

Outlook 2010 New Account Setup

August 29, 2011

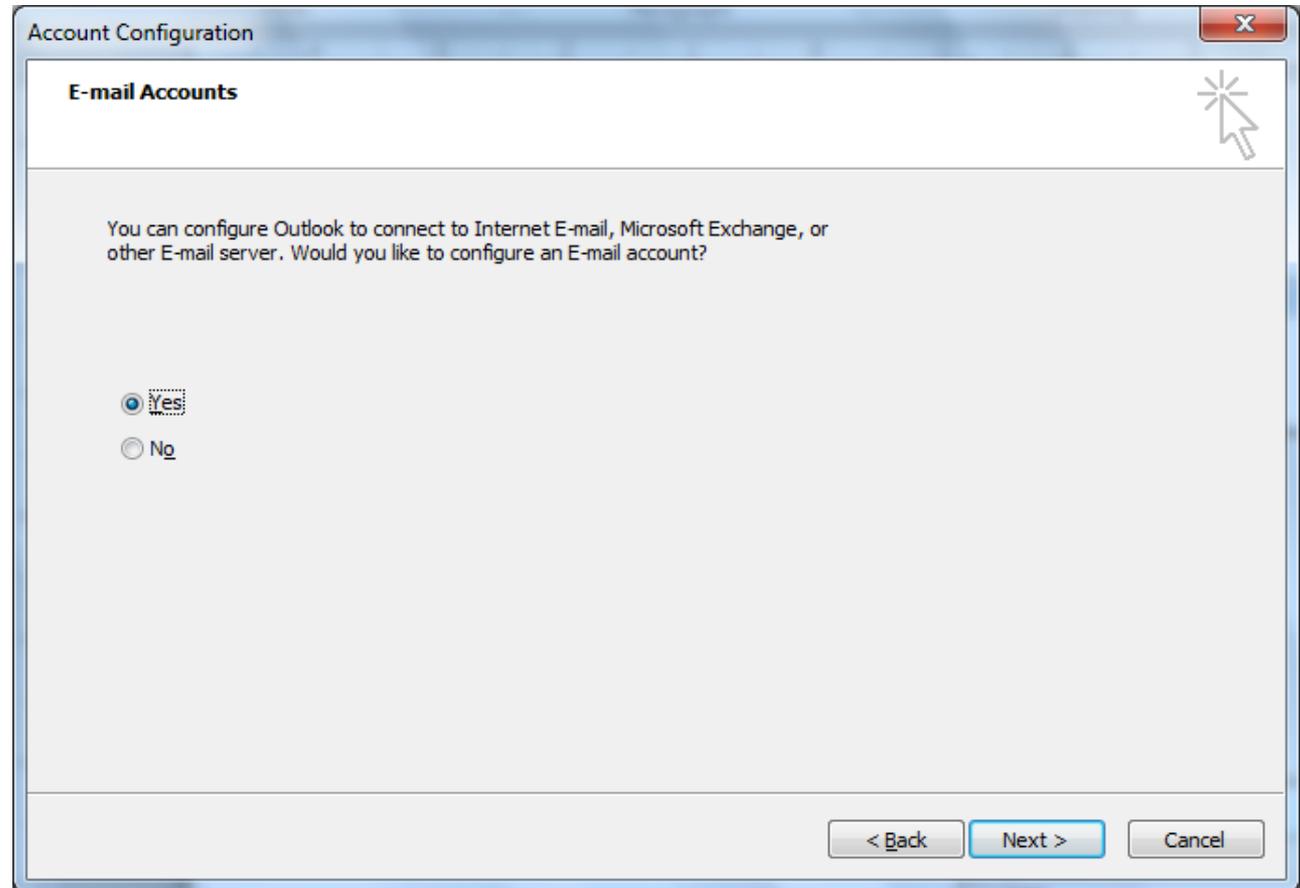
Outlook 2010 Startup

To connect to our Internet email provider, we open Microsoft Outlook 2010. When we use Outlook the first time, the Outlook 2010 Startup window appears. We press the Next button to continue.



E-mail Accounts

Opt for Yes and press the Next button to advance.



Account Setup

We annotate the manually configure server settings or additional server types checkbox and press Next to go on.

Add New Account

Auto Account Setup
Connect to other server types.

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.

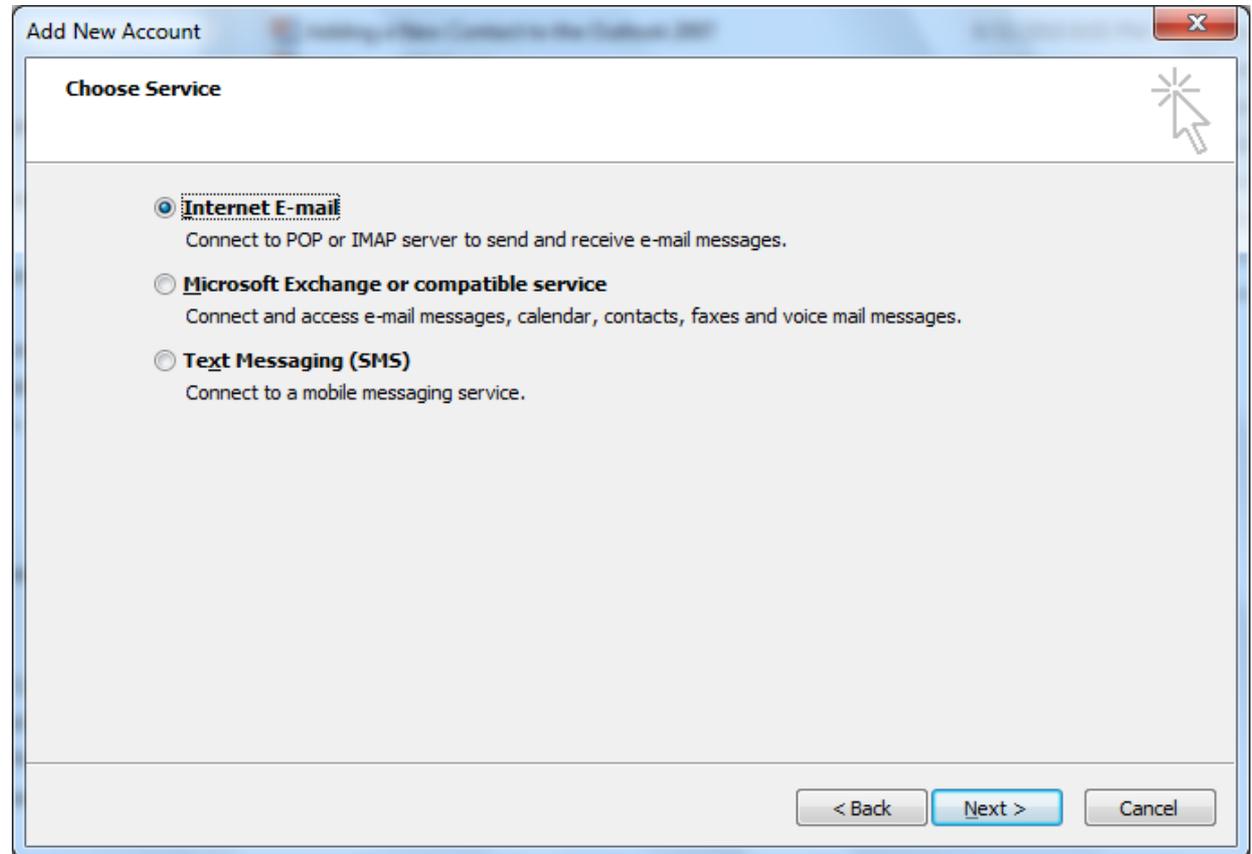
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

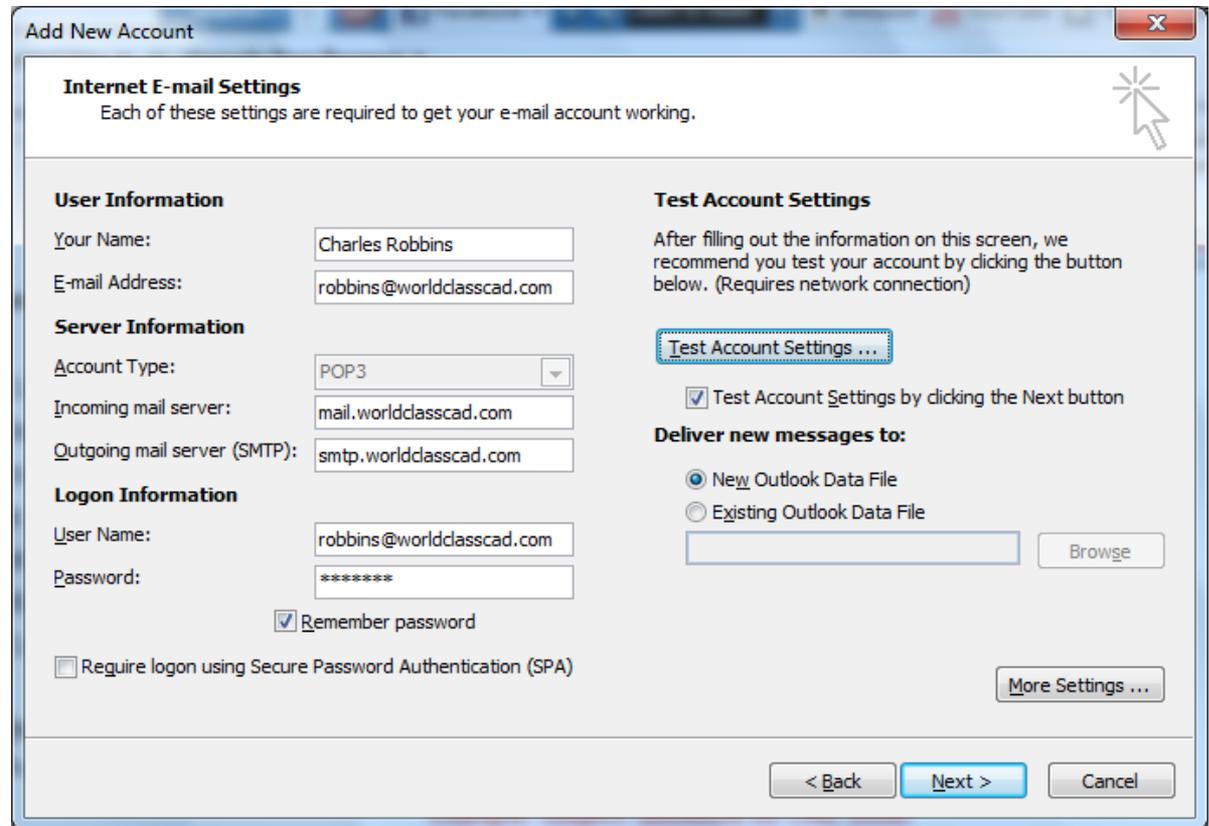
Choose E-mail Service

We select the Internet E-mail option.



Internet E-mail Settings

We fill out our user account. We type the person's name and account email address. The incoming mail server is mail.worldclasscad.com. The outgoing mail server is smtp.worldclasscad.com. We type the username which is their email address and password. We can check the remember password box. Now, we click on More Settings to make additional changes.



Add New Account

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

User Information
Your Name: Charles Robbins
E-mail Address: robbins@worldclasscad.com

Server Information
Account Type: POP3
Incoming mail server: mail.worldclasscad.com
Outgoing mail server (SMTP): smtp.worldclasscad.com

Logon Information
User Name: robbins@worldclasscad.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

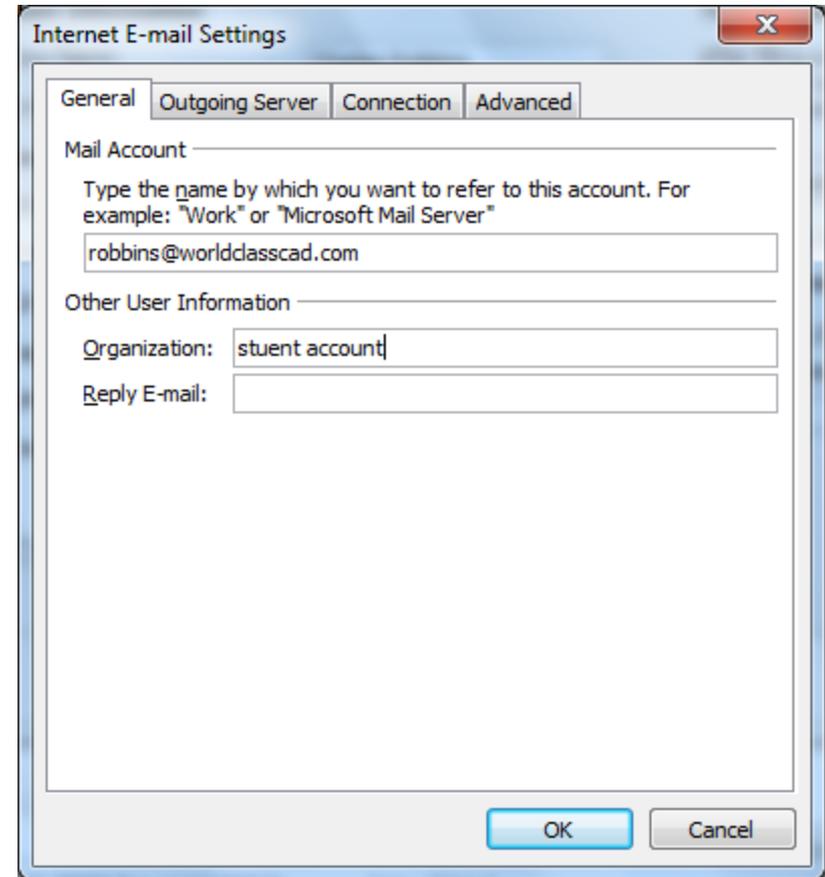
Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

General Tab

We make a comment about the organization and reply e-mail.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'robbins@worldclasscad.com'. The 'Other User Information' section has 'Organization' set to 'stuent account' and 'Reply E-mail' is empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

robbins@worldclasscad.com

Other User Information

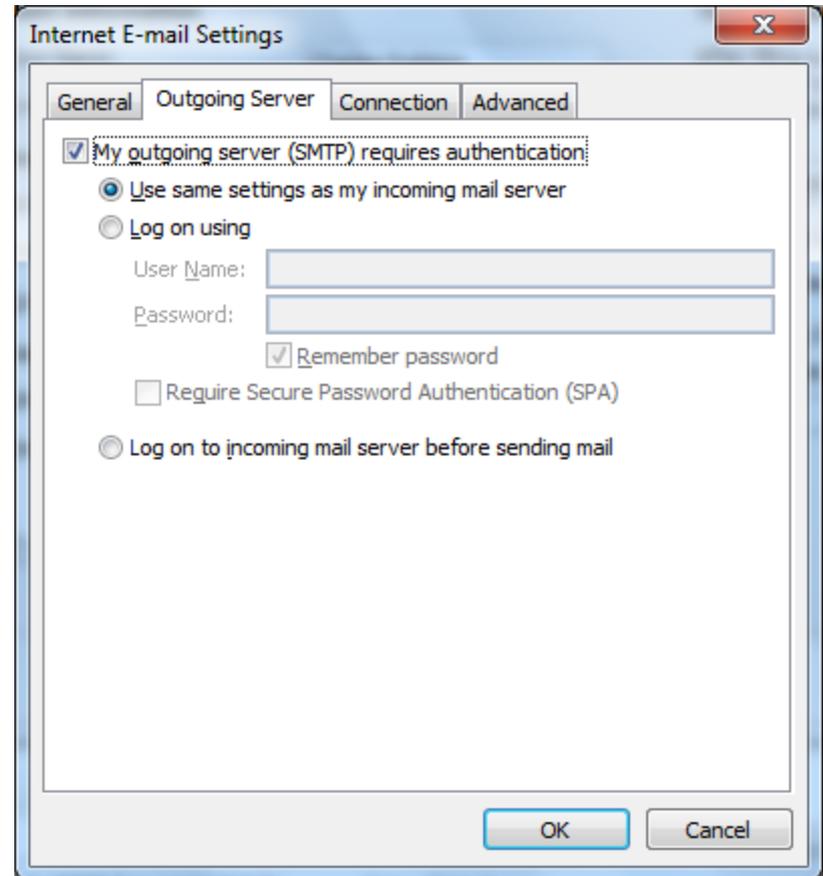
Organization: stuent account

Reply E-mail:

OK Cancel

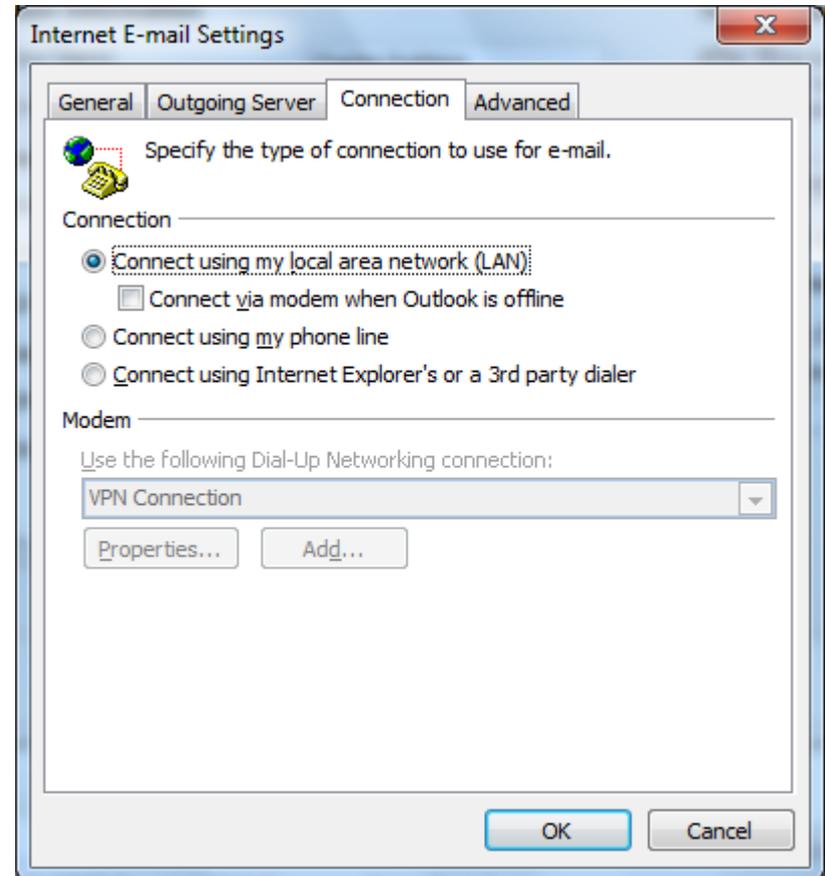
Outgoing Server Tab

We visit the Outgoing Server tab to make a few more alterations. Our provider will use the same settings for incoming and outgoing mail.



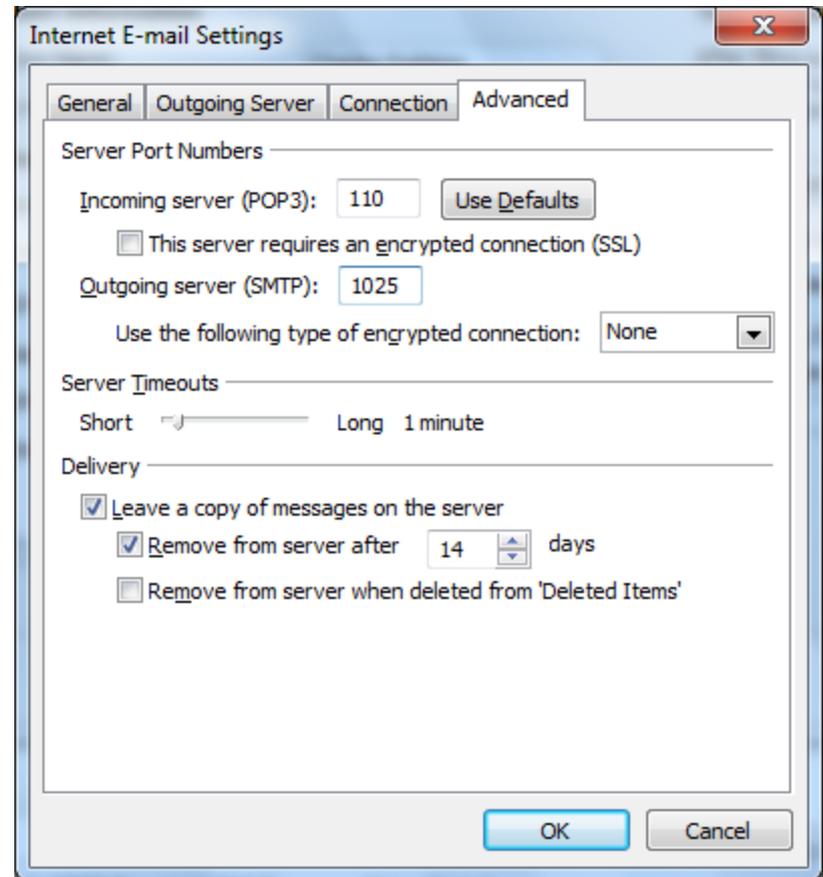
Connection Tab

We keep the connect to my local area network option.



Advanced Tab

The incoming server uses port 110 and the outgoing server uses port 1025. We should check with our provider for these port numbers.



Test Account Settings

Test the account setting by pressing the Test Account Settings button. The popup dialogue box will show green check marks for successful and completed tests.

The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The 'Test Account Settings' button is circled in red. The dialog box contains the following information:

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

User Information
Your Name: Charles Robbins
E-mail Address: robbins@worldclasscad.com

Server Information
Account Type: POP3
Incoming mail server: mail.worldclasscad.com
Outgoing mail server (SMTP): smtp.worldclasscad.com

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 by clicking the Next button

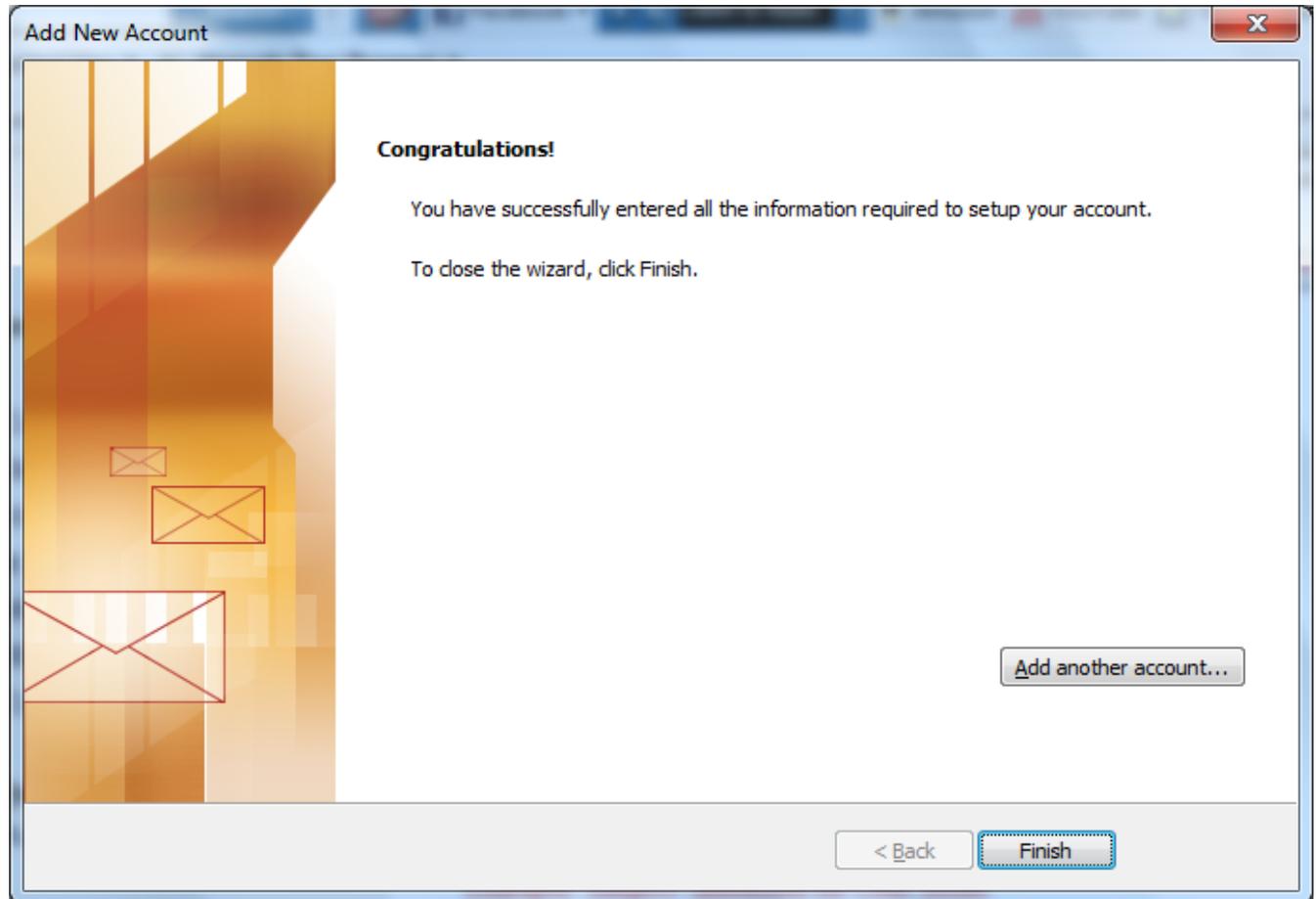
Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

The screenshot shows the 'Test Account Settings' popup dialog box. The message reads: 'Congratulations! All tests completed successfully. Click Close to continue.' Below the message is a table with two columns: 'Tasks' and 'Status'. The table contains two rows of data, both with green checkmarks in the 'Tasks' column and 'Completed' in the 'Status' column.

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

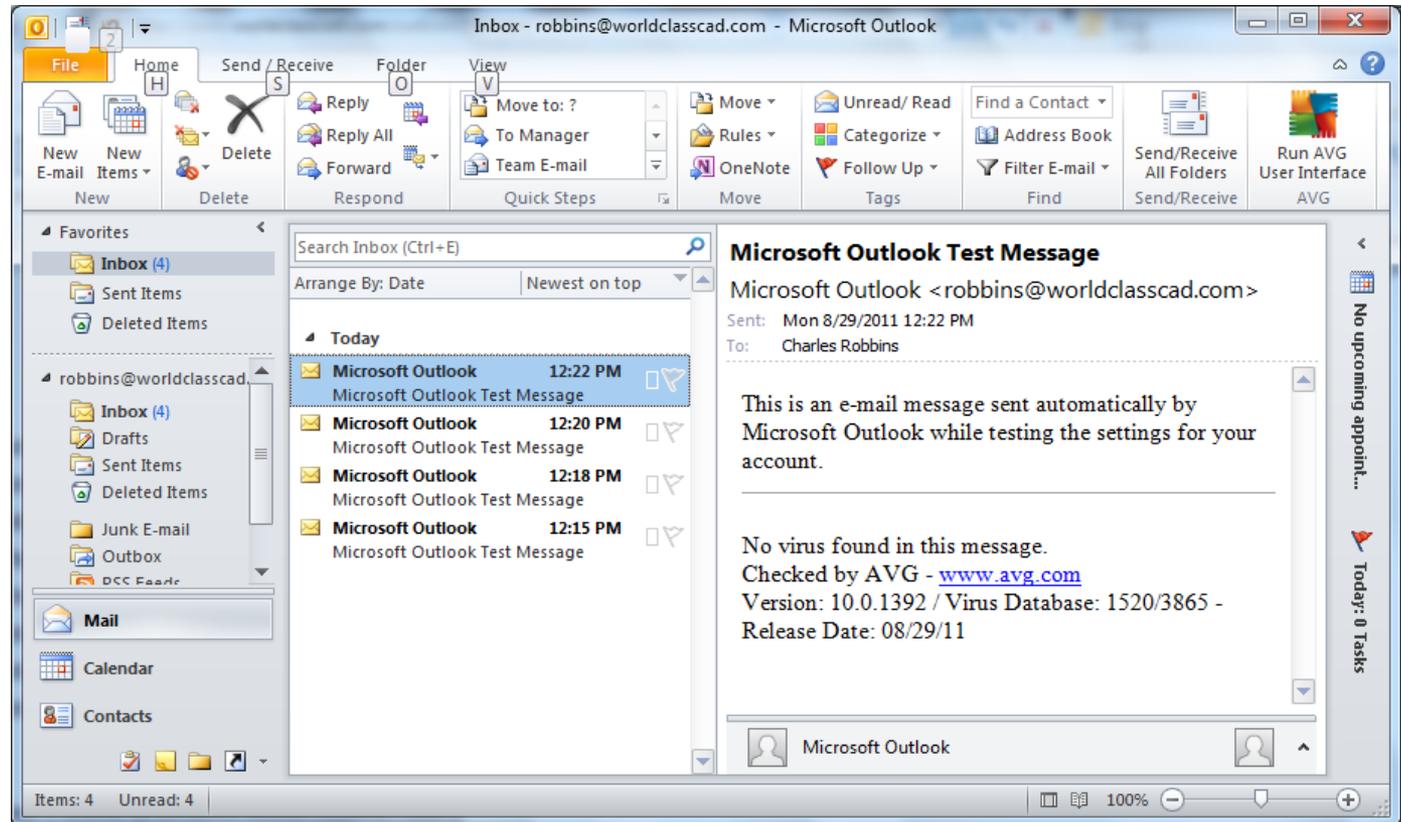
Setup Finished

We can now logon onto the account and receive and send email.



Enter the Outlook Mail Service

Answer Yes to
RSS Feeds.



Check and Send Email

The email account for Charles Robbins is setup. We can now receive and send emails.

