Setting up Email on Outlook 2010
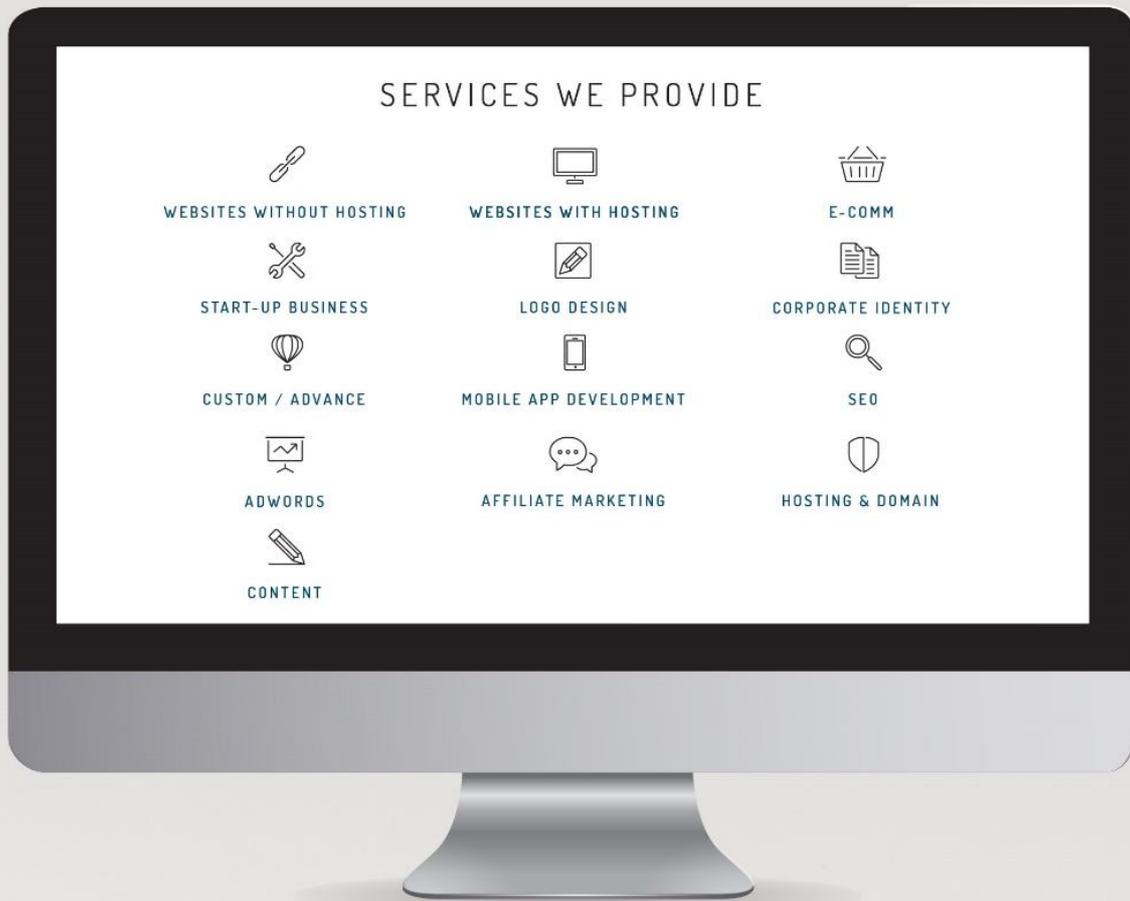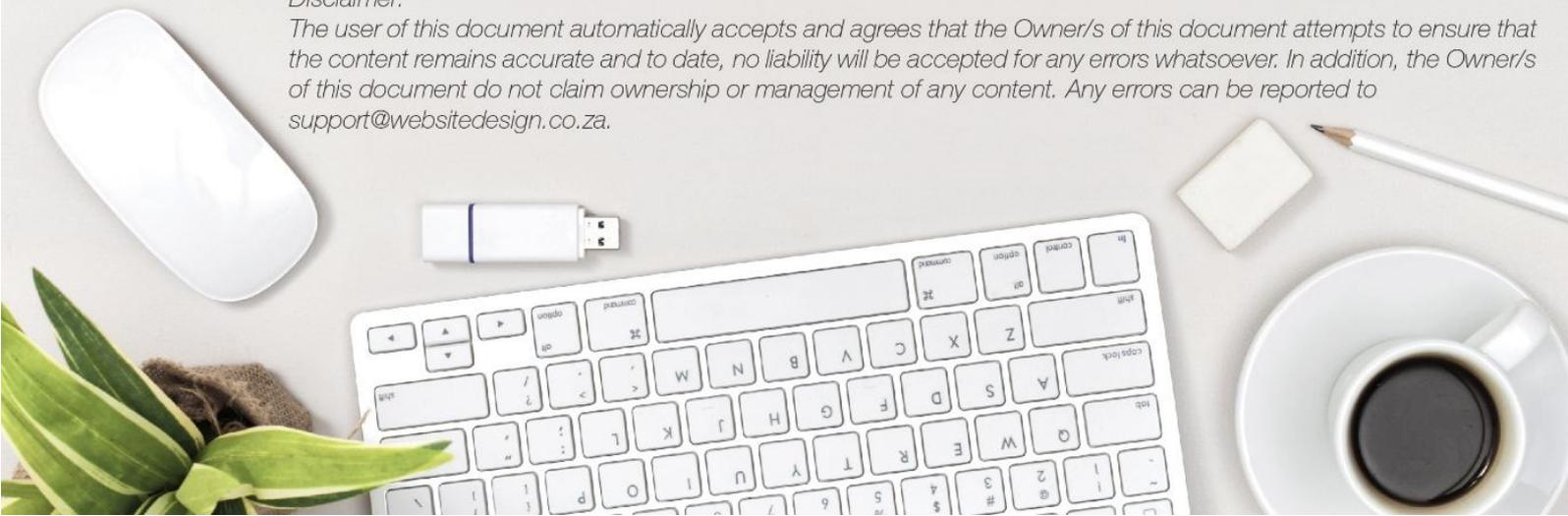
CONFIGURING YOUR EMAIL CLIENT: OUTLOOK 2010
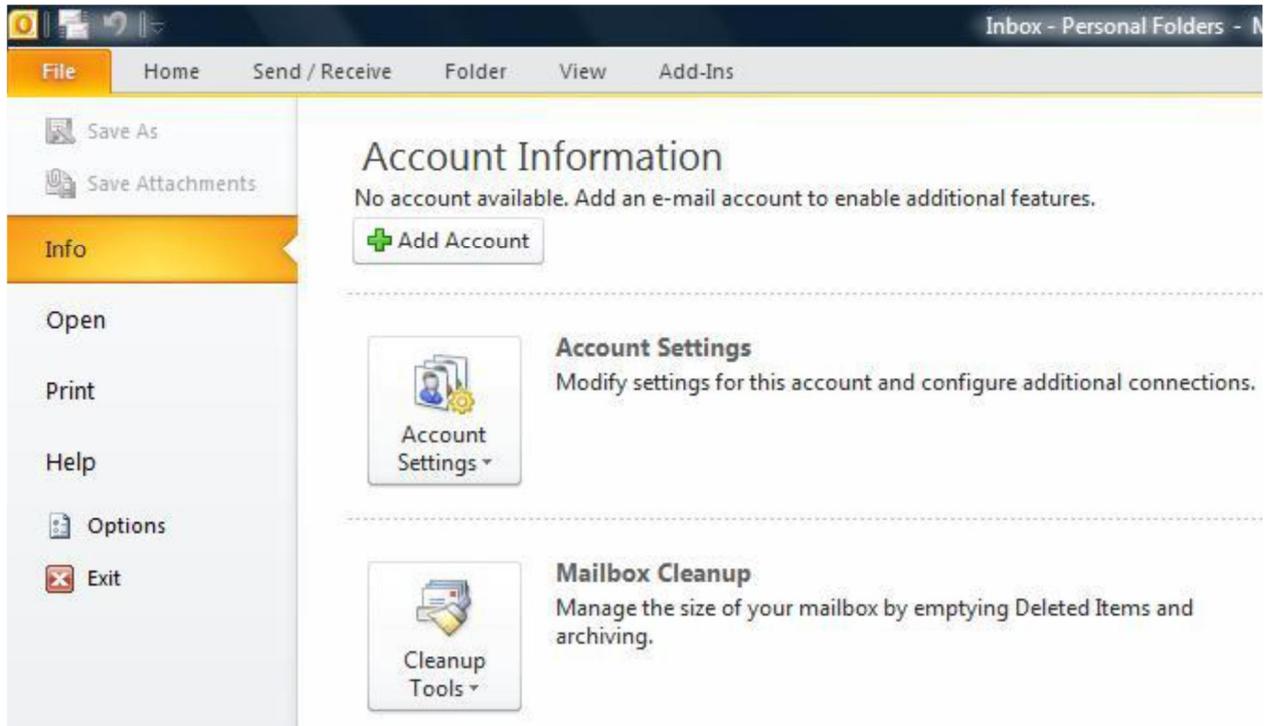
1. Open Outlook 2010.

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.

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

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*"
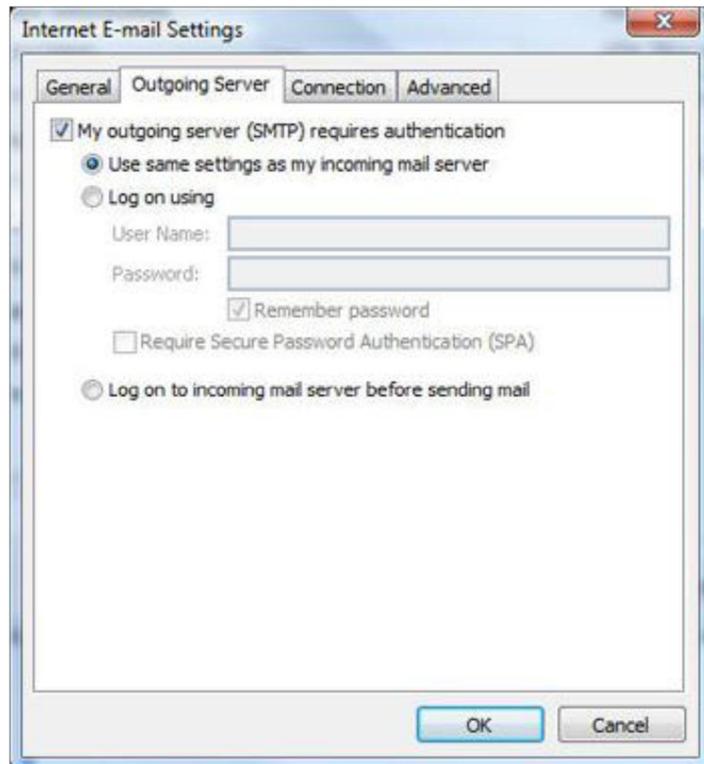

9. Now, click the *More Settings* button.

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*.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

☑ My outgoing server (SMTP) requires authentication
  ◉ Use same settings as my incoming mail server
  ○ Log on using
     User Name:
     Password:
     ☑ Remember password
     ☐ Require Secure Password Authentication (SPA)
  ○ Log on to incoming mail server before sending mail

OK   Cancel

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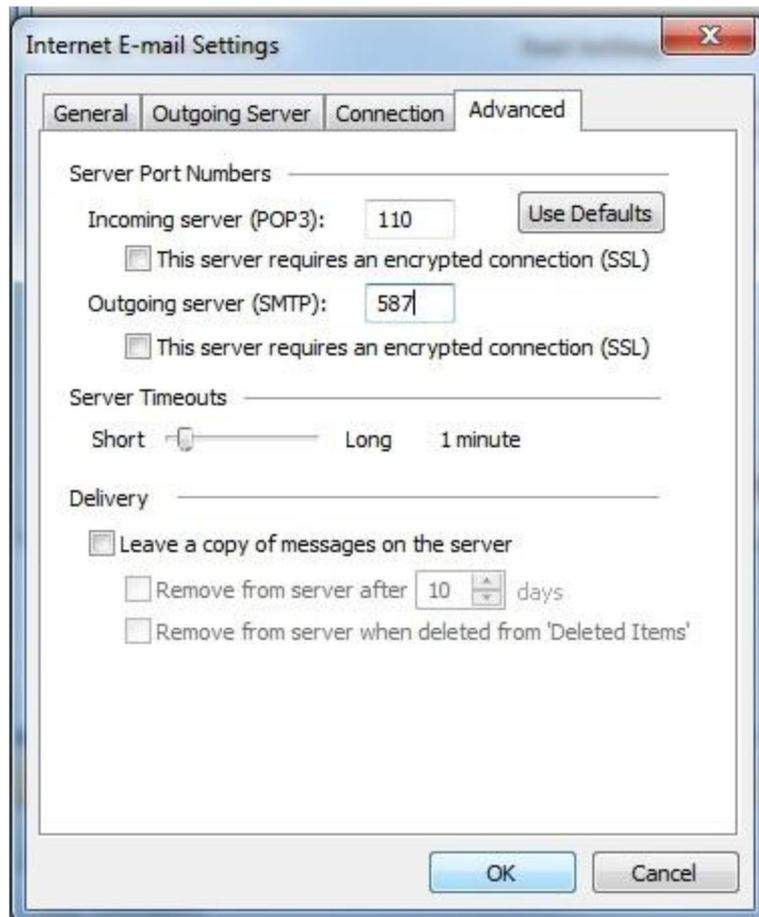
13. Click OK and then click on *Next*.

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.