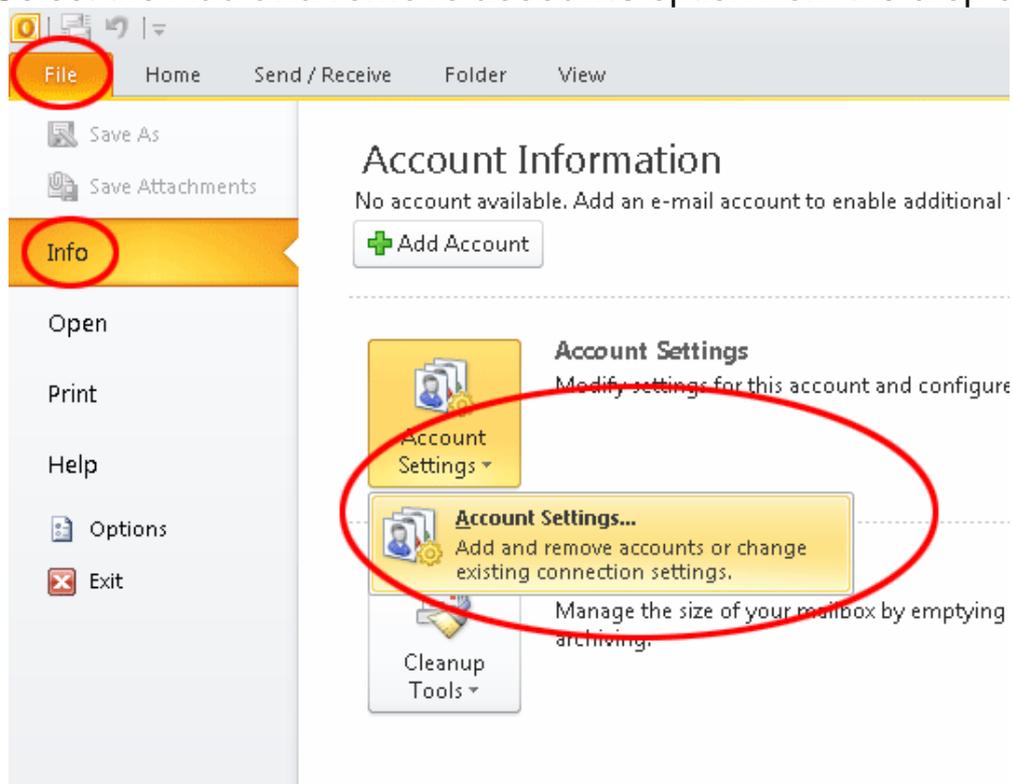
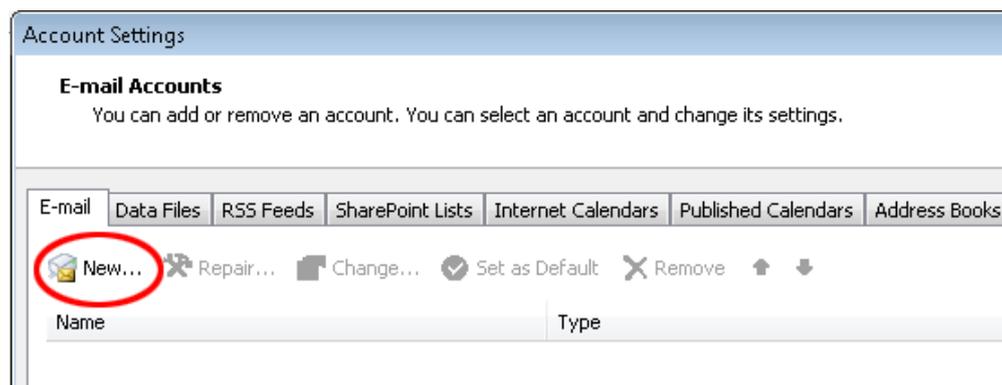


To Setup an email account with Outlook 2010

1. In Outlook Express 2010, click **File** then select **Info** from the dropdown menu.
2. Click **Account Settings**.
3. Select the **Add and remove accounts** option from the drop down.



4. In the **Email** tab.



5. Select **Email Account** radio option and complete the following information:
Your Name: The name you wish displayed when people receive your emails
Email Address: The email address you are sending email from.

Password: The password used for this email account.

Re-type Password: The password used for this email account.

6. Select **Manually configure server settings or additional server types** then click **[Next]**.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

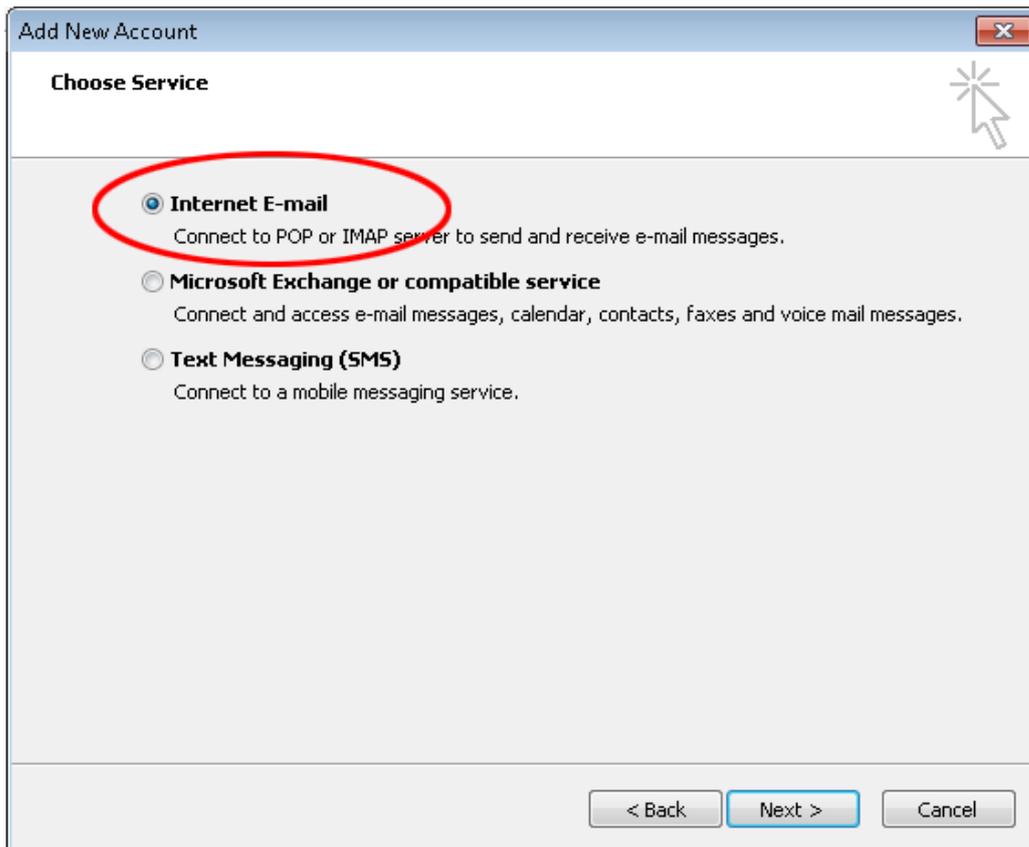
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

7. Select the **Internet Email** radio option and click **[Next]**.



8. Complete the Settings information: **Your Name:** The name you wish displayed when people receive your emails
Email Address: The email address you are sending email from.
Account Type: Select POP3
Incoming mail server: mail.dsl.net.au
Outgoing mail server: smtp.dsl.net.au
User Name: Your full email address is required.
Password: The password used for this email account.

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):

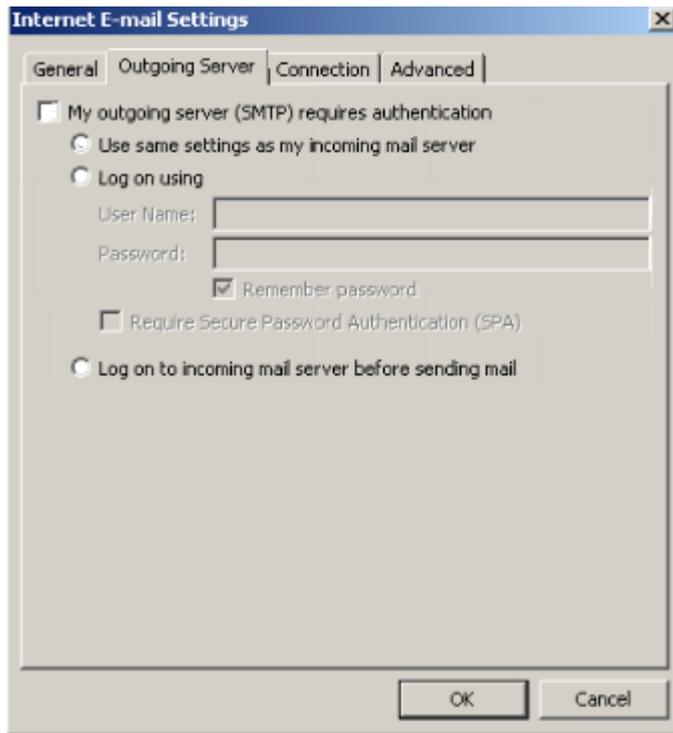
Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

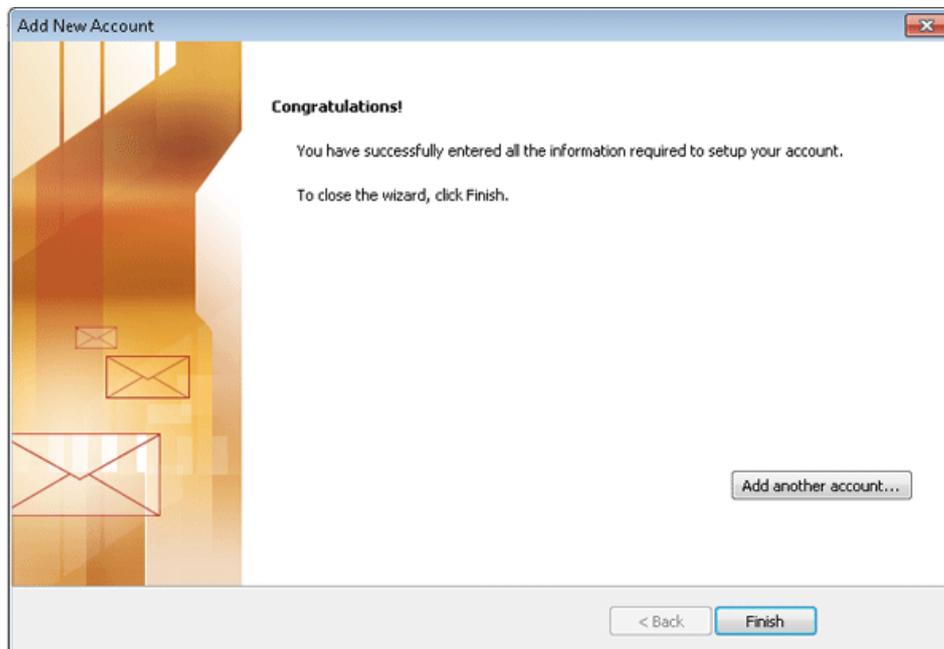
Click on **More Settings**



Make sure in the **Outgoing Server** tab there is **NO** tick in the box next to **My outgoing (SMTP) requires authentication**.



Click **Next >**



This completes the setup of your email account in Outlook 2010.