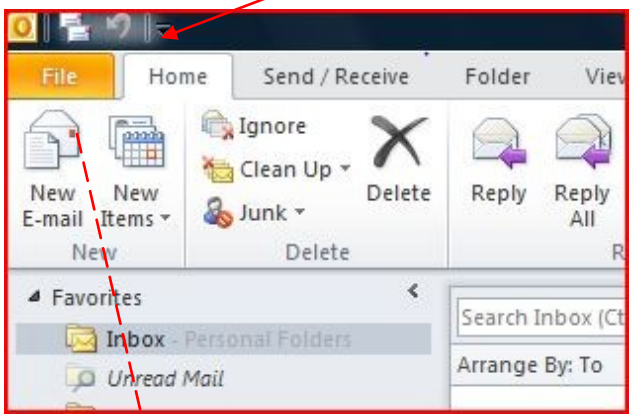
SETTING UP OUTLOOK 2010

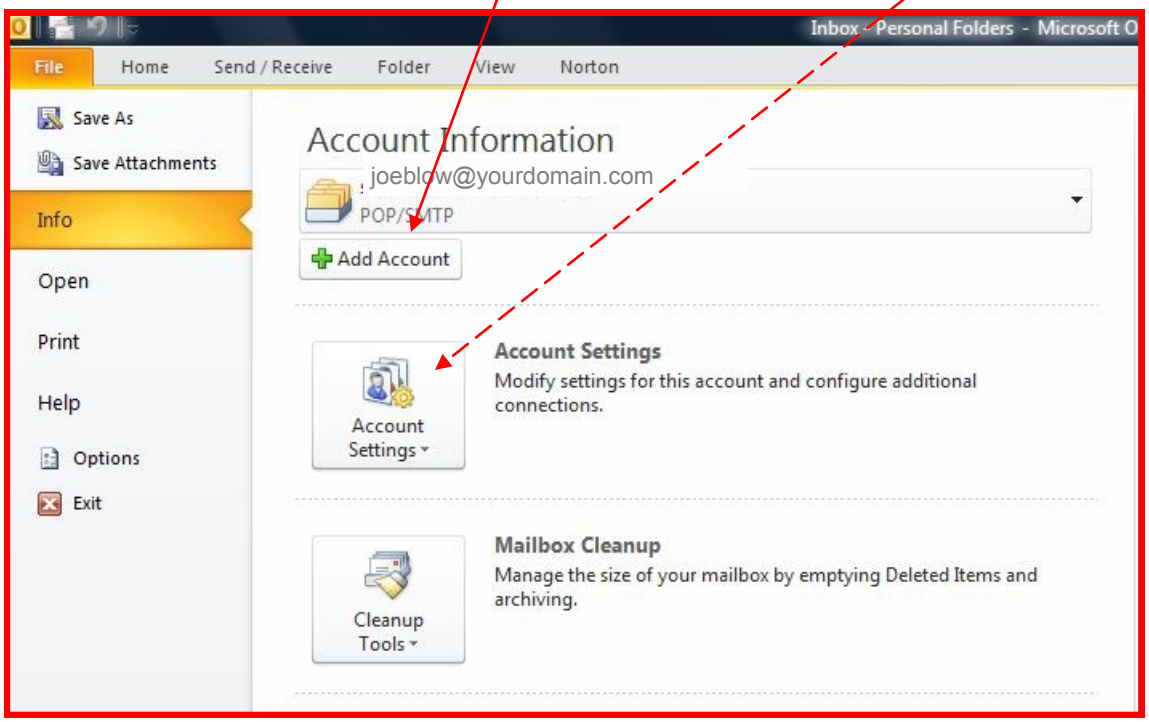
STEP 1. Open Outlook. Click on FILE > INFO



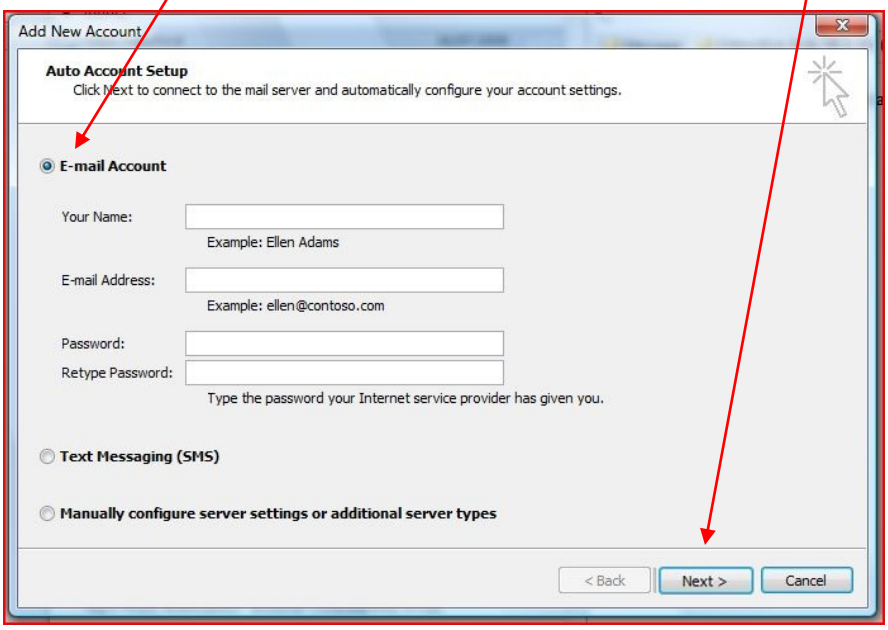
STEP 2. Choose ADD ACCOUNT if you are setting up email for the first time

or chose ACCOUNT SETTING if modifying existing account

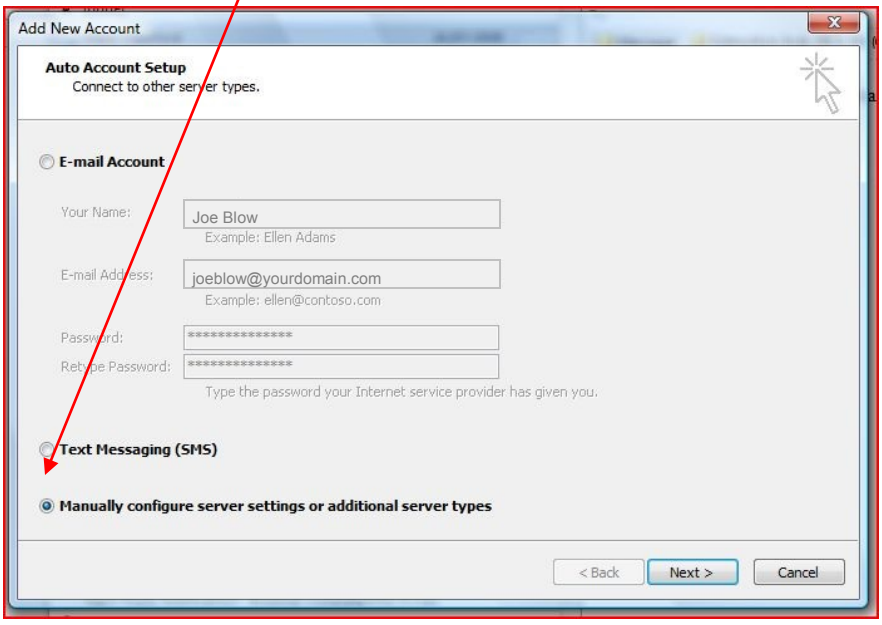
(then go to page 7 of this turorial)



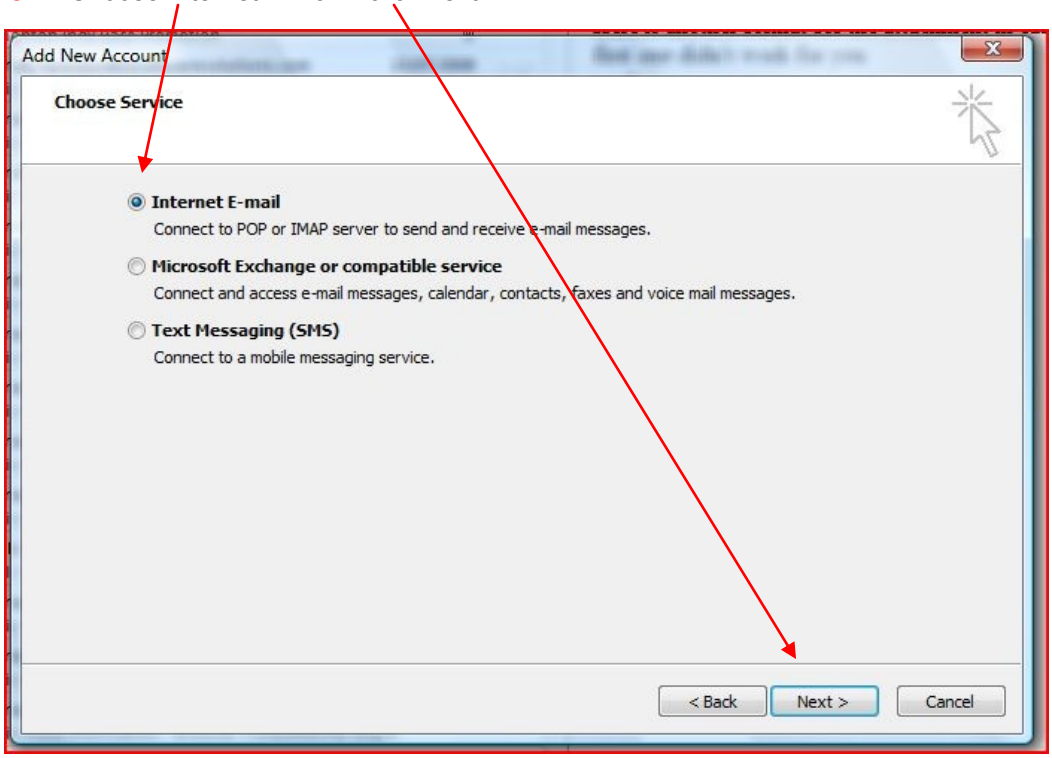
STEP 3. Select E-MAIL ACCOUNT and fill out information—click NEXT



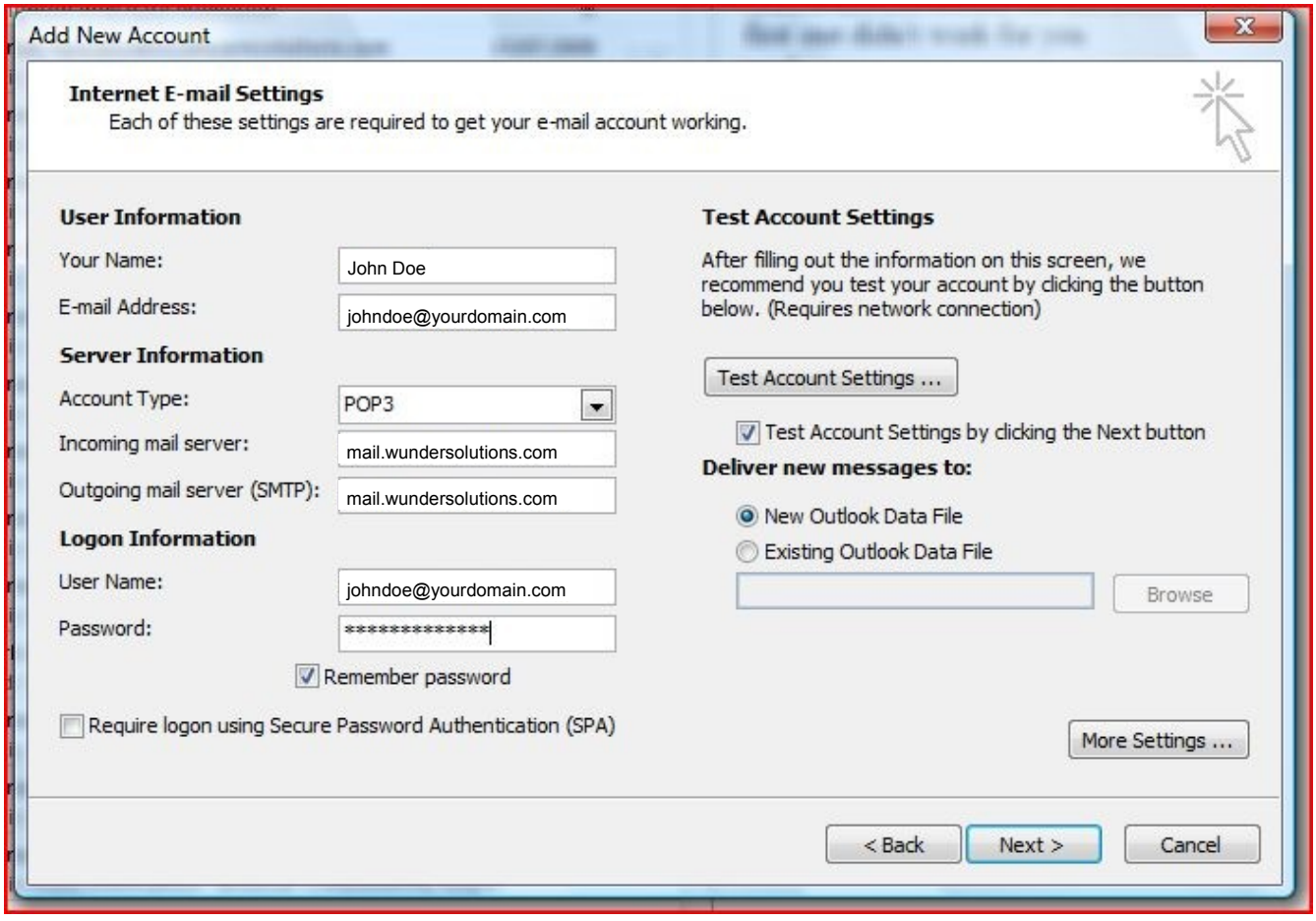
STEP 4. Select "Manually configure server settings or additional server types" and click **Next**



STEP 5 — Choose Internet E-Mail—click next

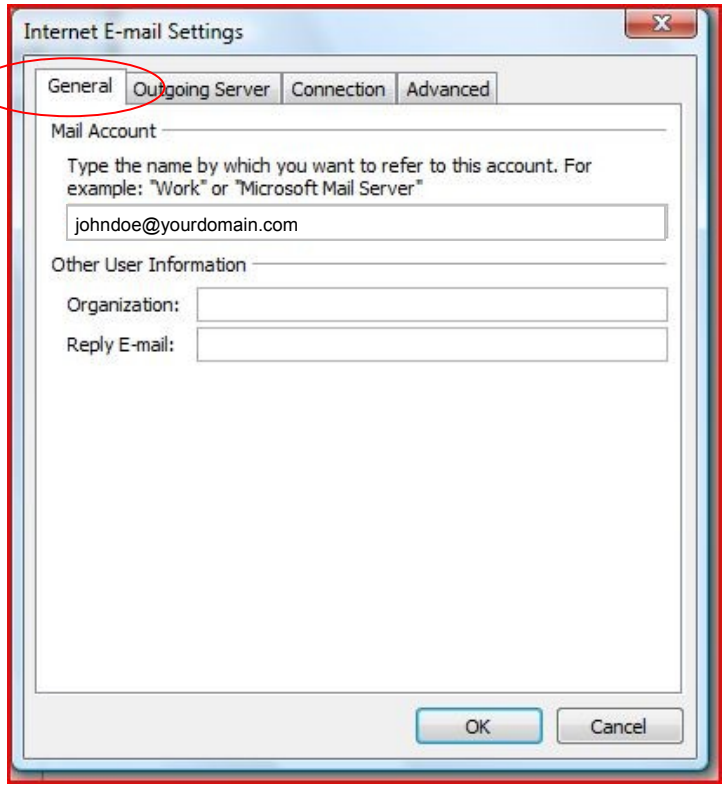


STEP 6



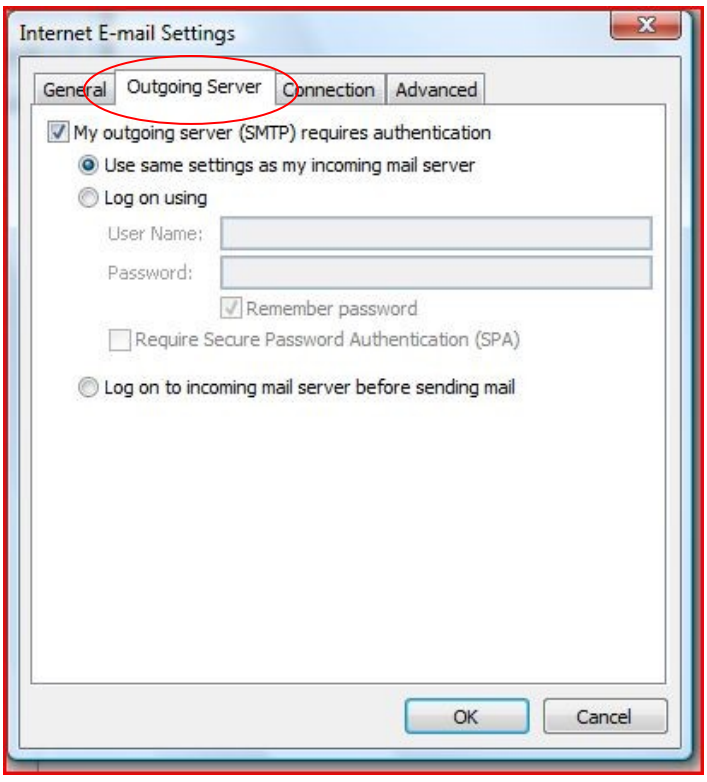
STEP 7.

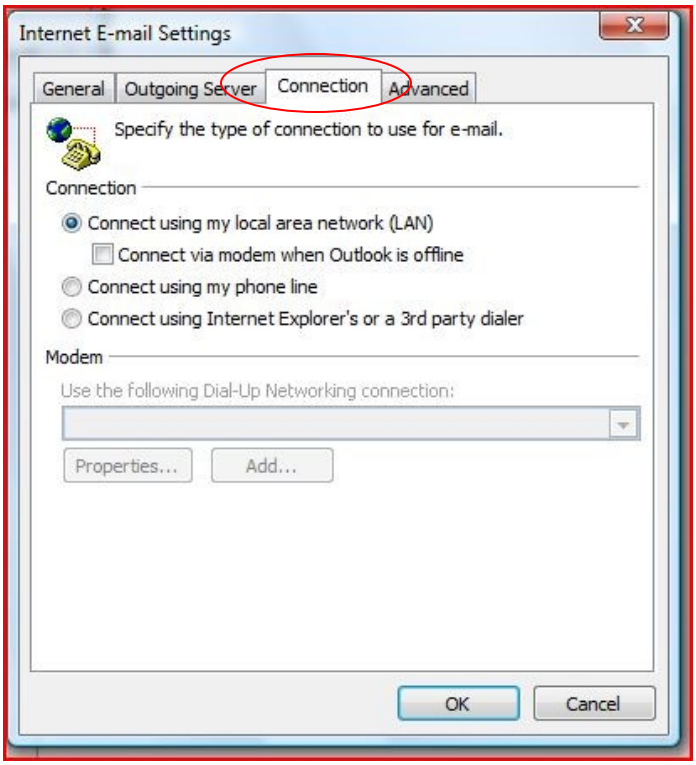
Verify these tabs are correct.



Click on the Outgoing Server tab,

Check the box labeled **My outgoing server (SMTP) requires authentication.** Then choose to **Use same settings as my incoming mail server**



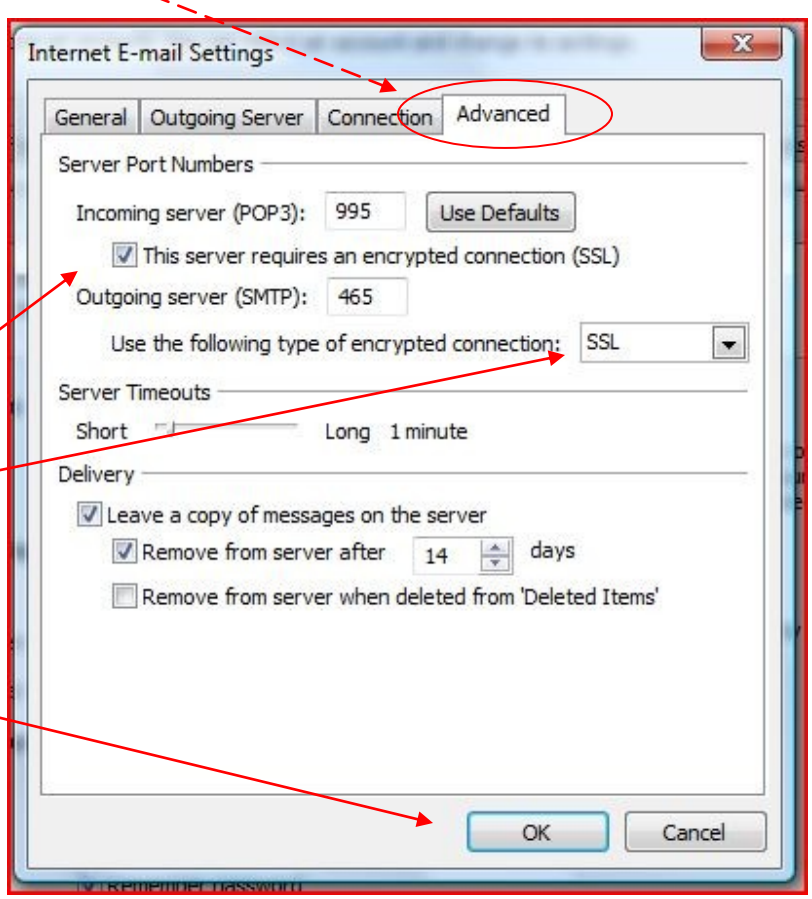


Click on the Advanced tab.

- Under **Incoming Server (POP3)**, the port number should be set to **995**. CHECK the SSL box
- Under **Outgoing Server (SMTP)**, the port number should be set to **465**.

Click **OK**

Click **Next**. Click **Finish**.

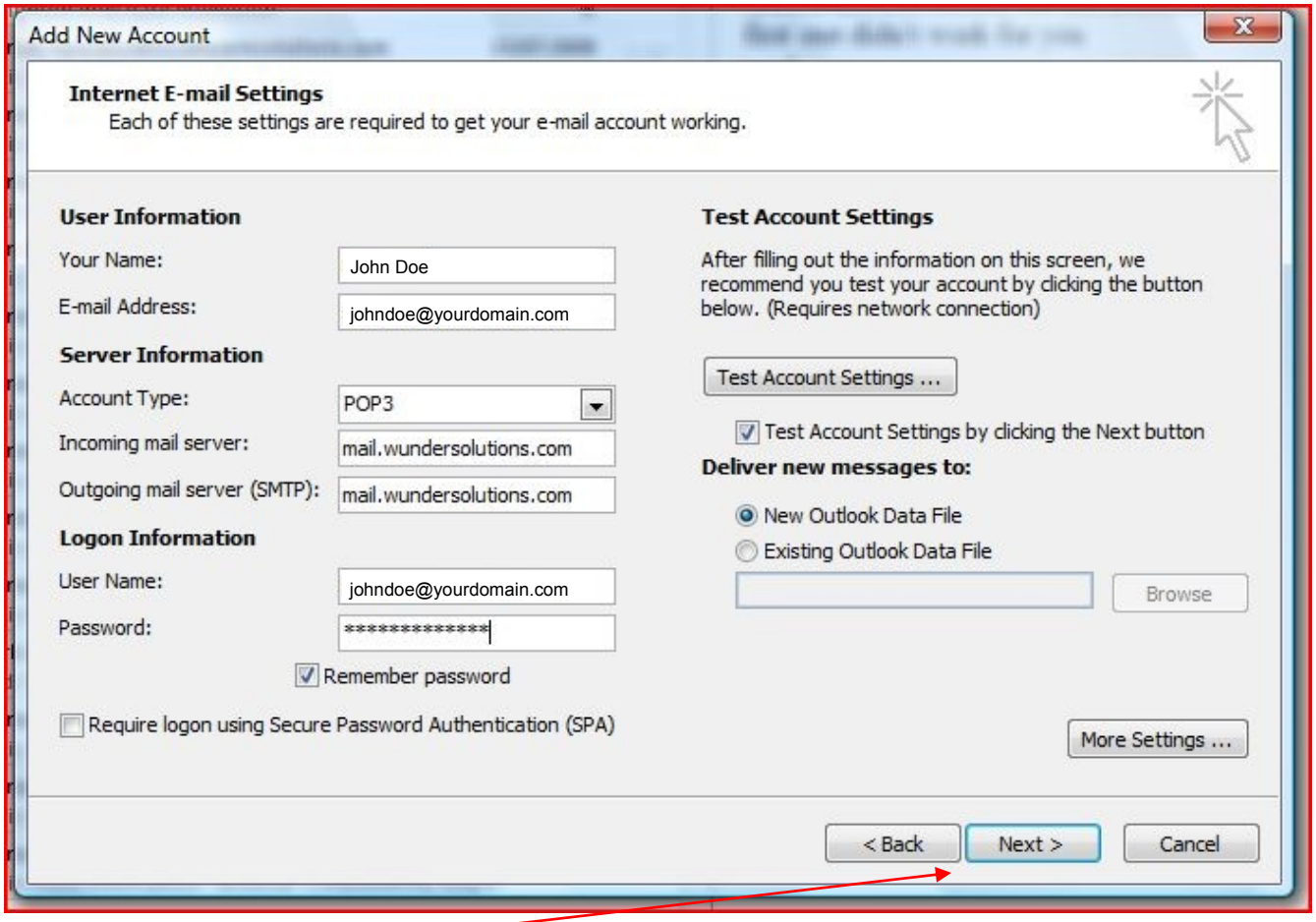


Make sure This Server Requires an encrypted connection (SSL) is checked

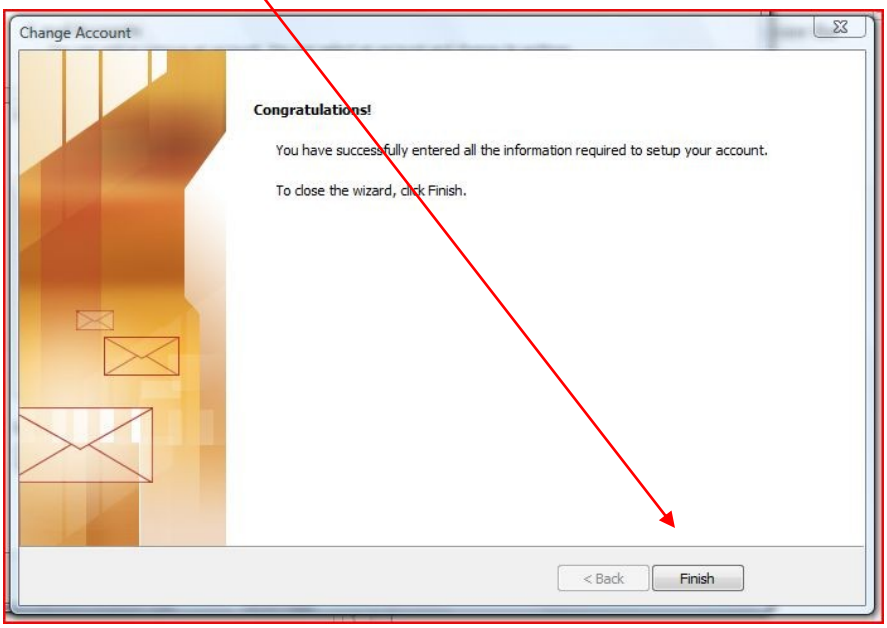
And choose SSL under Use the following type of encrypted connection

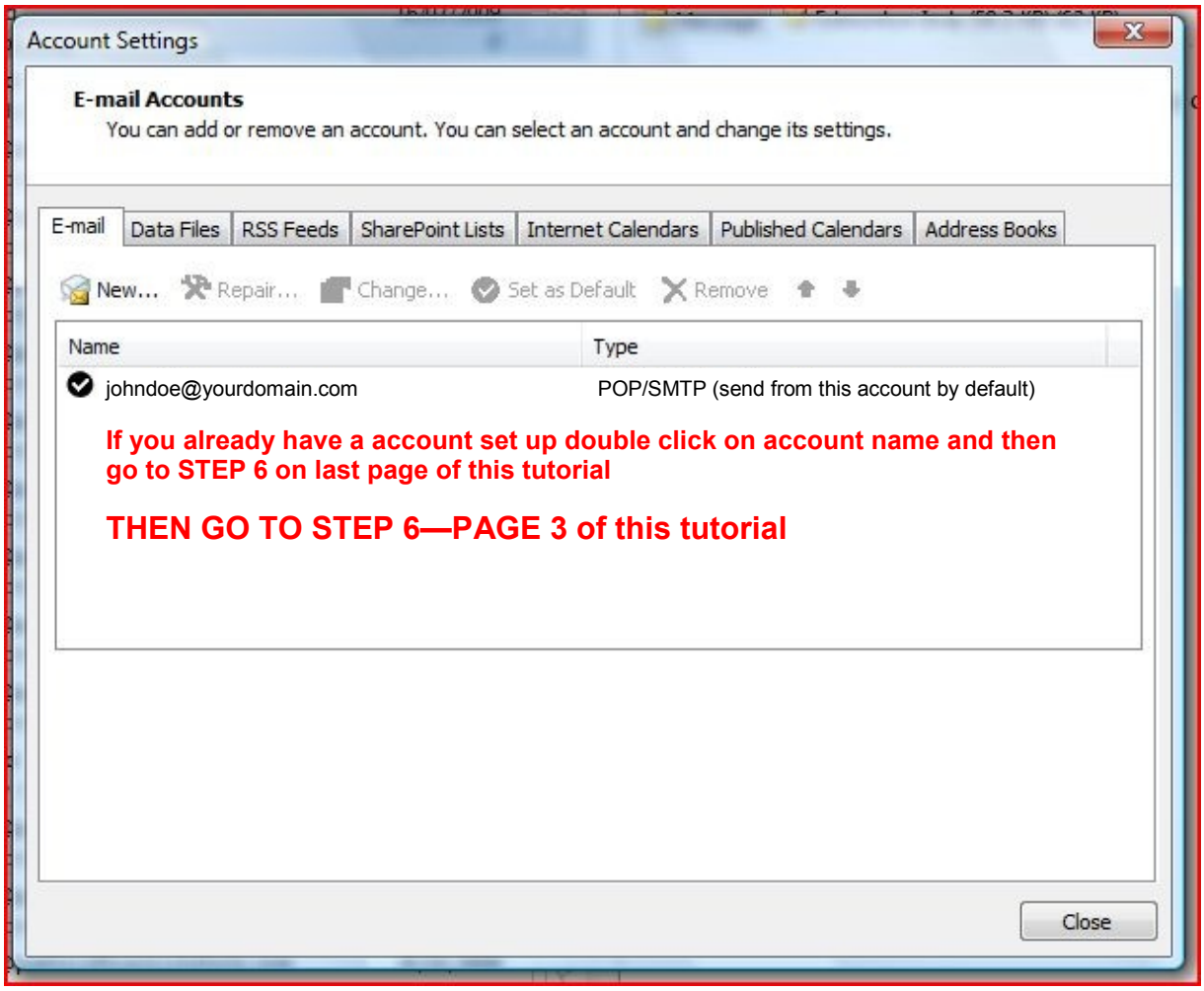
CLICK OK

STEP 8



STEP 8 - click NEXT - - - CLICK FINISH




Account Settings
E-mail Accounts
You can add 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
New...
Repair...
Change...
Set as Default
Remove
Name
Type
johndoe@yourdomain.com
POP/SMTP (send from this account by default)
If you already have a account set up double click on account name and then go to STEP 6 on last page of this tutorial
THEN GO TO STEP 6—PAGE 3 of this tutorial
Close