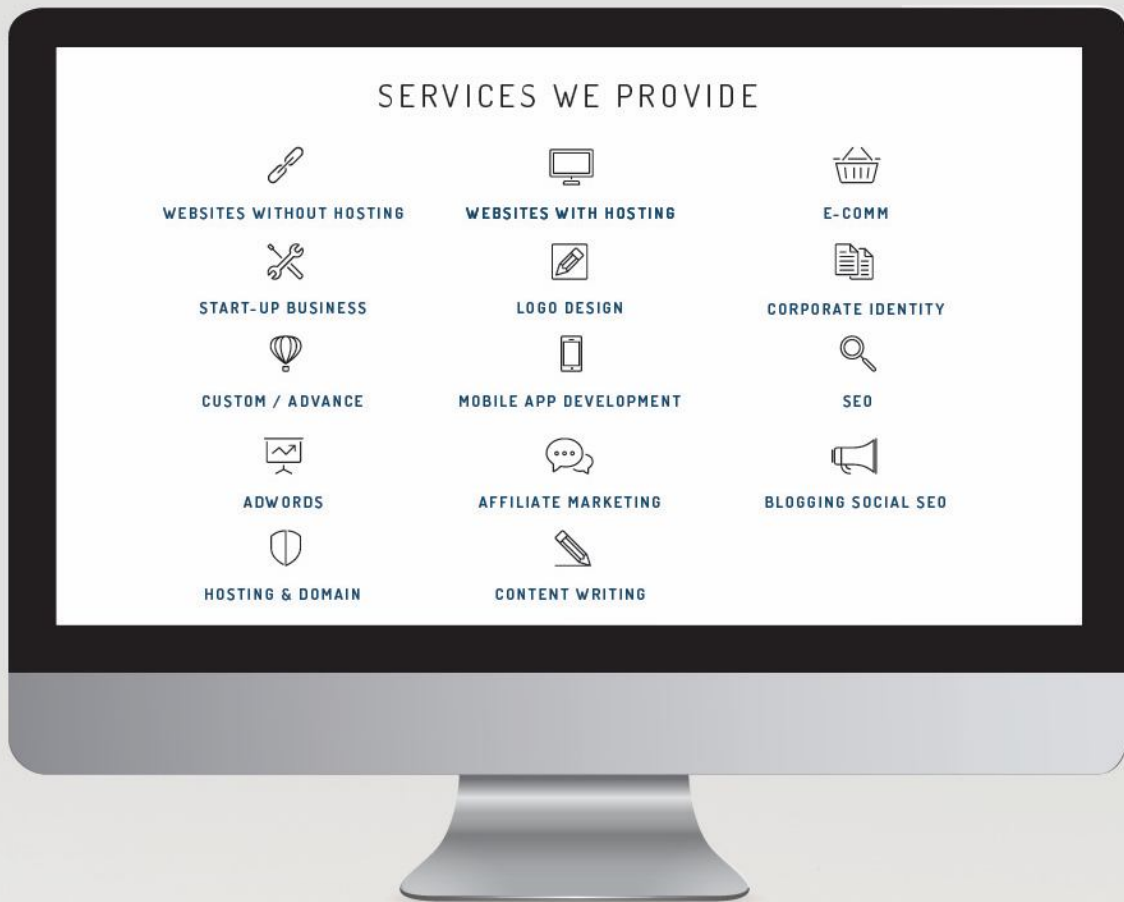
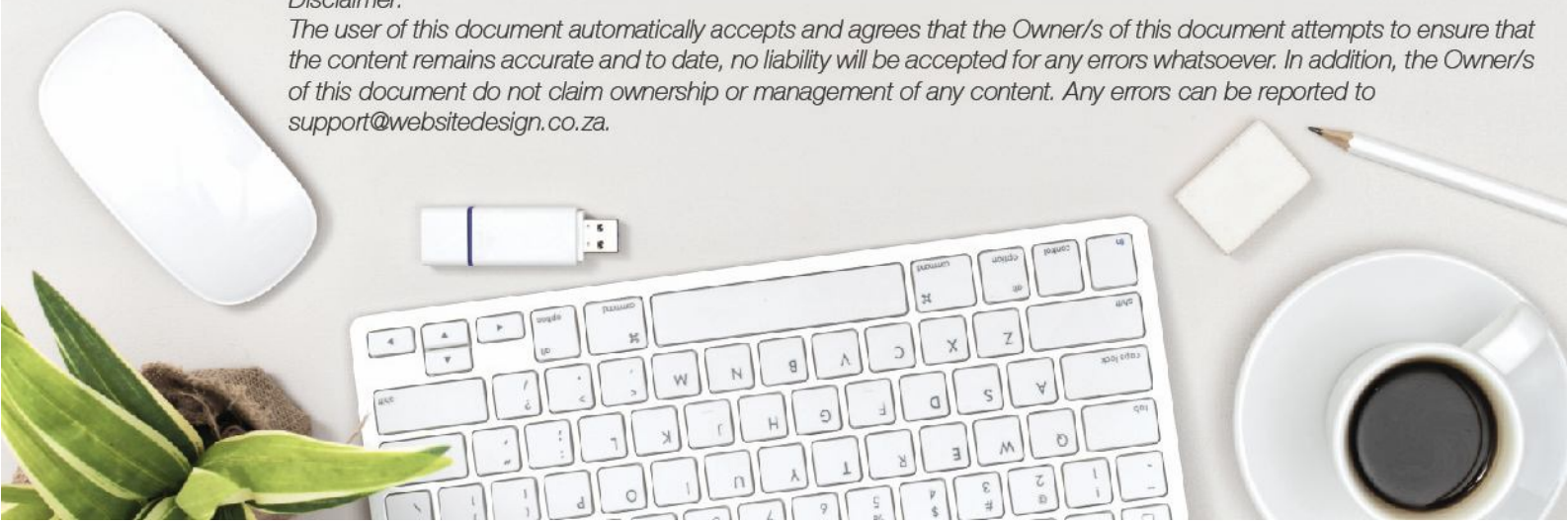


Setting up Email on Outlook 2010



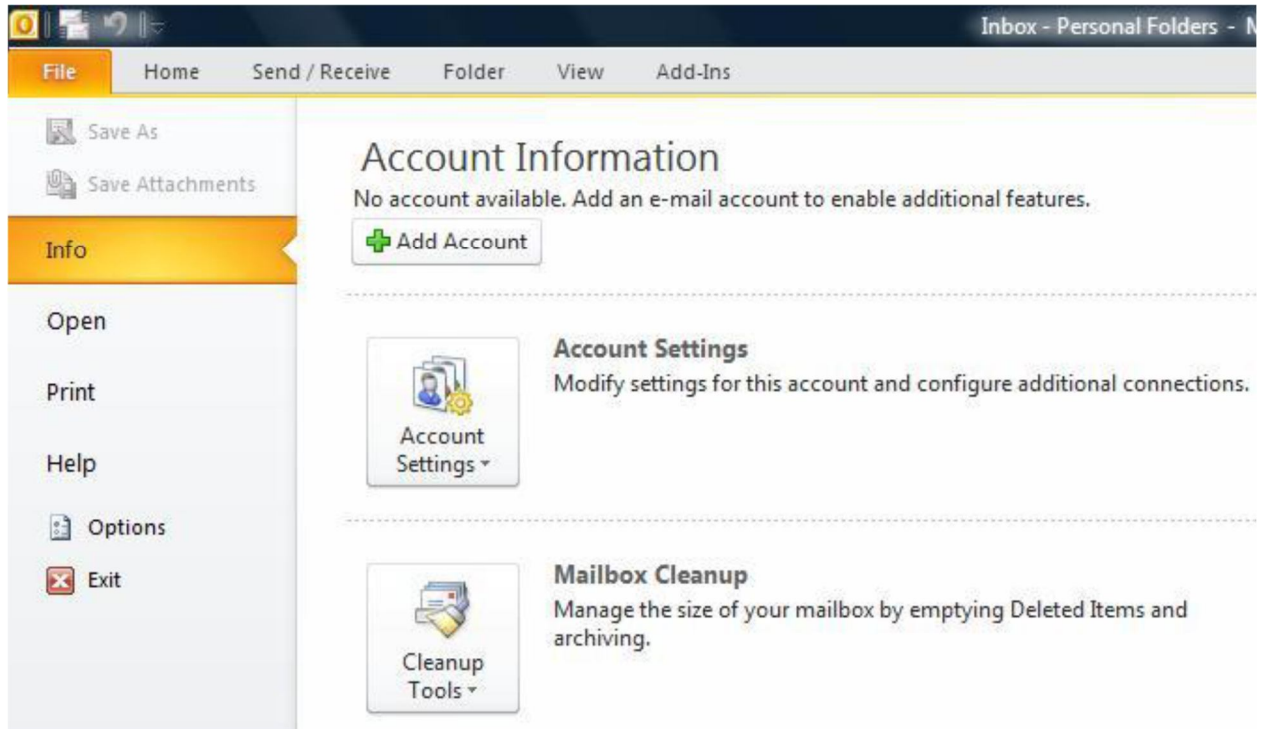
Disclaimer:

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CONFIGURING YOUR EMAIL CLIENT: OUTLOOK 2010

1. Open Outlook 2010.
2. Select *File* from the top menu bar and then *Info*.



3. Click on the *Add Account* button.
4. On the Auto Account Set-up screen, click *Manually configure server settings or additional server types*.
5. Click the *Next* button.

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

6. Select Internet E-mail and click the Next button.

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

7. Next, fill in the account information, using the following details:

Your Name: Enter your name -- this is the name that will be displayed to recipients of your sent messages.

Email address: This is your email address.

Account Type: POP3

Incoming mail server: mail.domainname.co.za, where domainname.co.za is your domain name.

Outgoing Mail Server: mail.domainname.co.za, where domainname.co.za is your domain name.

Username: This is your email address.

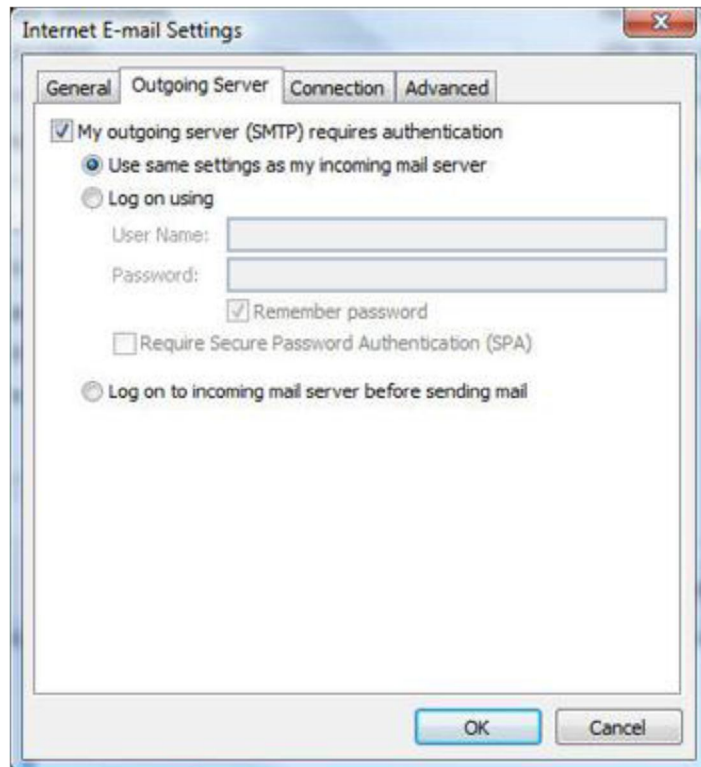
Password: Enter the email password

8. Remove the tick from the checkbox, "Test Account Settings by clicking the Next button"

The screenshot shows the 'Add New Account' dialog box in Outlook. The dialog is titled 'Add New Account' and contains 'Internet E-mail Settings'. It is divided into sections: 'User Information' (Name, E-mail Address), 'Server Information' (Account Type: POP3, Incoming mail server, Outgoing mail server (SMTP)), and 'Logon Information' (User Name, Password, Remember password checkbox, Require logon using Secure Password Authentication (SPA) checkbox). On the right, there is a 'Test Account Settings' section with a 'Test Account Settings ...' button and a checkbox 'Test Account Settings by clicking the Next button' which is currently checked. Below that is the 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', and a 'Browse' button. At the bottom right is a 'More Settings ...' button. At the very bottom are '< Back', 'Next >', and 'Cancel' buttons.

9. Now, click the *More Settings* button.

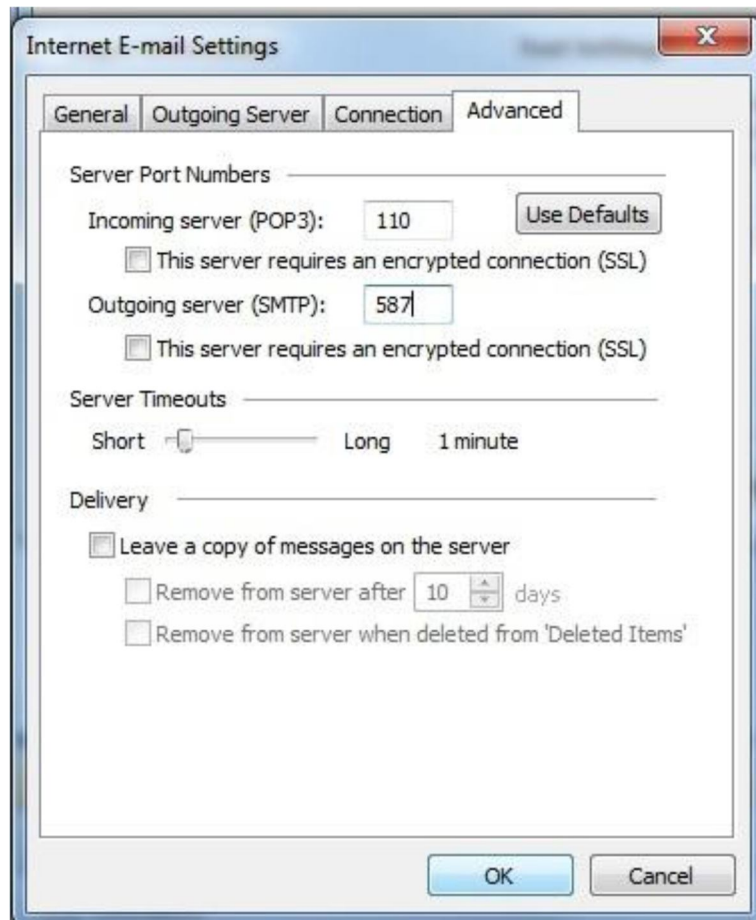
10. Click on the *Outgoing Server* tab and ensure that the *My outgoing server (SMTP) requires authentication* checkbox is selected, as well as *Use same settings as my incoming mail server*.



12. Click the *Advanced* tab. Verify that the port numbers are set to the following:

- The Incoming server (POP) port is set to the default (110)
- The Outgoing server (SMTP) port is set to 587

Make sure the other options are not selected.



13. Click OK and then click on *Next*.

14. Then click on *Finish*.

Test the new email account to verify that you can send and receive mail, by clicking the *Send/Receive* button.