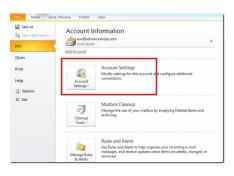
## How to Set Up Outlook 2010 for Windows to Send and Receive Email

1. Open Outlook. Select Account Settings... from the File and Info menu.



2. On the E-mail tab, click New.

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Туре

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

Auto Account Setu		No.
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example : barbar a@contoso.com	
Password:		
Retype Password:	Type the pasaword your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	

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

hoose E-mail Service	×
Internet E-mail	
Connect to your POP, IMAP, or HTTP server to send and receive e-mail message	s.
Microsoft Exchange	
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, fax	kes and voice mail.
O Other	
Connect to a server type shown below.	
Fax Mail Transport Outlook Mobile Service (Text Messaging)	

- 5. Enter the following information for E-mail Accounts.
  - Your Name: Enter the name you wish recipients to see when they receive your message.
  - Email Address: Your email address
  - Account Type: POP3
  - **Incoming mail server**: mail.(domain)

- **Outgoing mail server (SMTP)**: mail.(domain)
- User Name: Enter your full e-mail address
- **Password**: If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
- Click More Settings...

Internet E-mail Settings Each of these settings ar	e required to get your e-mail accoun	t working.
User Information		Test Account Settings
Your Name:	<name "from"="" appear="" in="" to=""></name>	After filing out the information on this screen, we recommend you test your account by clicking the
E-mail Address:	user@domain.tid	button below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	Lest Account Setongs
incoming mail server:	mail.domain.tid	
Qutgoing mail server (SMTP):	mail.domain.tid	
Logon Information		
User Name:	user.domain.tid	
Password:	*******	
	Semember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings

6. Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires** authentication. Then choose to Use same settings as my incoming mail server

eneral Out	going Server	Connection	Advanced	
My gutgoi	ng server (SM	TTP) requires a	uthentication	
O Use sa	me settings a	is my incoming	mail server	
O Log or	using			
User (	yame:			
Passy	ord:			
	VRe	member passv	rord	
Re	guire Secure I	Password Auth	entication (SPA)	
O bog or	r to provincing i	nal server ber	ore sending mail	

- 7. Click on the Advanced tab.
  - Under Incoming Server (POP3), the port number should be set to 110.
  - Under Outgoing Server (SMTP), the port number should be set to 587.
  - Under Delivery, check the box Leave a copy of messages on the server.
  - check the box **Remove from server after 14 days**.

General	Outgoing Server	Connection	Advanced		
Server P	ort Numbers				
Incomi	ng server (POP3):	110	Use Default		
1	This server require	es an encrypt	ed connectio	n (SSL)	
Qutgoi	ng server (SMTP):	1025			
Us	e the following type	e of engrypte	d connection	: None	
Server I	meouts	10,530			
Short	-7	Long 1 min	ute		
Delivery	-				
Les	we a copy of messi	ages on the s	erver		
	Remove from serv	er after 1	0 a da	γs	
	Remove from serv	er when dele	ted from 'Del	eted Items'	

- 8. Click OK
- 9. Click Next. Click Finish.