

# Connecting your e-mail account to Outlook 2010

Version 1.1

This easy guide will help you set up your Outlook 2010 e-mail program to receive and send e-mail using your new account settings.

1. Open Outlook 2010. Click the File menu, and then click Info.

In the Account Information window, click **Account Settings**, and then click **Account Settings** again from the menu that appears.

The Account Settings dialog box will appear.





2. Click your e-mail address so it becomes highlighted.

## Then, click **Change...**

The Change E-mail Account dialog box will appear.

Account Settings		X					
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 🔆 F	Repair Change 📀 Set as Default 🗙 Remove 👚 🗸						
Name	Туре						
neotest1@rittrbu	uat.com POP/SMTP (send from this account by default)						
Selected e-mail acc	Selected e-mail account delivers new e-mail messages to the following location:						
Change Folder Personal Folders \Inbox							
	in data file C:\Users\cloudsupport\AppData\\Microsoft\Outlook\Outlook4.pst						
	Cle	ose					



3. Edit the Incoming mail server to:

mail.domain.com (where "domain.com" is the last part of your e-mail address)

### Edit the **Outgoing mail server (SMTP)** to:

smtp.domain.com (where "domain.com" is the last part of your e-mail address)

Change the **User Name** to your *full* E-mail Address, including the @ and the domain (such as "test@domain.com", not just "test").

Make sure your Name, E-mail Address, and Password are correct.

Change E-mail Account	3	X
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.
User Information		Test Account Settings
Your Name:	Ritter Test POP	After filling out the information on this screen, we
E-mail Address:	neotest1@rittrbuat.com	button below. (Requires network connection)
Server Information		Test Assessed Settinger
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.domain.com	
Outgoing mail server (SMTP):	smtp.domain.com	
Logon Information		
User Name:	neotest1@rittrbuat.com	
Password:	*****	
F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel



 Look for the "Account Type" about halfway down the page: For POP3, continue to step 5.
For IMAP, skip to step 8.

#### POP3 Steps

5. Click More Settings...

The Internet E-mail Settings dialog box will appear.

Click the **Outgoing Server** tab.

Check the My outgoing server (SMTP) requires authentication box.

Ensure that Use same settings as my incoming mail server is selected.

Ir	Internet E-mail Settings							
	General Outgoing Server Connection Advanced							
	Why outgoing server (SMTP) requires authentication							
	O Use same settings as my incoming mail server							
	🔘 Log on using							
	User Name:							
	Password:							
	✓ Remember password							
	Require Secure Password Authentication (SPA)							
	Log on to incoming mail server before sending mail							
	OK Cancel							



6. Click the **Advanced** tab.

Enter "110" in the **Incoming server (POP3)** box.

UNCHECK the **This server requires an encrypted connection (SSL)** box (your Outlook version may have a select box instead; if so, select "None")

Enter "25" in the **Outgoing server (SMTP)** box.

Select **None** from the **Use the following type of encrypted connection** dropdown.

Internet E-mail Settings
General Outgoing Server Connection 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
Remove from server after 10 days
Remove from server when deleted from 'Deleted Items'
OK Cancel



7. Click **OK** to close the More settings dialog box and return to the Change E-mail Account dialog box.

#### Click Test Account Settings...

If you receive an error, double-check that all steps were completed correctly and that your Internet connection is active.

When the test is successful, click **Next** to complete the process. Congratulations!





#### IMAP Steps

## 8. Click More Settings...

The Internet E-mail Settings dialog box will appear.

Click the **Outgoing Server** tab.

Check the My outgoing server (SMTP) requires authentication box.

Ensure that Use same settings as my incoming mail server is selected.

In	nternet E-mail Settings									
	General Folders Outgoing Server Connection Advanced									
	My outgoing server (SMTP) requires authentication									
	O Use same settings as my incoming mail server									
	O Log on using									
	User Name:									
	Password:									
	✓ Remember password									
	Require Secure Password Authentication (SPA)									



9. Click the **Advanced** tab.

Select **None** from *both* of the **Use the following type of encrypted connection** dropdowns.

Enter "143" in the Incoming server (IMAP) box.

Enter "25" in the **Outgoing server (SMTP)** box.

In	ternet E-	mail Sett	ngs			x
	General	Folders	Outgoing Serve	er Connection	Advanced	
	Server P	ort Numbe	rs			
	Incomi	ng server	(IMAP): 14	3 Use Defau	llts	
	Use	e the follo	ving type of end	rypted connection	on: None	•
	Outgoi	ng server	(SMTP): 2	5		
	Use	e the follo	ving type of end	rypted connection	on: None	<b>•</b>
	Server T	imeouts –				
	Short	-)	Long	1 minute		
	Poiders -	older nath				
	Rooth	Juci paul				
				C	)K	Cancel



10. Click **OK** to close the Internet E-mail Settings dialog box and return to the Change E-mail Account dialog box.

#### Click Test Account Settings...

If you receive an error, double-check that all steps were completed correctly and that your Internet connection is active.

When the test is successful, click **Next** to complete the process. Congratulations!

