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.

Account	Settings					
E-ma Yo	i l Account ou can add o	s 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
Ne	w 🛠 R	lepair	Change 📀 S	iet as Default 🗙 R	emove 🕈 🖶	

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		-X
Auto Account Setur Click Next to conn) ect to the mail server and automatically configure your account settings.	×
E-mail Account		
Your Name:	John Smith	
	Example: Ellen Adams	
E-mail Address:	johnsmith@example.com	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	****	
	Type the password your Internet service provider has given you.	
 Text Messaging (Manually configure 	5M5) re server settings or additional server types	
	< Back Next >	Cancel

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

Add New Account	x
Choose Service	Ś
 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 (5M5) Connect to a mobile messaging service.	
< Back Next > Cancel	

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.

Each of these settings a	re required to get your e-mail acc	ount working.	
User Information		Test Account Settings	
Your Name:	John Smith	After filling out the information on this screen, we	
E-mail Address:	johnsmith@example.co	below. (Requires network connection)	
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name:	POP3	Test Account Settings Test Account Settings by clicking the Next button Deliver new messages to: New Outlook Data File Existing Outlook Data File	
Password:		Drowse	
Require logon using Secure	Remember password Password Authentication (SPA)	More Settings	

Click on More Settings

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
My outgoing server (SMTP) requires authentication	
C Use same settings as my incoming mail server	
C Log on using	
User Name:	- 11
Password:	- 11
Remember password	
Require Secure Password Authentication (SPA)	
C Log on to incoming mail server before sending mail	
Cano	

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

Each of these settings a	re required to get your e-mail acc	ount working.	
User Information		Test Account Settings	
Your Name:	John Smith	After filing out the information on this screen, we recommend you test your account by clicking the button	
E-mail Address:	johnsmith@example.co	below. (Requires network connection)	
Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information	POP3	Test Account Settings Test Account Settings by clicking the Next button Deliver new messages to: New Outlook Data File Existing Outlook Data File	
Decement	Johnsmithereventpretteo	Browse	
V f	Remember password Password Authentication (SPA)	More Settings	

Click Next >



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