## Setting Up Outlook 2010

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# Outlook 2010

To connect to our Internet email provider, we open Microsoft Outlook 2010 and make alterations to the account settings. When we are done we can receive and send emails in Outlook.



#### **Account Settings**

To connect to the Email server, we pick File on the Ribbon Menu bar and Account Settings.



# **Email Accounts**

The Account Settings window will open and we choose the New button.

Account Settings	×				
E-mail Accounts You can add or remove an account. You can select an account and change its settings.					
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books					
Name Type					
POP/SMTP (send from this account by default)					
Selected account delivers new messages to the following location: Change Eolder robbins@worldclasscad.com\Inbox in data file C:\Users\\Outlook Files\robbins@worldclasscad.com.pst					
	ose				

## Add New Email Account

In the Add New Email Account window, we are setting up for a incoming POP3 and outgoing SMTP connection from our organization or Internet Service Provider. We choose the Next button to advance.



#### Internet Email

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

Add New Account	Filmer. Granter Filmer v v	×
Auto Account Setup Connect to other s	erver types.	× K
) E-mail <u>A</u> ccount		
Your Name:		
E well & diverses	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 (9	5M5)	
Manually configur	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.

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:	john smith	After filling out the information on this screen, we			
E-mail Address:	jsmith@worldclasscad.com	below. (Requires network connection)			
Server Information					
Account Type:	POP3	Test Account Settings			
Incoming mail server:	mail.worldclasscad.com	▼ Test Account <u>S</u> ettings by clicking the Next button			
Outgoing mail server (SMTP):	smtp.worldclasscad.com	Deliver new messages to:			
Logon Information		New Outlook Data File			
User Name:	ismith@worldclasscad.com	Existing Outlook Data File			
Password:	****	Browse			
	emember password				
Reguire logon using Secure	Reguire logon using Secure Password Authentication (SPA)				
		< <u>B</u> ack Next > Cancel			

#### **Test Account Settings**

Test the account setting by pressing the Settings butto popup dialog show green c for successful completed te

Test Account Settings

est the account setting by	Add New Account			
ressing the Test Account ettings button. The	Internet E-mail Settings   Each of these settings are required to get your e-mail account working.			
opup dialogue box will	User Information		Test Account Settings	
how green check marks	Your Name:	john smith	After filling out the information on this screen, we recommend you test your account by clicking the button	
or successful and	E-mail Address:	jsmith@worldclasscad.com	below. (Requires network connection)	
ompleted tests.	Account Type:	POP3 💌	Test Account Settings	
	Outgoing mail server (SMTP):	mail.worldclasscad.com	Deliver new messages to:	
Test Account Settings		dasscad com	© Existing Outlook Data File	
Congratulations! All tests completed successfully. Click C	Close to continue.	Stop	Browse	
Tasks Errors		enucauon (SPA)	More Settings	
Tasks	Status		< <u>B</u> ack <u>N</u> ext > Cancel	
✓ Log onto incoming mail server (POP3)	Completed			
✓ Send test e-mail message	Completed			

# **Outgoing Server Tab**

If we did not pass the connection test, we make these changes.

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

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

#### 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 avs	
Remove from server when deleted from 'Deleted Items'	
OK Can	cel

## Setup Finished

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

