

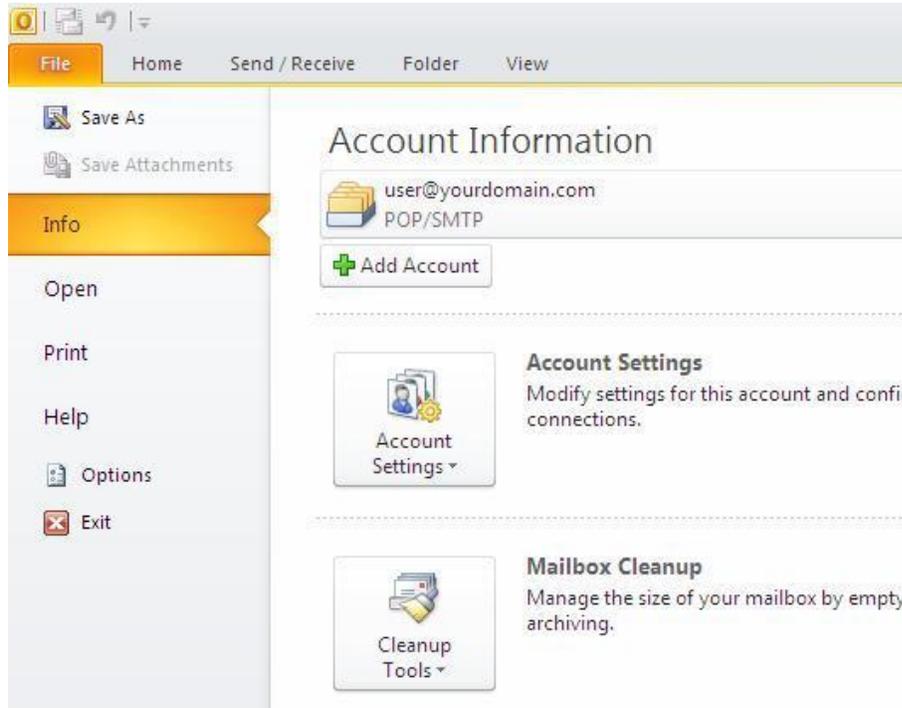
# **[ MICROSOFT OUTLOOK 2010 SETUP GUIDE ]**



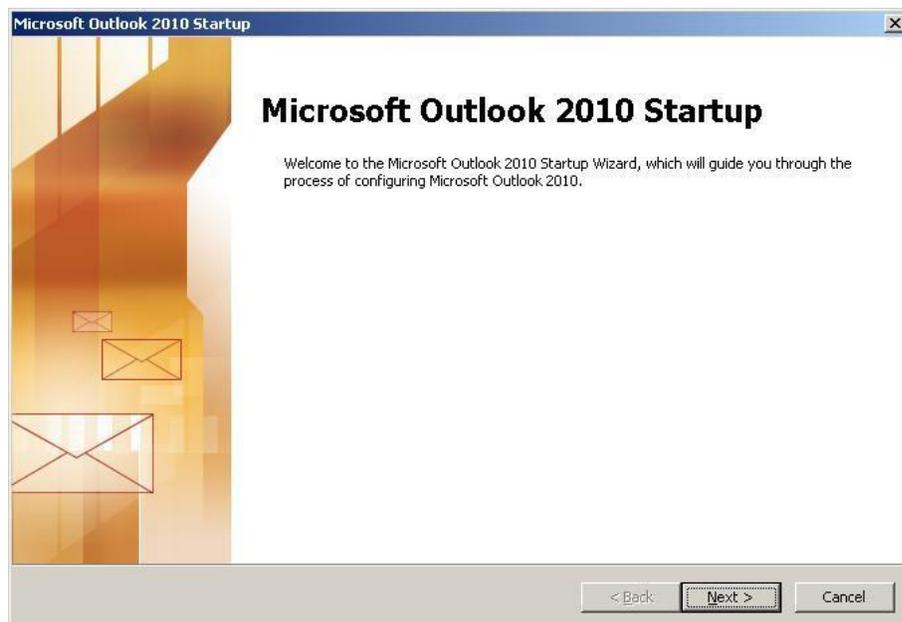
## Procedure to setup Outlook 2010 Email Client (POP)

(Please make sure your computer is connected to the internet)

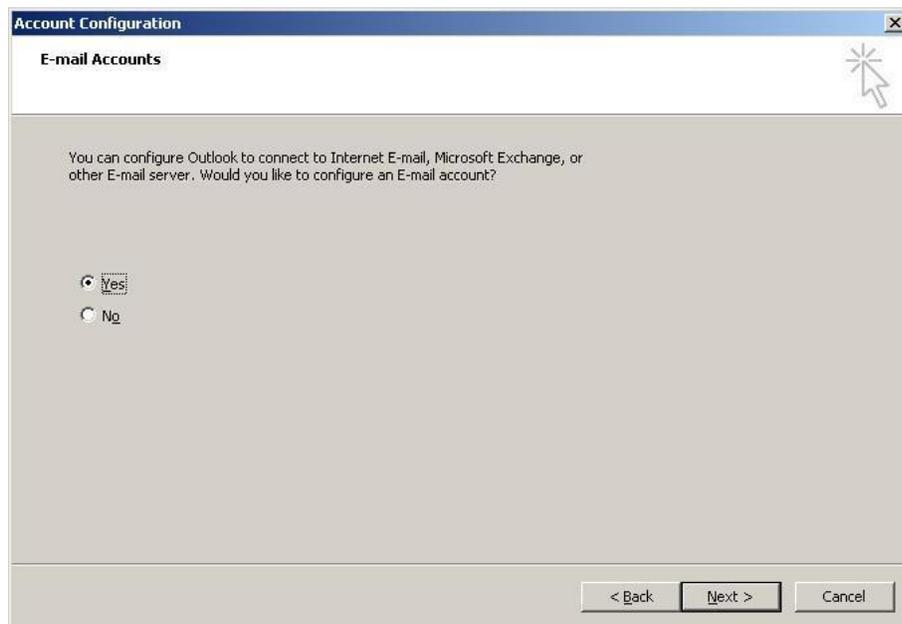
**Step 1:** Launch Outlook, Click on File > Info > Account Information> Add Account



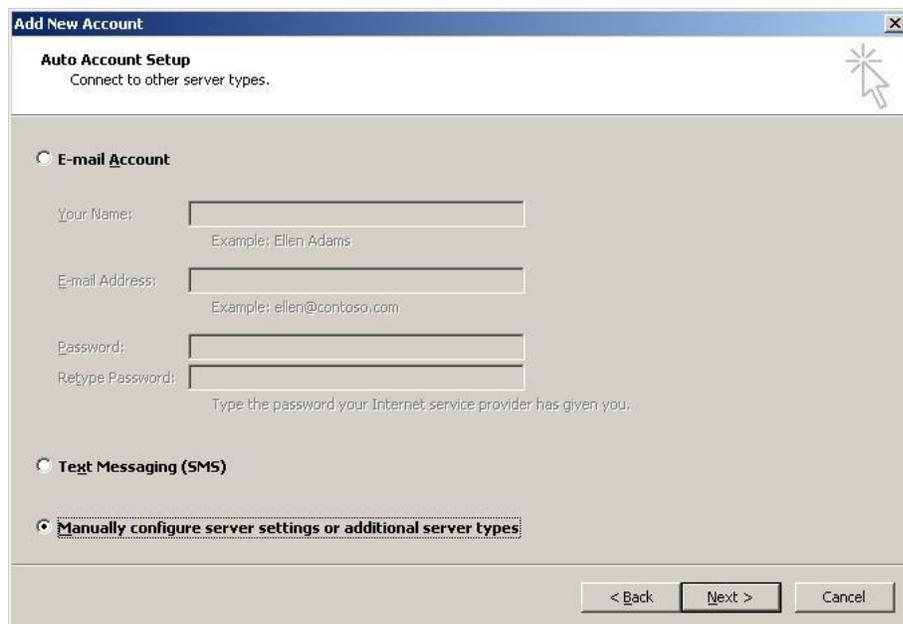
**Step 2:** Click Next.



**Step 3: Click Next.**



**Step 4: Click on the highlighted option below.**



Step 5: Click Next.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' tab selected. Three radio button options are visible: 'Internet E-mail' (selected), 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. Each option has a brief description of its capabilities. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

**Add New Account**

**Choose Service**

- 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.

< Back   Next >   Cancel

Step 6: Enter your account details. Click **More Settings**.

The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is divided into several sections: 'User Information', 'Server Information', 'Logon Information', 'Test Account Settings', and 'Deliver new messages to:'. Each section contains input fields and checkboxes. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'More Settings ...' button.

**Add New Account**

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

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

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 by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

< Back   Next >   Cancel

**Step 7:** Select the check box as shown below. And click **OK**.



**Step 8:** Incoming server (POP3) port is **110**.

Outgoing server (SMTP) port is **587**

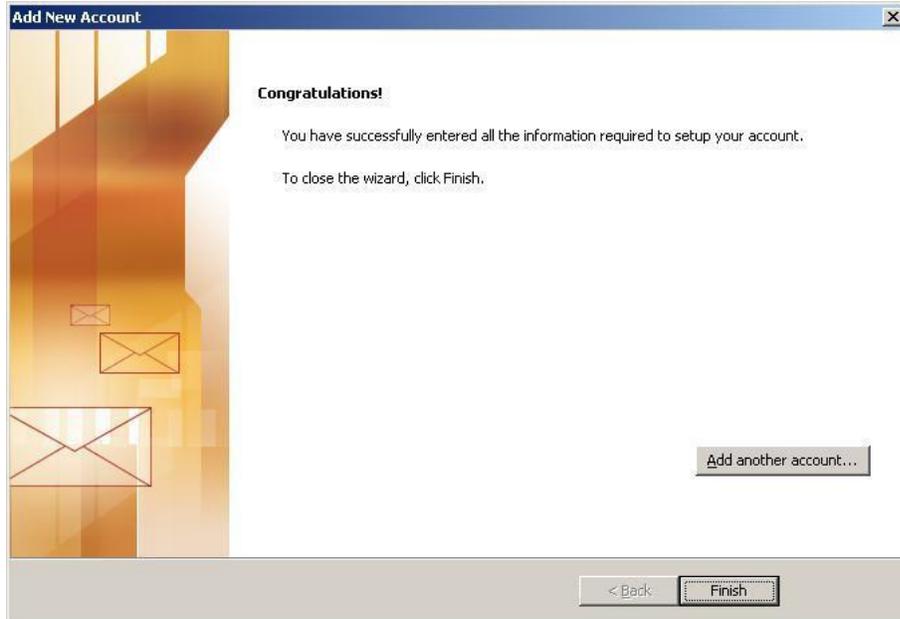
Click **OK**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3):' set to 110 and 'Outgoing server (SMTP):' set to 587. Both have checkboxes for 'This server requires an encrypted connection (SSL)' which are unchecked. The 'Server Timeouts' section has a slider for 'Short' and 'Long' set to '1 minute'. The 'Delivery' section has 'Leave a copy of messages on the server' checked, and 'Remove from server after' set to 0 days. 'Remove from server when deleted from 'Deleted Items'' is unchecked. 'OK' and 'Cancel' buttons are at the bottom.

**Step 9:** Click **Next**.

The screenshot shows the 'Add New Account' dialog box. At the top, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' Below are sections for 'User Information' (Your Name, E-mail Address), 'Server Information' (Account Type: POP3, Incoming mail server, Outgoing mail server (SMTP)), and 'Logon Information' (User Name, Password, Remember password checked, Require logon using SPA unchecked). On the right, 'Test Account Settings' section has a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. Below that, 'Deliver new messages to:' has 'New Outlook Data File' selected and an 'Existing Outlook Data File' option with a 'Browse' button. At the bottom right is a 'More Settings ...' button. At the very bottom are '< Back', 'Next >', and 'Cancel' buttons.

**Step 10: Click Finish.**



Thank you,

