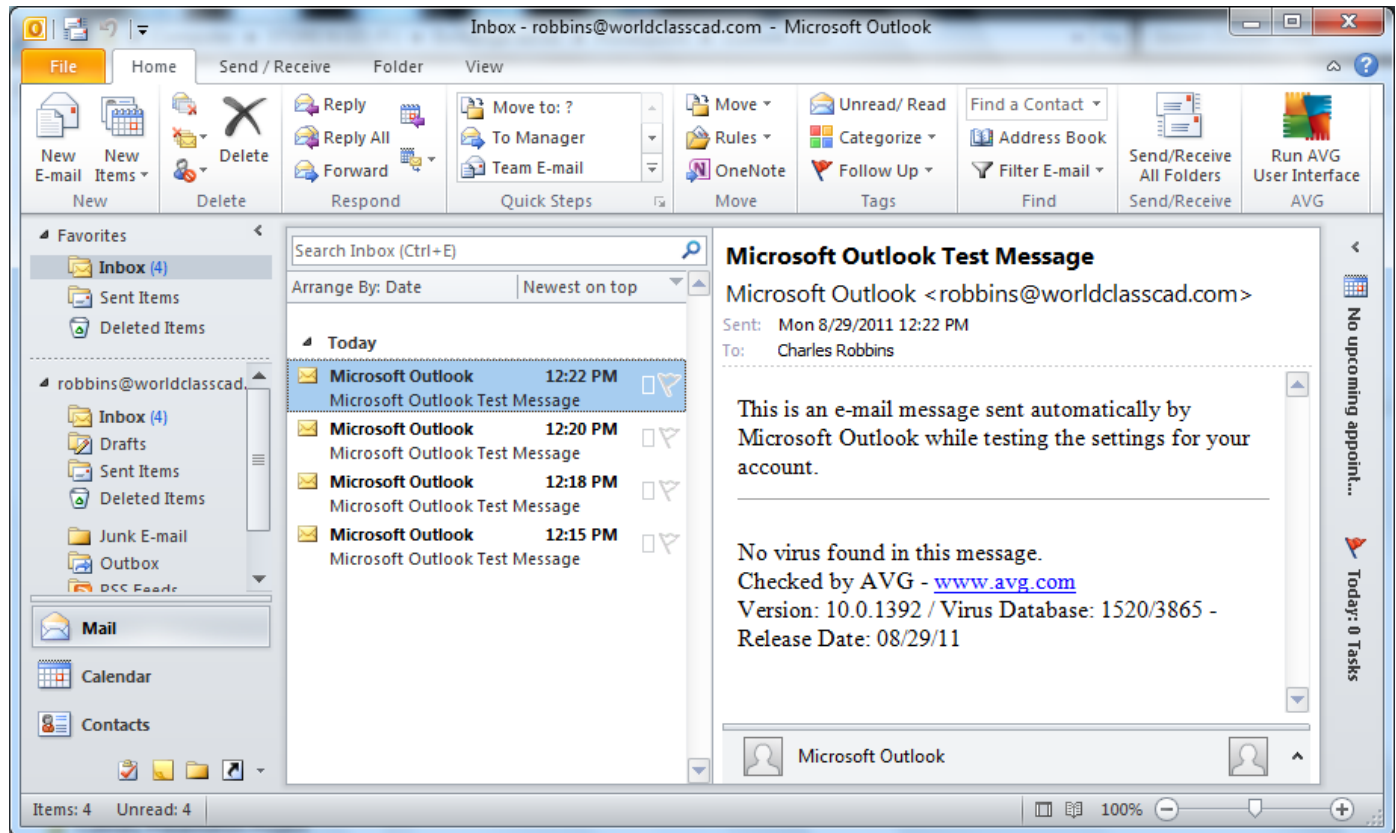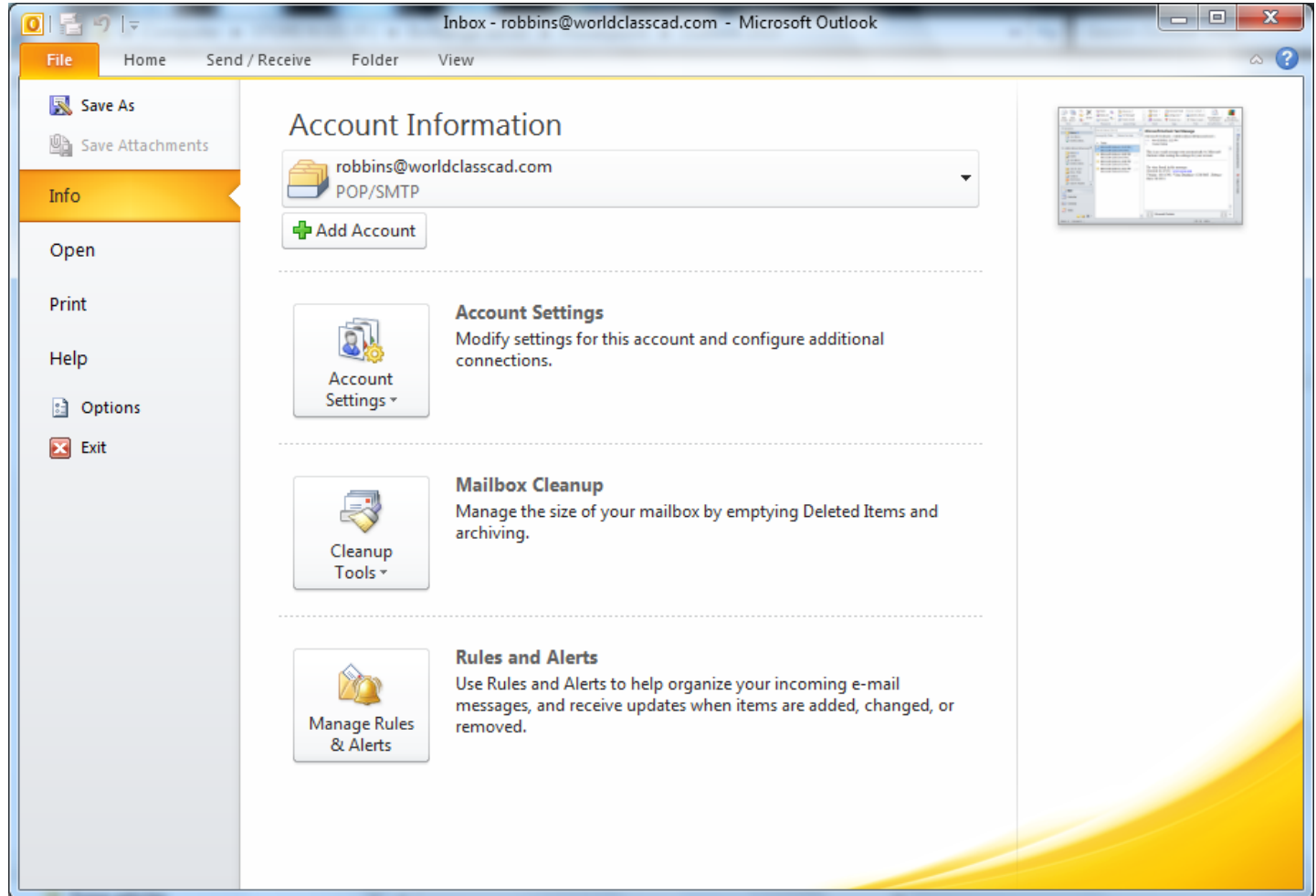# Setting Up Outlook 2010

August 29, 2011

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.
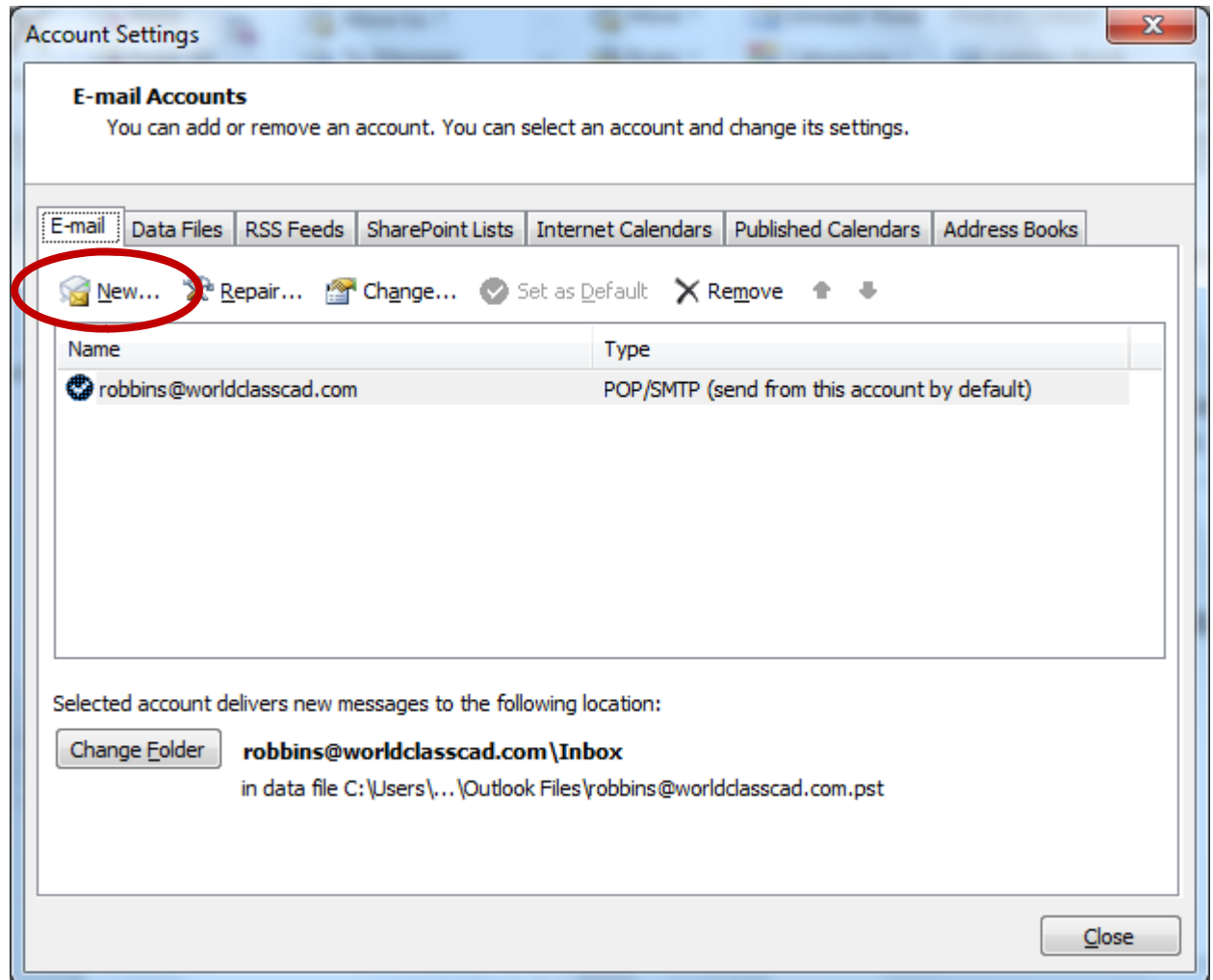
Account Settings

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.

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.
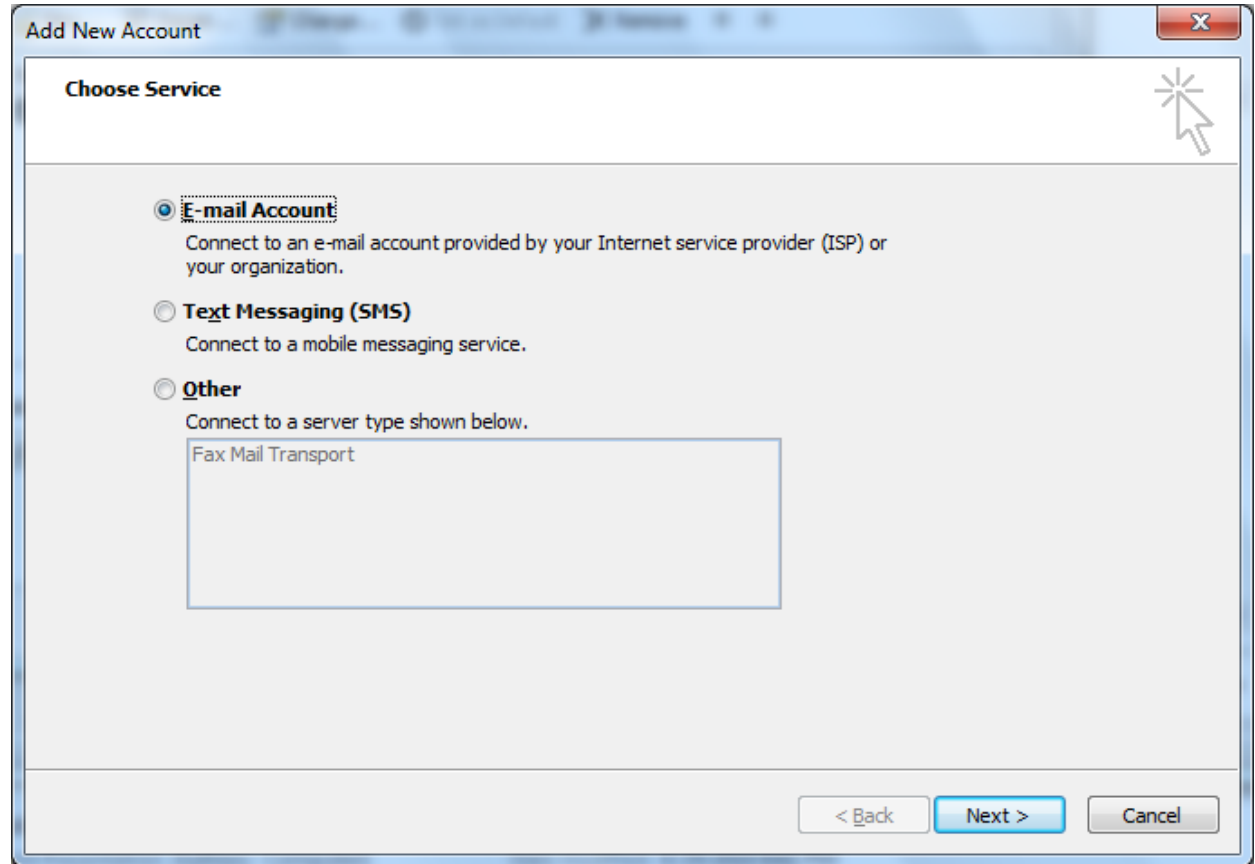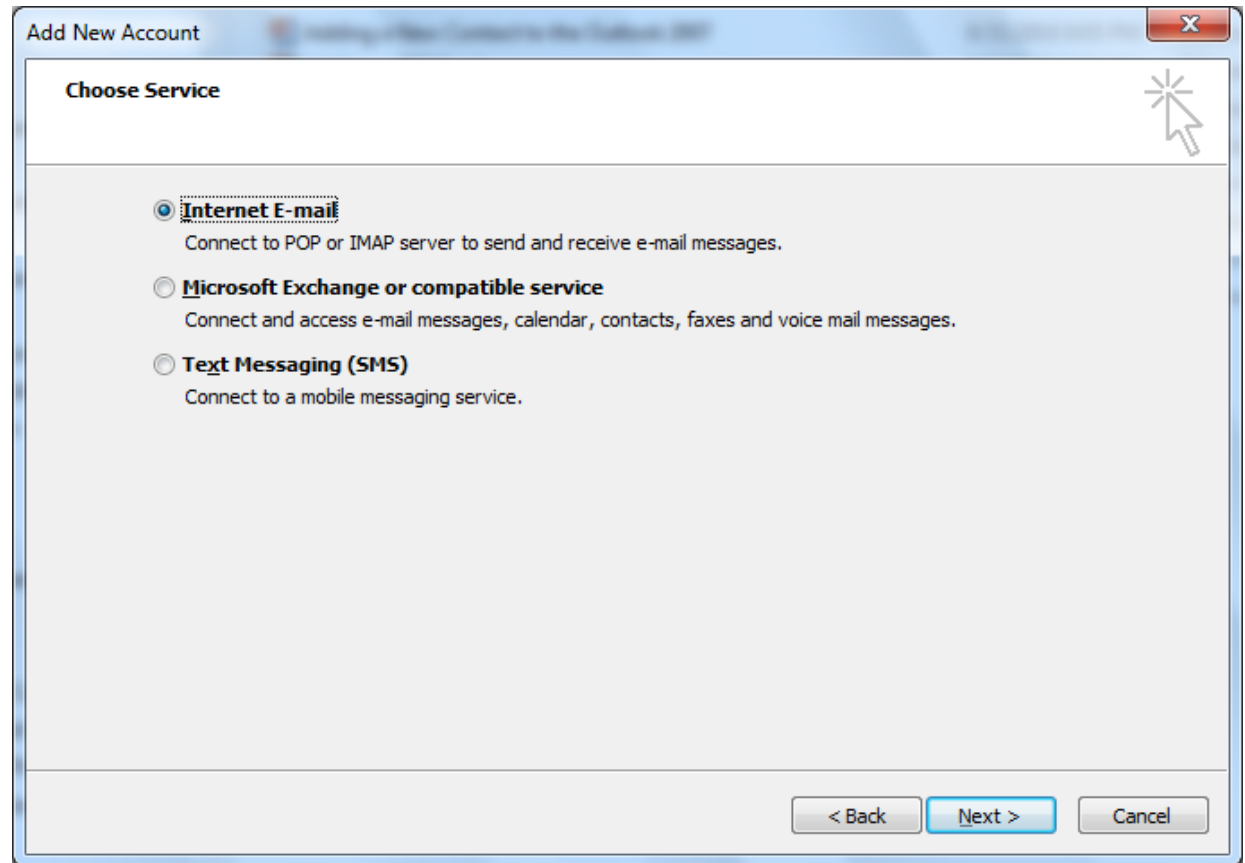
Internet Email

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

Choose E-mail Service

We select the Internet E-mail option.

Internet E-mail Settings

We fill out our user account.

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.

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.
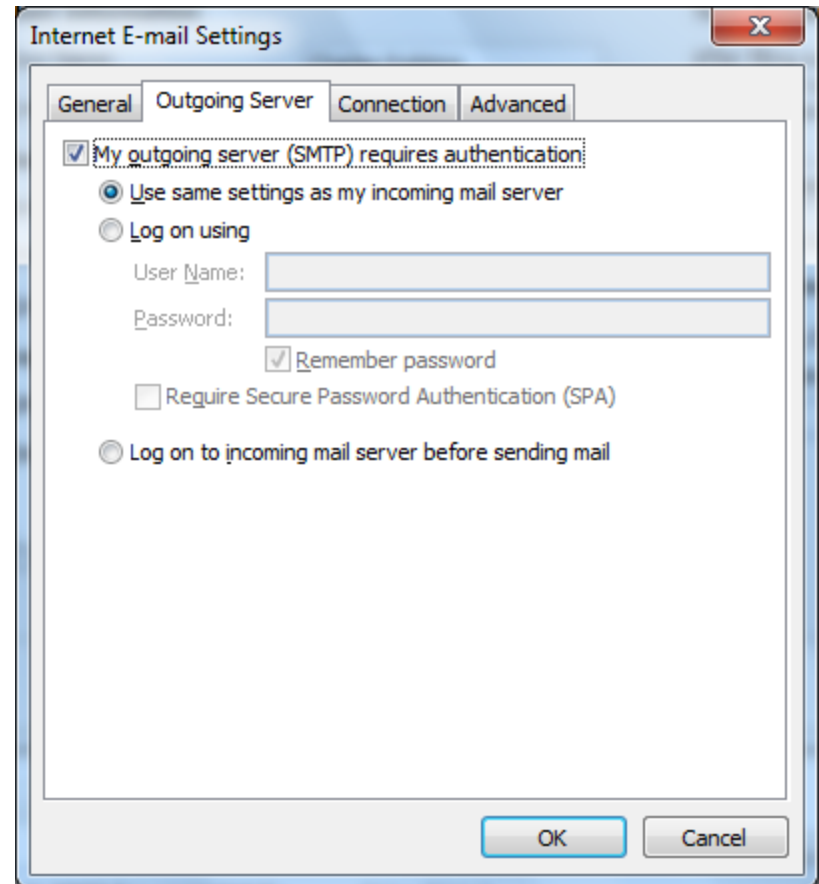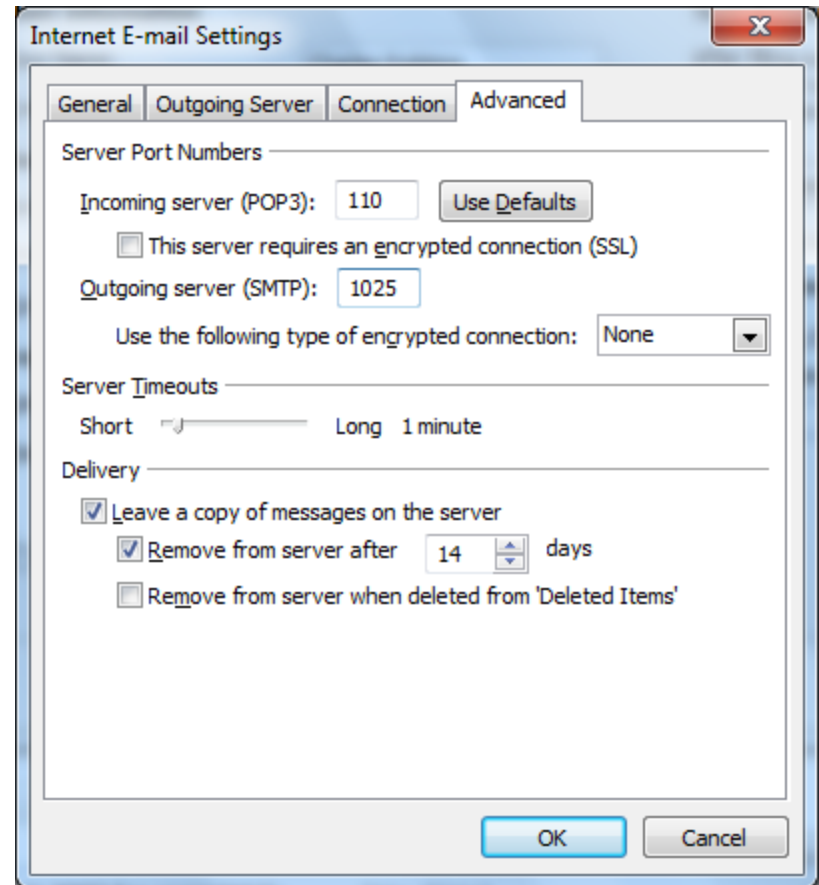
Advanced Tab

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

Setup Finished

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