Outlook 2010 New Account Setup

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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.

Microsoft Outlook 2010 Startup	
	Microsoft Outlook 2010 Startup
	Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you through the process of configuring Microsoft Outlook 2010.
	< <u>B</u> ack Next > Cancel

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	Station of the Content to the College 2017	×
Auto Account Setup Connect to other s	erver types.	
© E-mail <u>A</u> ccount		
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 (5MS)	
Manually configured in the second	e server settings or additional server types	
	< <u>B</u> ack	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		Test Account Settings			
Your Name:	Charles Robbins	After filling out the information on this screen, we			
E-mail Address:	robbins@worldclasscad.com	below. (Requires network connection)			
Server Information	,				
Account Type:	POP3	Lest Account Settings			
Incoming mail server:	mail.worldclasscad.com	✓ Test Account Settings by dicking the Next button			
Outgoing mail server (SMTP):	smtp.worldclasscad.com	Deliver new messages to:			
Logon Information		New Outlook Data File			
User Name:	robbins@worldclasscad.com	© E <u>x</u> isting Outlook Data File			
Password:	******	Browse			
R	Remember password				
Reguire logon using Secure	Password Authentication (SPA)	More Settings			
		< <u>B</u> ack <u>N</u> ext > Cancel			

General Tab

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

Internet E-mail Settings							
G	General	Outgoir	ng Server	Connection	Advanced		
	Mail Account						
	Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"						
	robbin	s@world	lclasscad.c	om			
0	Other Us	er Infor	mation —				
	<u>O</u> rgani:	zation:	stuent ac	count			
	<u>R</u> eply E	E-mail:					
							ancel
					UK		ancei

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.

Internet E-mail Settings							
ſ	General Outgoing Server Connection Advanced						
	My outgoing server (SMTP) requires authentication						
L	Use same settings as my incoming mail server						
L	C Log on using						
	User <u>N</u> ame:						
	Password:						
	Remember password						
	Reguire Secure Password Authentication (SPA)						
	Log on to incoming mail server before sending mail						
	OK Cancel						

Connection Tab

We keep the connect to my local area network option.

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
Specify the type of connection to use for e-mail.	
Connection	
Connect using my local area network (LAN)	
Connect via modem when Outlook is offline	
Connect using <u>my</u> phone line	
Connect using Internet Explorer's or a 3rd party dialer	
Modem	
Use the following Dial-Up Networking connection:	
VPN Connection	-
Properties Add	
ОК Са	incel

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.

Internet E-mail Settings	x				
General Outgoing Server Connection Advanced					
Server Port Numbers					
Incoming server (POP3): 110 Use Defaults					
This server requires an <u>encrypted</u> connection (SSL)					
Outgoing server (SMTP): 1025					
Use the following type of encrypted connection: None	-				
Server Timeouts					
Short - Long 1 minute					
Delivery	-				
Leave a copy of messages on the server					
Remove from server after 14 🚔 days					
Remove from server when deleted from 'Deleted Items'					
OK Can	cel				

Test Account Settings

Test the account pressing the Test Settings button. popup dialogue k show green chec for successful an completed tests.

Test Account Settings

Tasks

Congratulations! All tests comp

st the account setting by	Add New Account	-		×	
essing the Test Account Each of these settings are required to get				unt working.	
pup dialogue box will ow green check marks r successful and mpleted tests.	User Information Your Name: Charles Robbins E-mail Address: robbins@worldclasscad.com Server Information Account Type: POP3 v Incoming mail server: mail.worldclasscad.com Qutgoing mail server (SMTP): smtp.worldclasscad.com		ns dclasscad.com y scad.com sscad.com	Test Account Settings After filling out the information on this screen, we recommend you test your account by dicking the button below. (Requires network connection) Test Account Settings Test Account Settings by clicking the Next button Deliver new messages to:	
	I amon Tafamanakian		1	New Outlook Data File Evisting Outlook Data File	
t Account Settings			lasscad.com	Browse	
ongratulations! All tests completed successfully. Click Cl	ose to continue.	ord Intication (SPA)			
Fasks Errors				More Settings	
Tasks	Status			< Back Next > Cancel	
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.

