

# Connecting your e-mail account to Outlook 2010

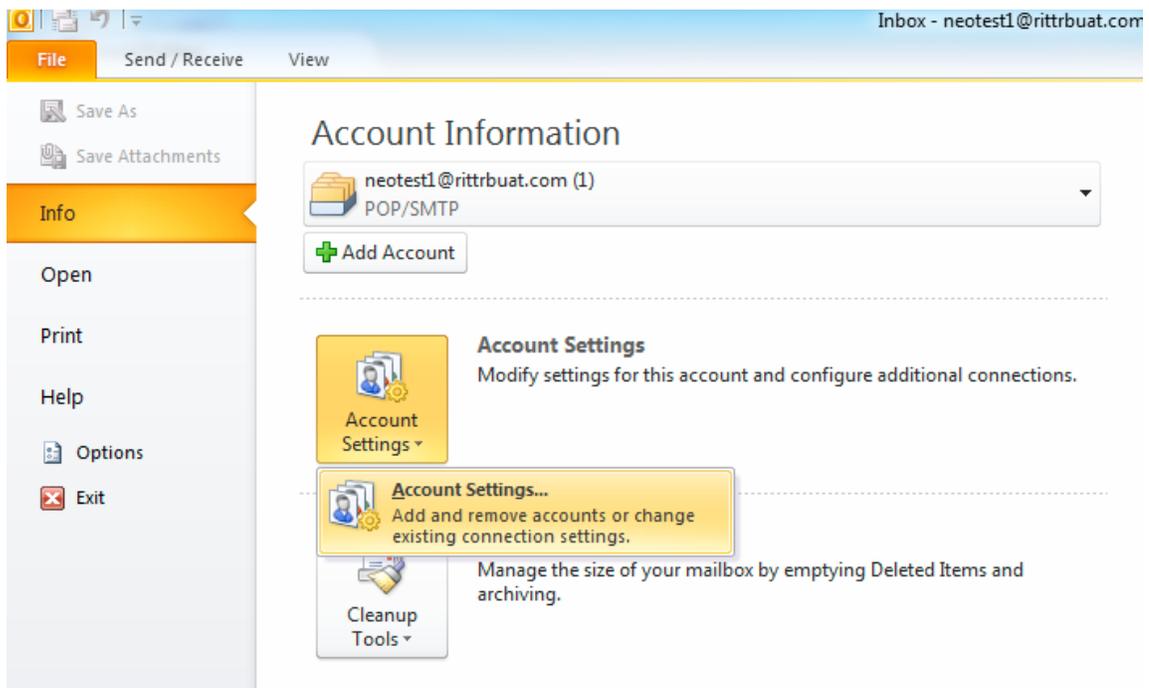
Version 1.1

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.

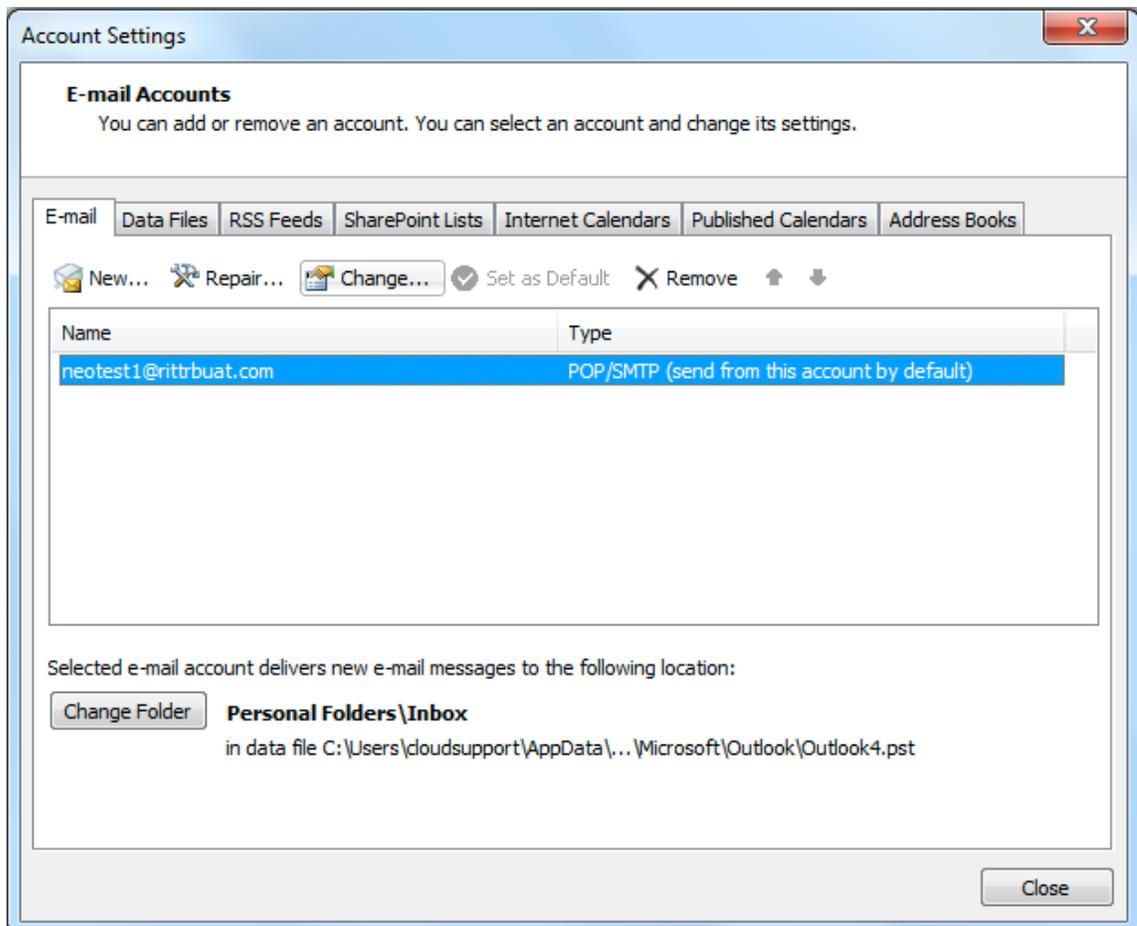
The Account Settings dialog box will appear.



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

Then, click **Change...**

The Change E-mail Account dialog box will appear.



3. Edit the **Incoming mail server** to:

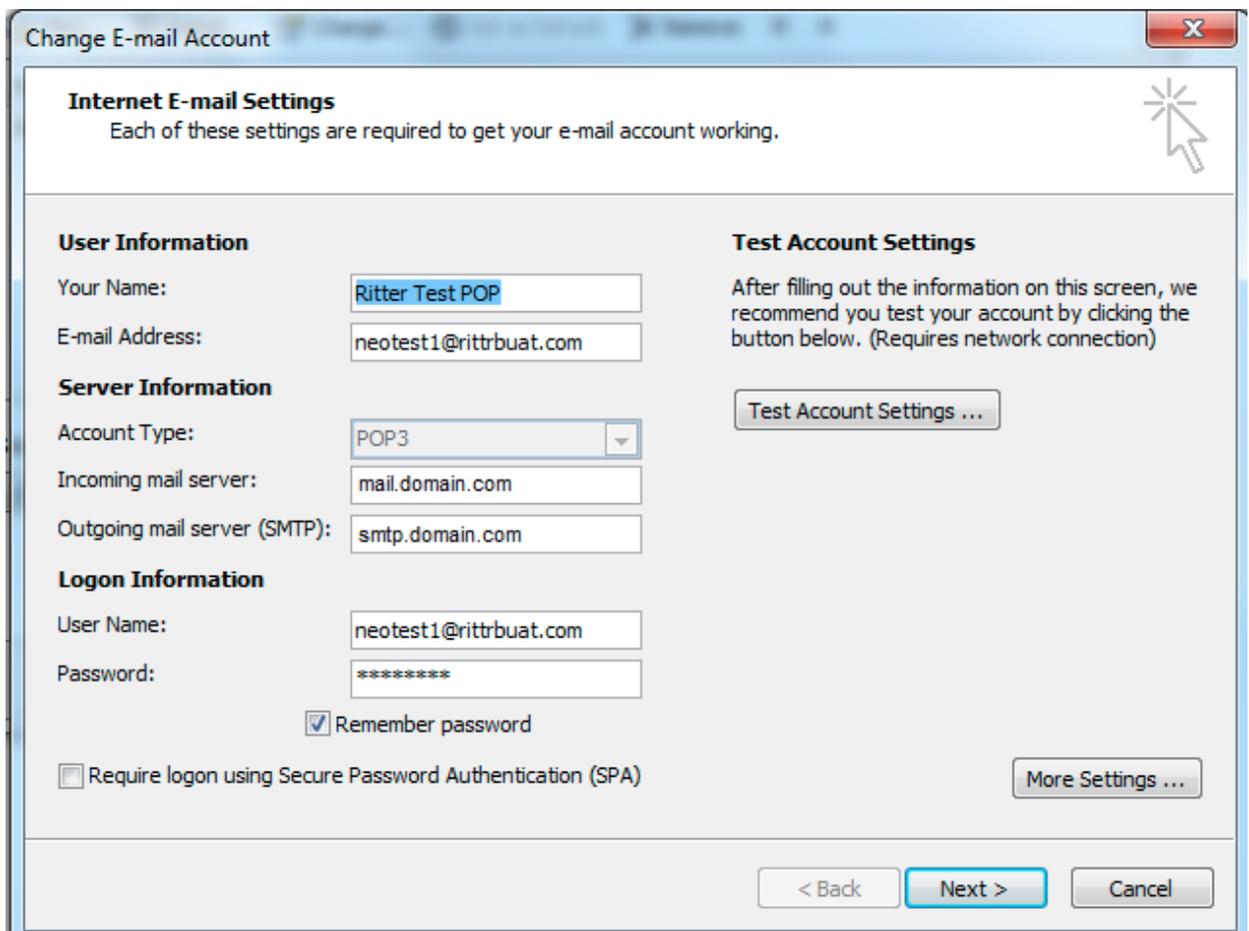
mail.domain.com (where "domain.com" is the last part of your e-mail address)

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.

A screenshot of the "Change E-mail Account" dialog box in Outlook 2010. The window title is "Change E-mail Account". The main heading is "Internet E-mail Settings" with a sub-heading "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections: "User Information" with fields for "Your Name:" (Ritter Test POP) and "E-mail Address:" (neotest1@rittrbuat.com); "Server Information" with a dropdown for "Account Type:" (POP3), and text boxes for "Incoming mail server:" (mail.domain.com) and "Outgoing mail server (SMTP):" (smtp.domain.com); "Logon Information" with fields for "User Name:" (neotest1@rittrbuat.com) and "Password:" (\*\*\*\*\*), a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)"; and "Test Account Settings" with a text box containing "Test Account Settings ...". At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

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

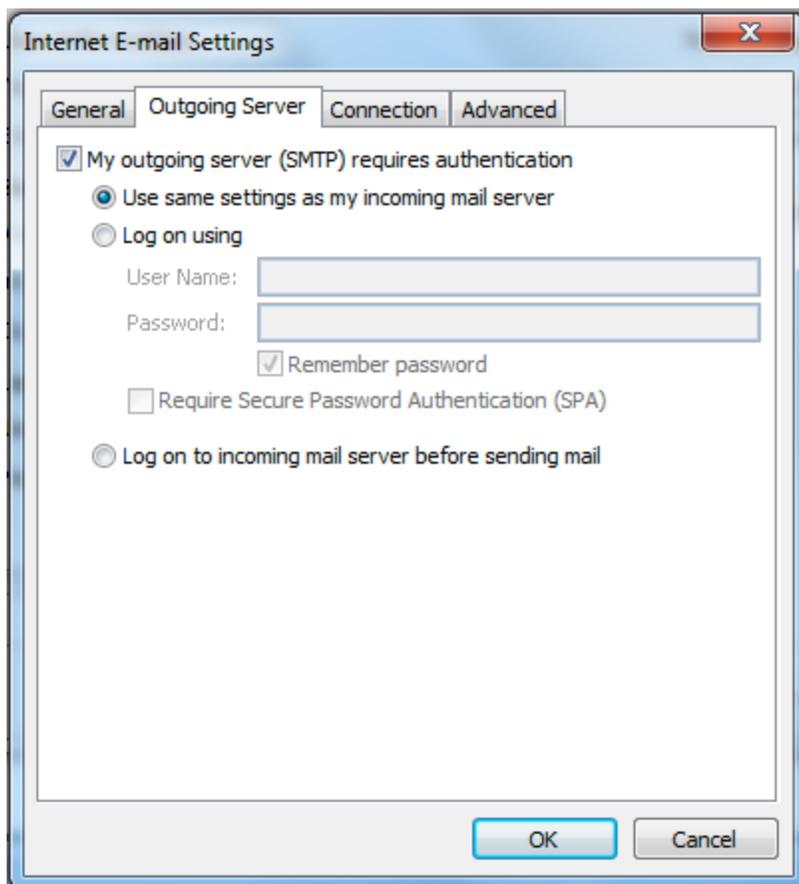
### POP3 Steps

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.



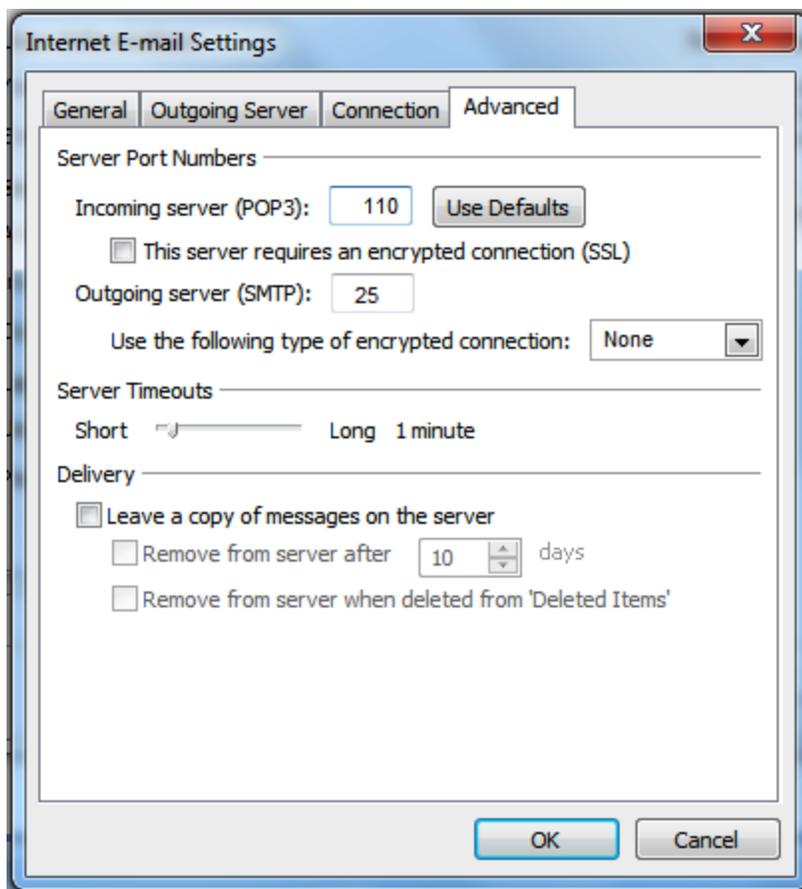
6. Click the **Advanced** tab.

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.



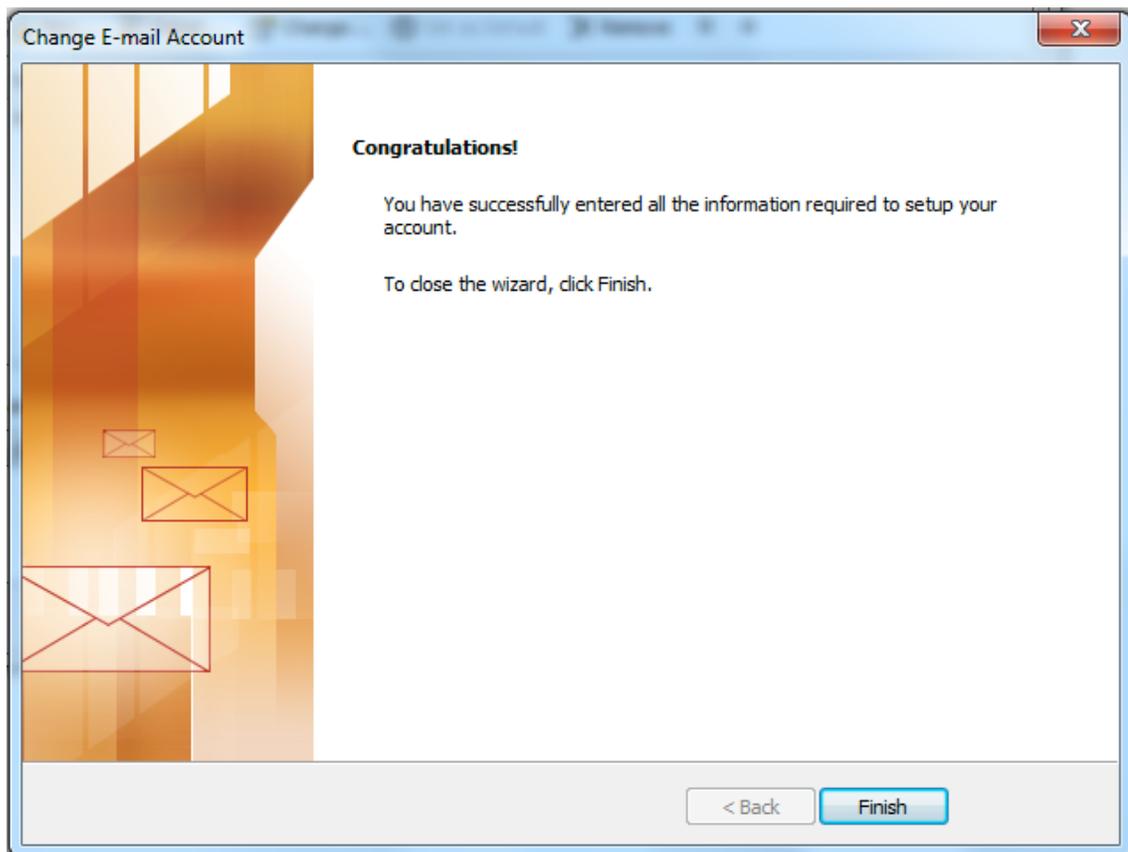
7. Click **OK** to close the More settings dialog box and return to the Change E-mail Account dialog box.

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

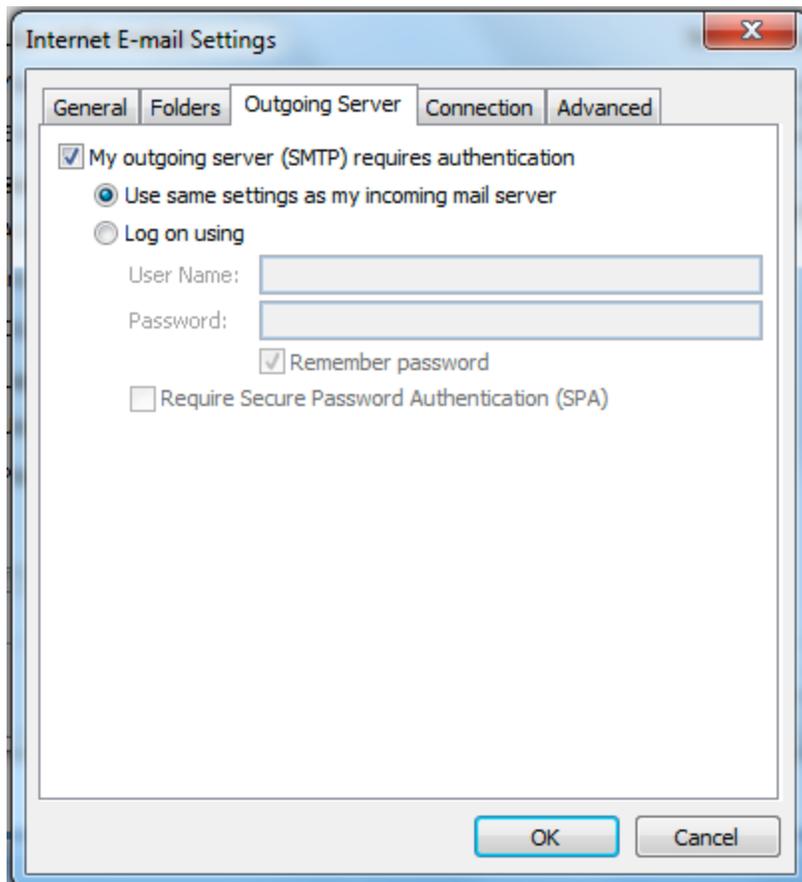
### 8. Click **More Settings...**

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.

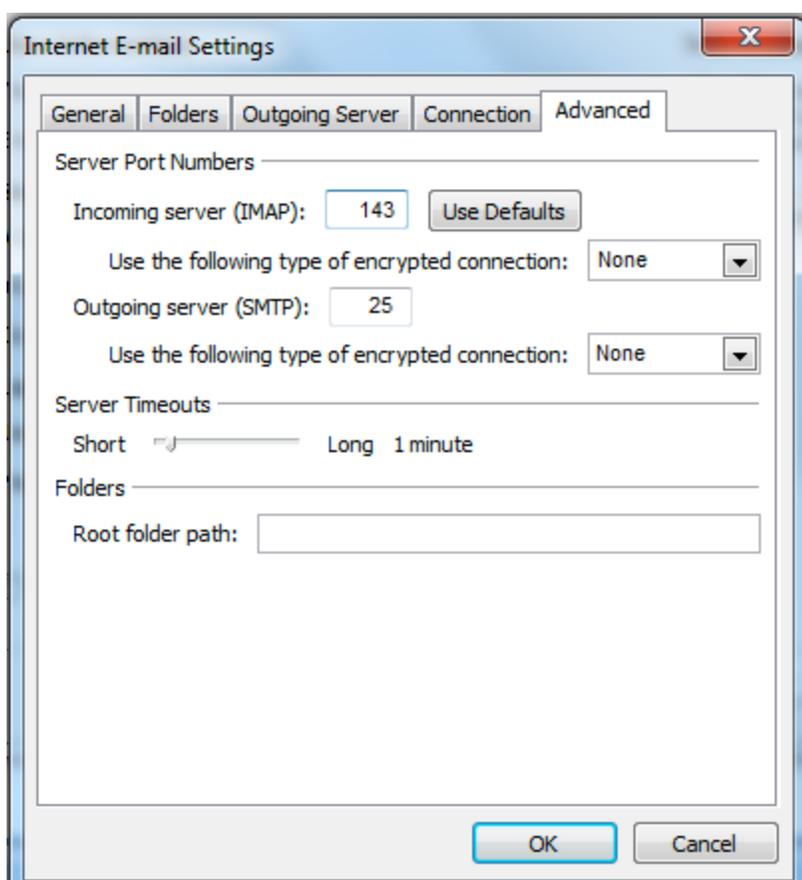


9. Click the **Advanced** tab.

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.



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!

