MICROSOFT OUTLOOK 2010 EMAIL SETTINGS

Before you begin this process, make sure you have the following information ready:

- **POP3 or receiving server:** mail.yourdomainname.com (replacing yourdomainname.com with your real domain name)
  Port: 110

- **SMTP or sending server:** mail.yourdomainname.com (replacing yourdomainname.com with your real domain name)
  Port: 587

- **User Name:** Your complete Email address
- **Password:** The password you input when the account was created.

Follow the steps below to set up Microsoft Outlook 2010 Email:

>> If this is the first time you've opened Outlook 2010, the Welcome to Outlook 2010 Startup window will appear automatically.

>> Click **Next** twice and continue to **step 2**

>> Otherwise click the **File** tab, make sure **Info** is selected from the left menu and click **Add Account.**

>> Select **Manually configure server settings or additional server types** and click **Next.**

>> Select **Internet E-mail** and click **Next.**

>> Fill in your account details (see below the image if you need help)
>> Before clicking **Next** please click **More Settings** and make sure that the settings are the ones as shown in the next steps.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: `Your Name`

E-mail Address: `email@yourdomain.com`

Server Information

Account Type: `POP3`

Incoming mail server: `mail.yourdomain.com`

Outgoing mail server (SMTP): `mail.yourdomain.com`

Logon Information

User Name: `email@yourdomain.com`

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)
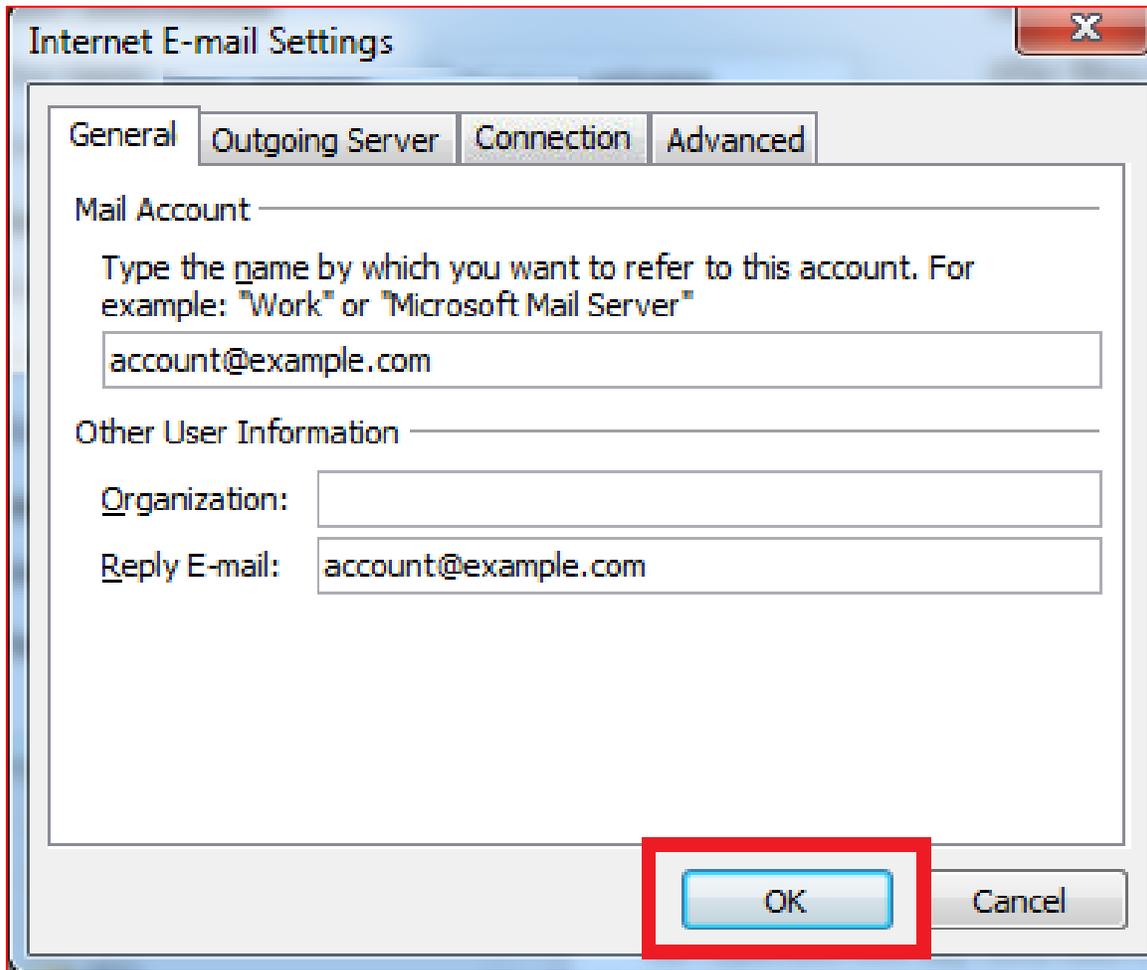
[Test Account Settings ...]

☑ Test Account Settings by clicking the Next button

Deliver new messages to:

◉ New Outlook Data File

◯ Existing Outlook Data File

[ ] [Browse]

[More Settings ...]

[< Back] [Next >]

>> In the **General** tab, enter your name and a reply email address. Usually, this is the same as your email address.
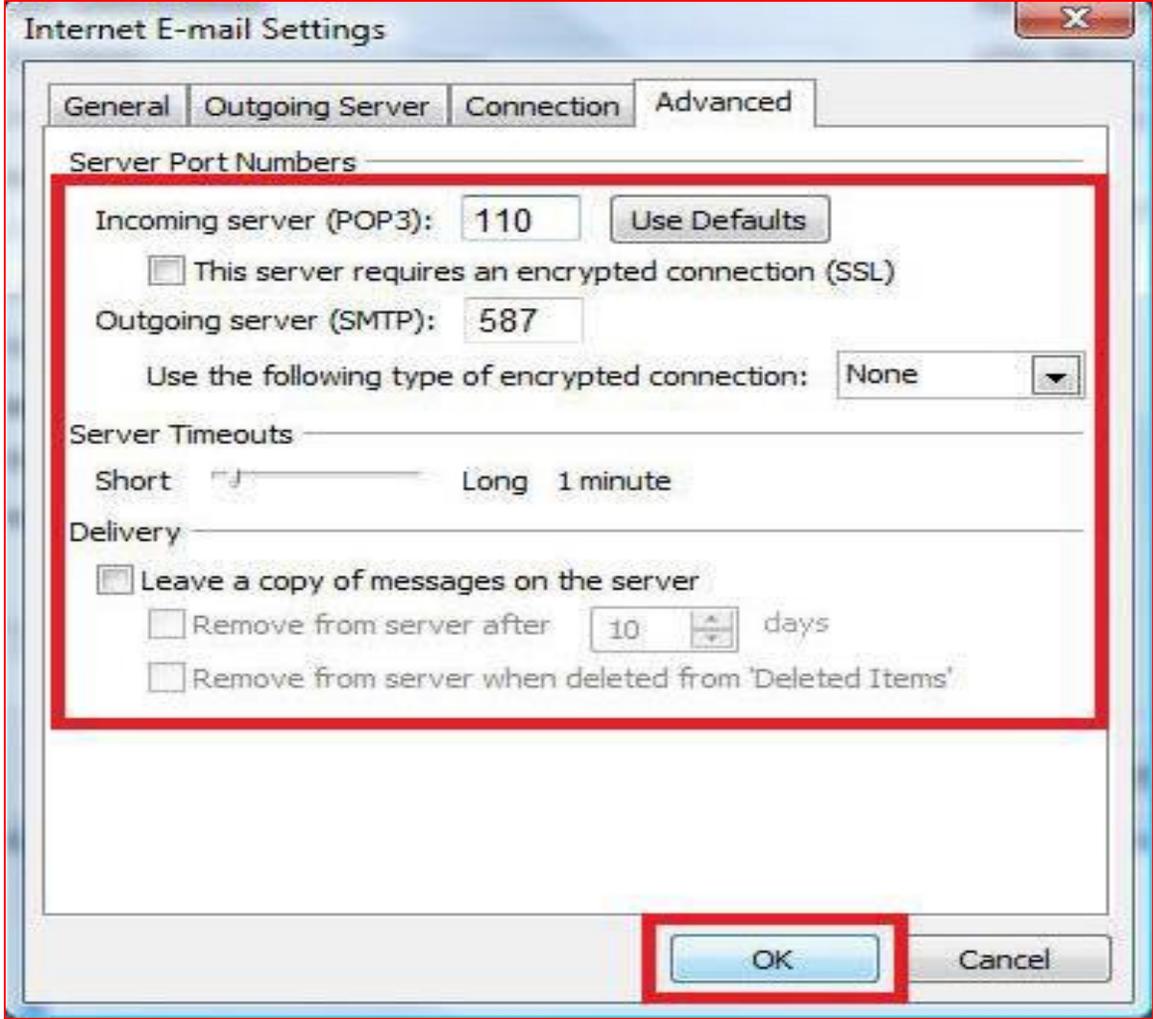
>> Click the **Outgoiŷg Server** tab, select the option: **My outgoing server (SMTP) requires authentication.**
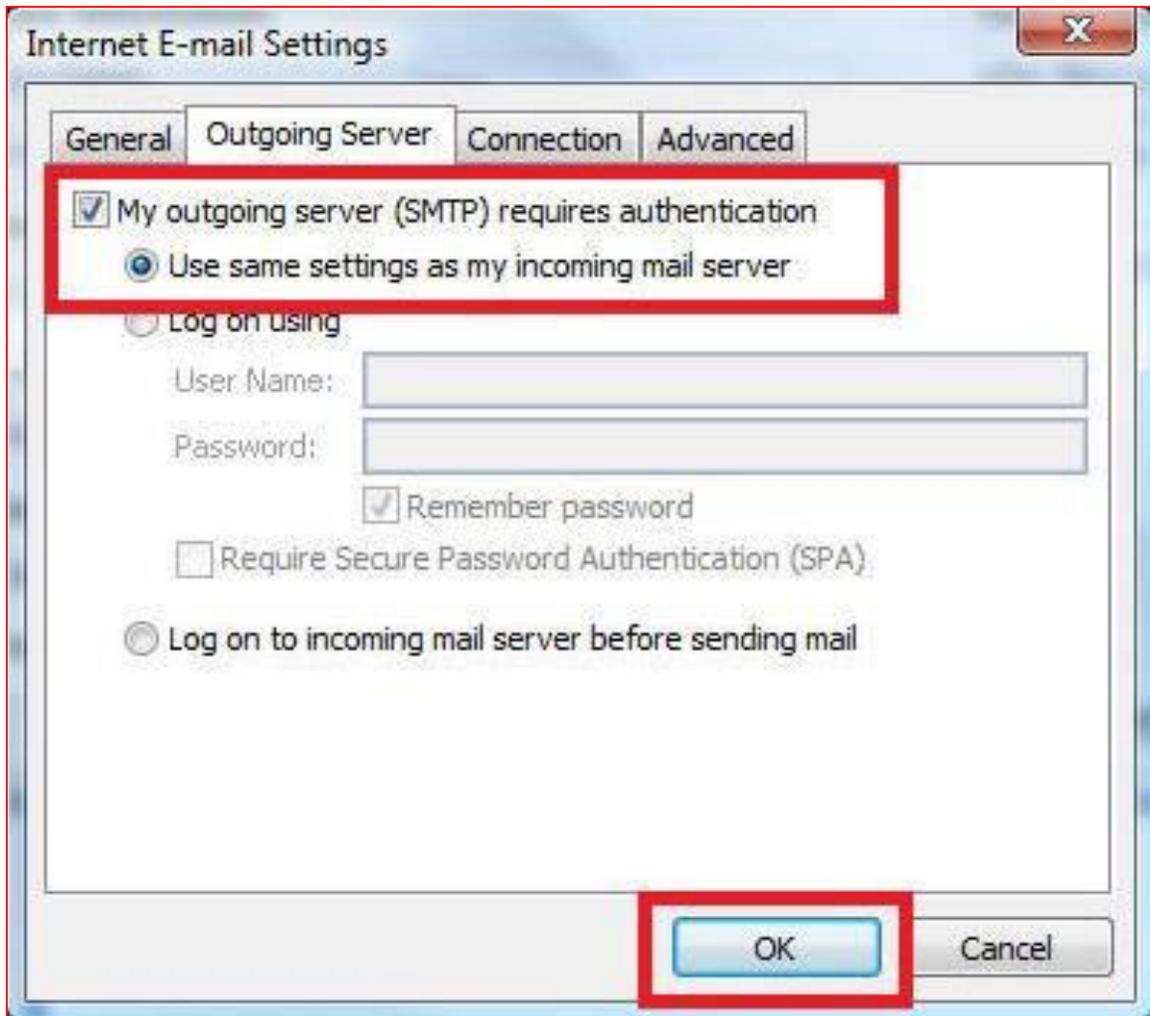
>> Click the **Advanced** tab. Verify that the port numbers are set to 110 and 587. Make sure the other options are not selected.

>> Click **"OK"** and then click **"Finish"**.

>> Click **"Next"** when you've finished entering these details.

>> Outlook will now test the settings you've entered.

>> Click **"Close"** when it's finished.

>> Click the Send/Receive button (it's at the top left side of the Outlook 2010 window as shown in the image below) and your email will be downloaded to your Inbox.