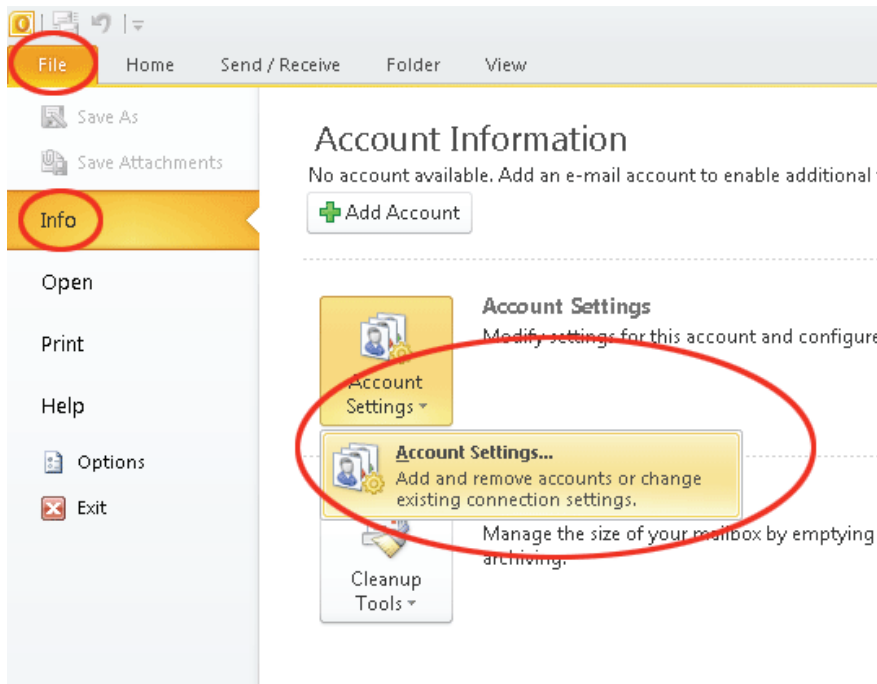


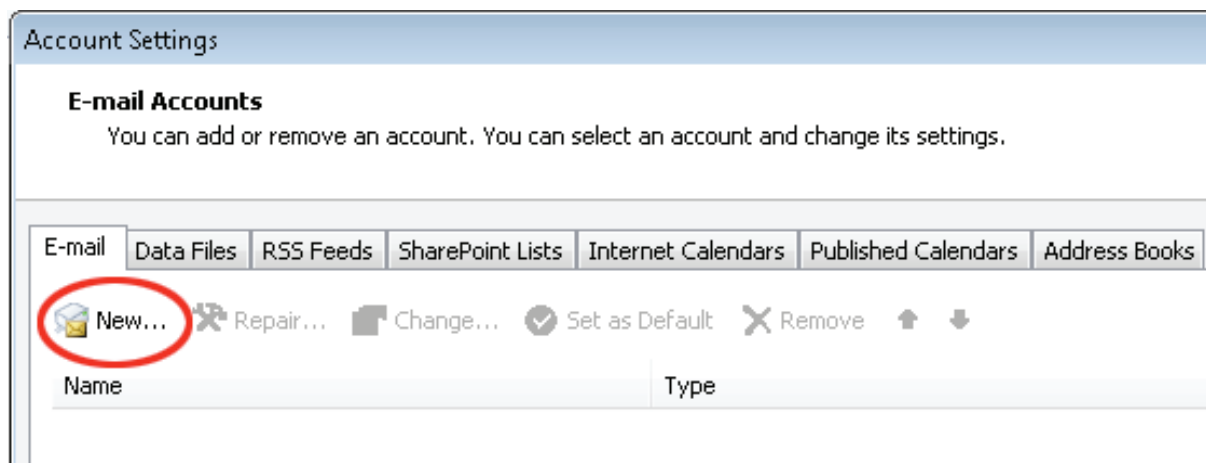
## To Setup an email account with Outlook 2010

Follow the steps below:

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



5. In the **Email tab**, click **New**. Note: If making changes to an existing account, under the Email tab you will see a list of email accounts that exist within Outlook, double click on the email account you wish to make changes to, or select the account and click Repair.



6. Select **Email Account** 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.
7. 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

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

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

9. Complete the Settings information:

**Add New Account**

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

**User Information**  
Your Name: John Smith  
E-mail Address: johnsmith@example.co

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.yourdomain  
Outgoing mail server (SMTP): mail.yourdomain

**Logon Information**  
User Name: your email address  
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 ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

**More Settings ...**

< Back    Next >    Cancel

**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.yourdomain

(Example: mail.lightmedia.com.au)

**Outgoing mail server (smtp):** mail.yourdomain

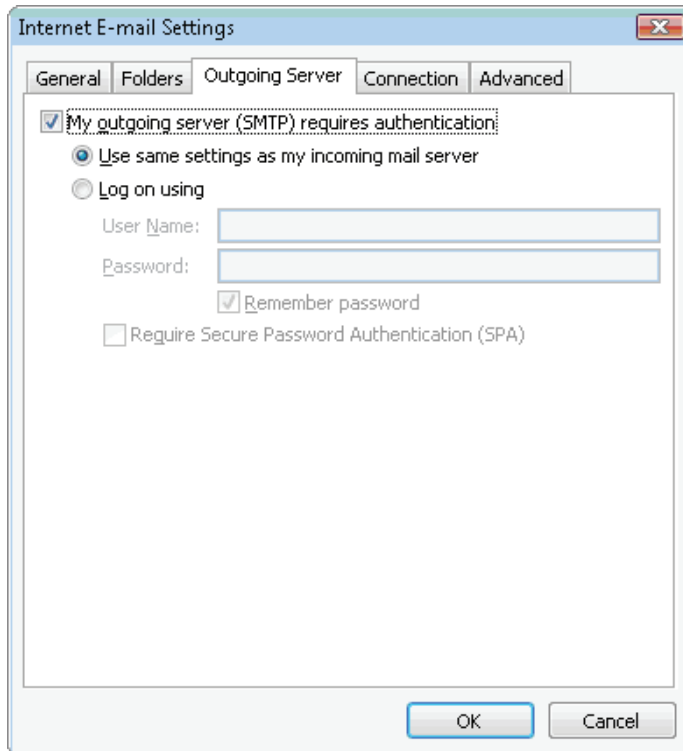
(Example: mail.lightmedia.com.au)

**User Name:** Your email address

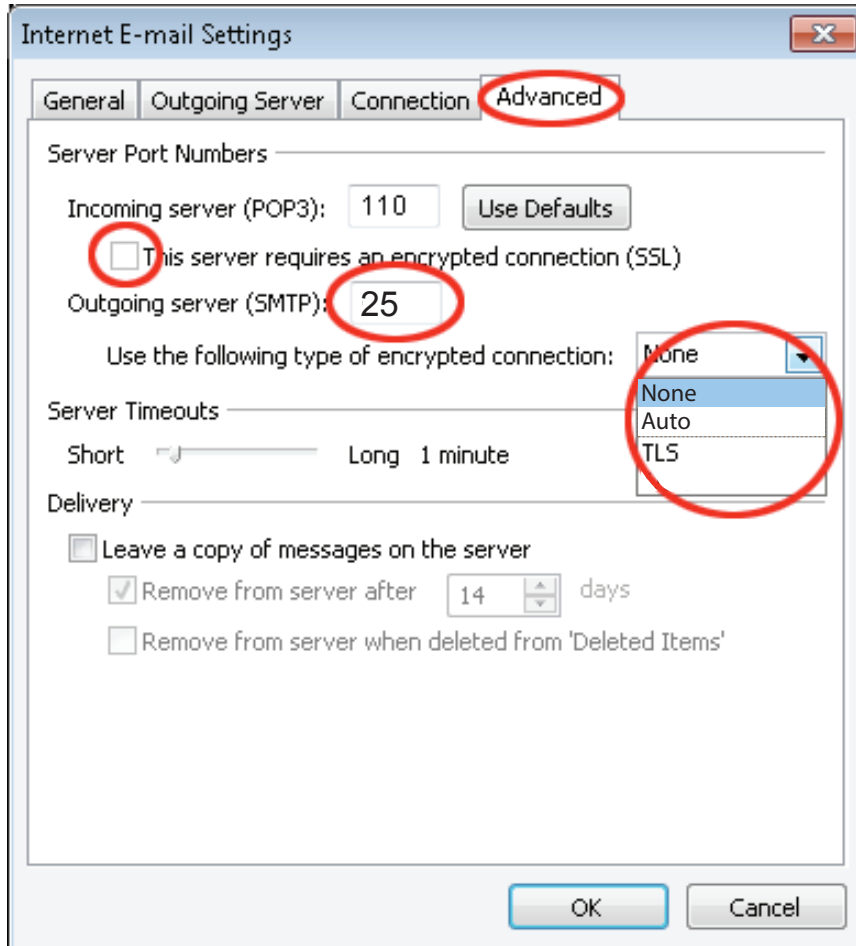
(Example: info@lightmedia.com.au)

**Password:** The password used for this email account.

10. Click **[More Settings]** button located in the bottom right corner.
11. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected.



12. Select the **Advanced** tab.  
This server requires an encrypted connection (SSL) = **Not Selected**.  
Change the Outgoing server (SMTP) number to **25**.  
Use the following type of encrypted connection = **None**.



13. Click **[OK]**.
14. Click **[Next]** then **[Finish]**. Your email will be working.

