

# HOW TO Guide: Setting Up Outlook 2010

#### Version History

Version	Date	Changes
V1.0	25/11/2013	Initial release

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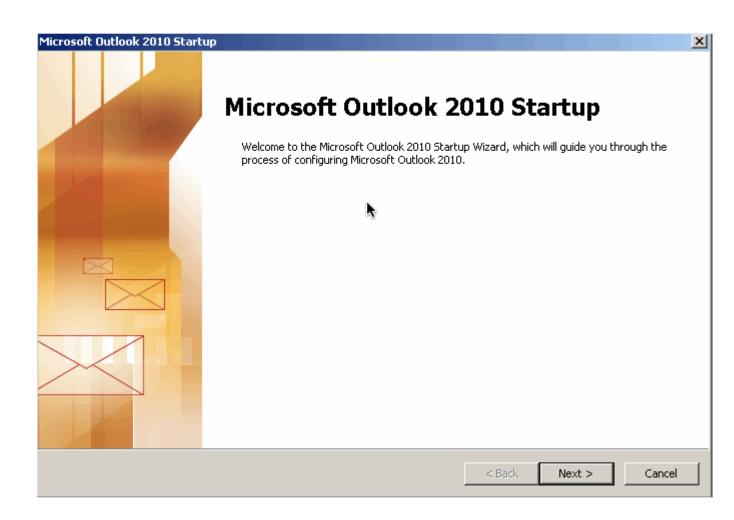
## Important information:

- It is recommended that you have you office and windows updates up to date to ensure proper functionality

#### Setting up Email on PC:

If you're opening Microsoft Outlook 2010 for the first time:

Open Microsoft Outlook 2010. You'll see the Microsoft Outlook 2010 Startup window. Click the Next button.



You'll see the Account Configuration window. This window asks if you'd like to configure an E-mail account. Click the Yes button, then click the Next button, then continue starting at Step 1 below.

Account Configuration			x
E-mail Accounts			×.
You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, o other E-mail server. Would you like to configure an E-mail account?	r		
● Yes ○ No			
	< Back	Next >	Cancel

If you've previously set up email accounts in Microsoft Outlook 2010: In the main Outlook window click the File tab. Then click the Add Account button, then continue starting at Step 1 below. Steps:

1. You'll see the Auto Account Setup window. Click the button for Manually configure server settings or additional server types, then click the Next button.

Add New Account		×
Auto Account Setup Connect to other s		ĸ
C 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.	
C Text Messaging (	SMS)	
Manually configure	re server settings or additional server types	
	< Back Next > Can	cel

2. You'll see the Choose Service window. Click the button for Internet E-mail, then click the Next button.

Add New Account	×
Choose Service	1 AL
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.	
ß	
< Back Nex	xt > Cancel

3. You'll see the Internet E-mail Settings window.

Enter your full name in the Your Name field.

Enter your email address in the E-mail Address field.

Set the Account Type to POP3.

Your incoming mail server is mail. walle.sleepycat.com.au

Your outgoing mail server is the same as your incoming mail server: walle.sleepycat.com.au

Enter your full email address in the User Name field: Test@Test.com.au

Enter your email password in the Password field.

Click the box for Remember password.

Then click the More Settings... button at the lower right corner of the window.

User Information		Test Account Settings
Your Name:	Test tester	We recommend that you test your account to ensure that the entries are correct.
Email Address:	test@	the entries are correct.
Server Information		Test Account Settings
Account Type:	POP3	Test Account Settings
Incoming mail server:	walle.sleepycat.com.au	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	walle.sleepycat.com.au	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	test@	C Existing Outlook Data File
Password:		Browse
<b>⊠</b> R	emember password	
Require logon using Secu	re Password Authentication	
Require logon using Secu (SPA)	re Password Authentication	More Settings

4. in the new, smaller window that appears, click on the Outgoing Server tab. In the Outgoing Server pane of the window click the box for My outgoing server (SMTP) requires authentication, and click the button for Use same settings as my incoming mail server. Then click the Advanced tab.

nternet E	-mail Sett	ings				
General	Outgoing	Server	Advance	d		
🗌 Му с	outgoing se	rver (SM	TP) requir	es authe	ntication	
@ L	lse same se	ttings as	; my incon	ning mai	l server	
ΟL	og on usin	9				
L	Jser Name:					
F	assword:					
		🗹 Rem	nember pa	ssword		
Г	Require	Secure P	assword A	Authenti	cation (SPA	4)
ΟL	og on to in	coming	mail serve	r before	sending n	nail

Internet E-mail Settings
General Outgoing Server Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 25
Use the following type of encrypted connection: None 💌
Server Timeouts
Short Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server after 14 days
Remove from server when deleted from 'Deleted Items'
OK Cancel

5. In the Advanced pane of the window make sure the button for

Incoming server (POP3): Leave it set at 110, which is the default.

This server requires an encrypted connection (SSL): Make sure this box is not clicked.

Outgoing server (SMTP): The default number is 25.

Use the following type of encrypted connection: Leave it set at None.

Server Timeouts: Leave it set at the default setting.

Leave a copy of messages on the server. Make sure this is un ticked

Click the OK button.

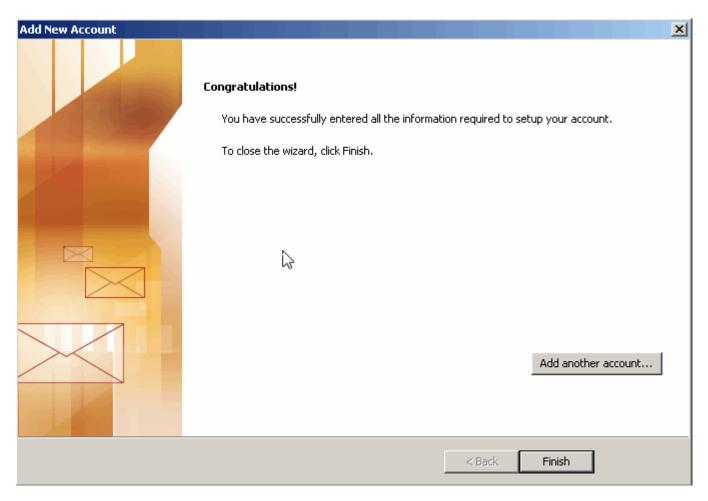
6. You'll return to the original Internet E-mail Settings window. Click the Next button.

Iser Information		Test Account Settings		
Your Name: Test tester		We recommend that you test your account to ensure tha the entries are correct.		
mail Address:	test@	the entries are context.		
erver Information		Test Account Settings		
ccount Type:	POP3 👻	Test Account Settings		
ncoming mail server:	walle.sleepycat.com.au	Automatically test account settings when Next is clicked		
Outgoing mail server (SM	(TP): walle.sleepycat.com.au	Deliver new messages to:		
ogon Information		• New Outlook Data File		
Jser Name:	test@	C Existing Outlook Data File		
assword:	*****	Browse		
]	Remember password			
Paquira logon uring	Secure Password Authentication			

7. The Test Account Settings window will appear and automatically test the connection to your incoming and outgoing mail servers.

Test Account Settings							
Congratulations! All tests completed successfully. Clic	$\square$	Stop					
	Close						
Tasks Errors							
Tasks	Status						
✓ Log onto incoming mail server (POP3)	Completed						
Send test e-mail message	Completed						

8. You'll see the Congratulations! Window. You've successfully set up your email account. Click the Finish button. Outlook's main email window will open.



DONE!