



## E-MAIL SETUP INSTRUCTIONS MICROSOFT OUTLOOK 2010

1. LOCATE OUTLOOK 2010 AND OPEN THE PROGRAM.
2. IF OUTLOOK PROMPTS YOU TO ADD A NEW ACCOUNT, SKIP TO STEP 4.
3. CLICK "FILE" AND CLICK "INFO" WITHIN THE FILE MENU.
4. UNDER "ACCOUNT SETTINGS" CLICK THE BUTTON THAT SAYS "+ADD ACCOUNT."
5. A NEW WINDOW WILL OPEN. FILL OUT THE INFORMATION IT REQUESTS, AS SHOWN IN THE PHOTO →

**Add New Account**

**Auto Account Setup**  
Click Next to connect to the mail server and automatically configure your account settings.

**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**

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6. AFTER FILLING OUT THE INFORMATION, CLICK THE CIRCLE NEXT TO "MANUALLY CONFIGURE SEVER SETTINGS OR ADDITIONAL SERVER TYPES."
7. CLICK "NEXT."
8. VERIFY THAT THE CIRCLE NEXT TO "INTERNET E-MAIL" IS FILLED IN ON THE NEXT WINDOW.
9. CLICK "NEXT."
10. FILL OUT THE INFORMATION REQUESTED IN THE NEXT WINDOW SO THAT IT LOOKS LIKE THE IMAGE →

**Add New Account**

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

**Internet E-mail**

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
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 ...

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11. CLICK "NEXT."

12. OUTLOOK WILL THEN TEST YOUR SETTINGS. WHEN THE TEST IS COMPLETE CLICK THE "CLOSE" BUTTON.

13. YOUR E-MAIL IS NOW SETUP CORRECTLY.