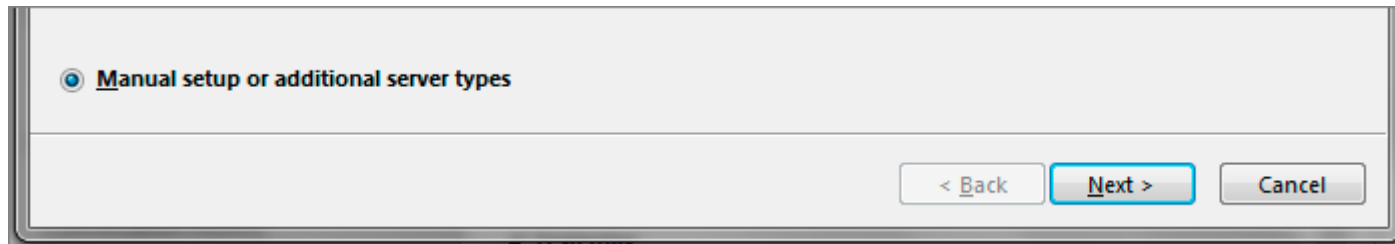
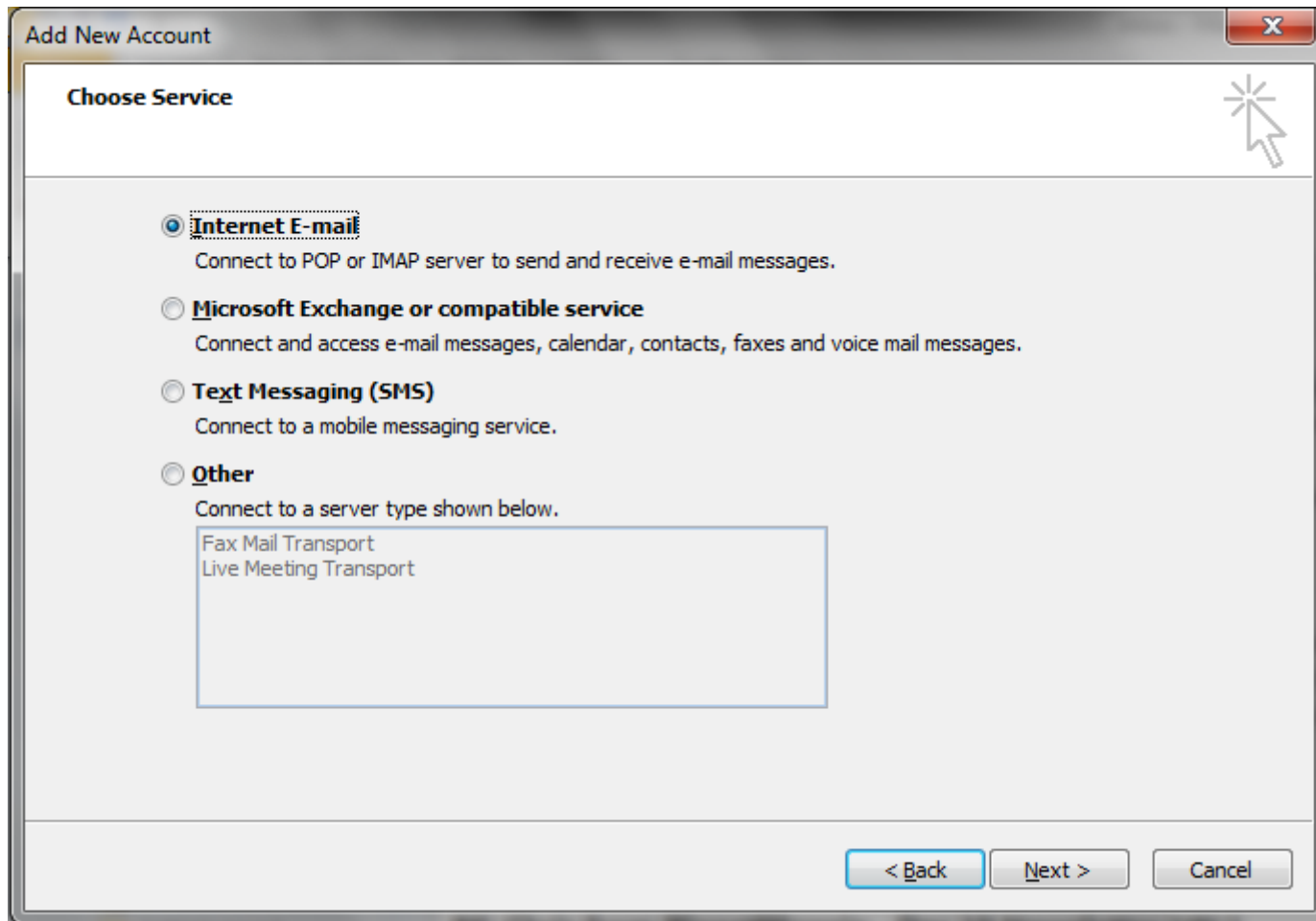


1. **Launch** Outlook 2010
2. Select **File** from the top menu bar and then **Info** and **Account Settings**
3. On the Auto Account Set-up screen, click **Manual setup or additional server types.** > **Next**



## Choose email service

4. Select **Internet E-mail** and click **Next**



## Email settings

5. Enter all the relevant details (Select **POP** or **IMAP** according to your preference) and then click **More Settings**

- Outlook will auto-fill your **user name**, please ensure you fill in your **entire email address** as the username)
- For **new hosting accounts**, temporarily use the **IP address** instead of the Incoming & Outgoing mail servers, until propagation has completed.

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)

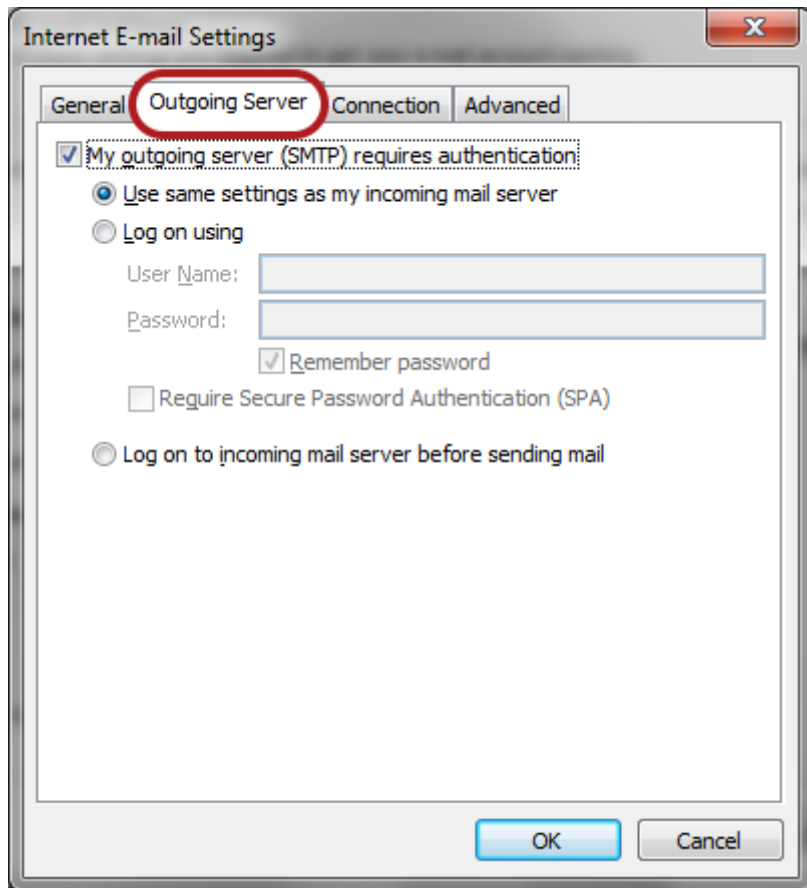
**Test Account Settings**

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

## Outgoing Server Settings

6. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**.

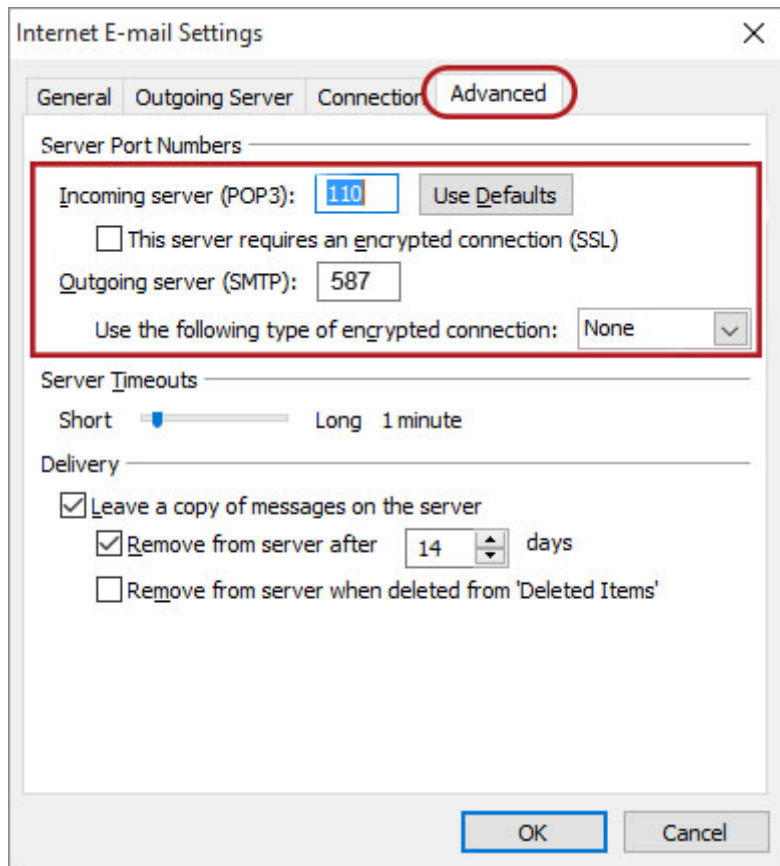


## Advanced Settings

7. Select the **Advanced** tab

8. Check these settings:

- The Incoming server port for **POP is 110** or for **IMAP is 143**
- **Not ticked:** This server requires an encrypted connection (SSL)
- The Outgoing server (**SMTP**) port is set to **587**
- **Use the following type of encrypted connection** is None



9. Click OK, then **Next** and **Finish**.

10. Your Outlook mail program should now be set up to send and receive mail.