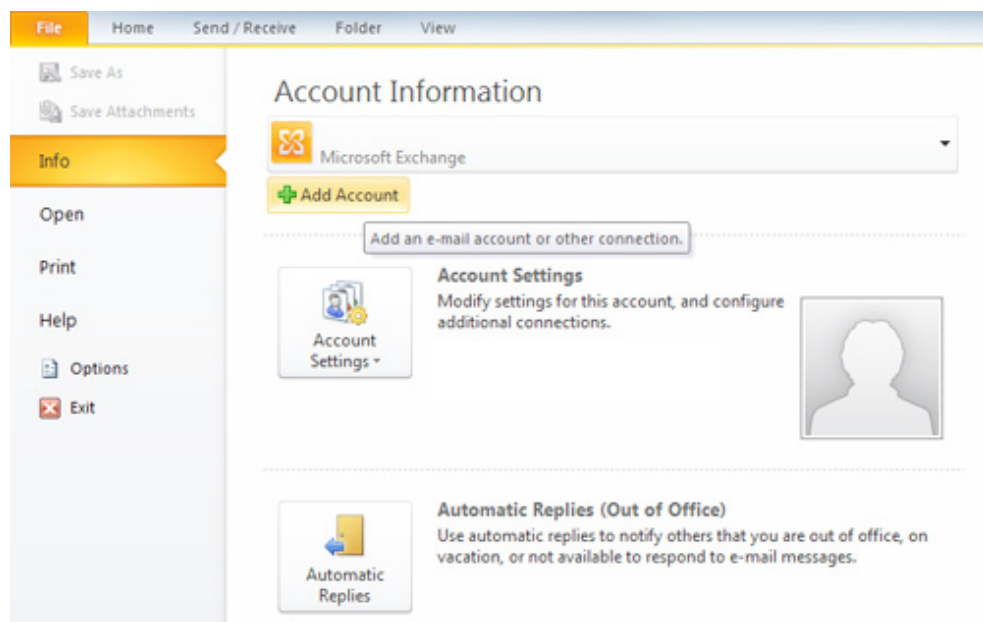


Setup your email account in Microsoft Outlook 2010

The following instructions describe in detail how to create and setup your email account when using Microsoft Outlook 2010. The instructions included here are easy to follow and can be used for setting up emails (mail servers) provided also by other web-hosting providers.

1. From Start choose Microsoft Office Outlook 2010 (it is assumed that you have used this program before so as the Internet Connection Wizard is not initiated).
2. Then go to File > Add Account



3. At the bottom, select Manually configure server settings or additional server types, and then click Next.

The screenshot shows the 'Add New Account' window with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it are four input fields: 'Your Name' (containing 'John Smith'), 'E-mail Address' (containing 'john@mydomainname.com'), 'Password' (containing six asterisks), and 'Retype Password' (containing six asterisks). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Select Internet Email, and click Next.

The screenshot shows the 'Add New Account' window with the 'Choose Service' section. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option is selected. Below it are four options with descriptions: '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.), and 'Other' (Connect to a server type shown below.). Below the 'Other' option is a list box containing 'Fax Mail Transport'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

5. On the next window Internet E-mail Settings you are required to complete various fields related with your personal data, server and logon information:

Your Name

Enter your name, your nick name, or your company's name depending on how you want to be displayed when you sent an email.

E-mail Address

Enter your e-mail address (in the example we are creating an email account for an imaginary email: user@yourdomain.com.au).

Account Type

Should be POP3 (this is the default option).

Incoming mail server

Your incoming server is mail.mydomain.com.au, where mydomain.com.au is the name of your domain.

Outgoing mail server (SMTP)

You must use the Outgoing Mail Server Name of your current Internet Server Provider (ISP).

User Name

The email address you have been given.

Password

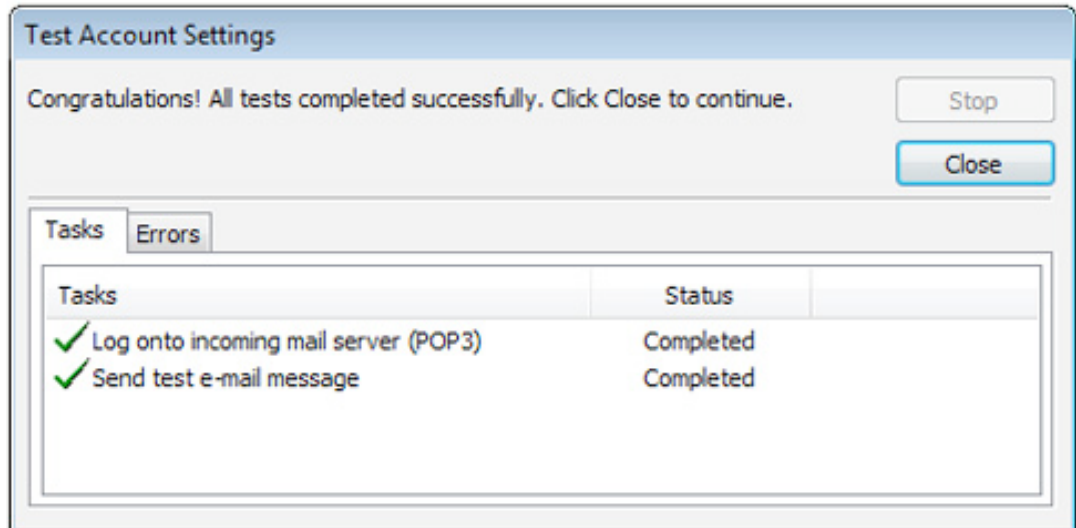
The password is case sensitive. Decide if you want to check the "Remember password" field.

The screenshot shows the 'Add New Account' dialog box in Outlook. The title bar reads 'Add New Account'. Below the title bar, the section is titled 'Internet E-mail Settings' with a subtitle: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections:

- User Information:** 'Your Name:' (John Smith), 'E-mail Address:' (john@mydomainname.com).
- Server Information:** 'Account Type:' (POP3), 'Incoming mail server:' (mail.mydomainname.com), 'Outgoing mail server (SMTP):' (john@mydomainname.com).
- Logon Information:** 'User Name:' (john@mydomainname.com), 'Password:' (*****), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A button 'Test Account Settings ...', a checked checkbox 'Test Account Settings by clicking the Next button', and a section 'Deliver new messages to:' with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a 'Browse' button.

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also present in the bottom right area.

6. Outlook 2010 will test your settings. When it's done, click Close.



7. The process is completed when you click Finish.

