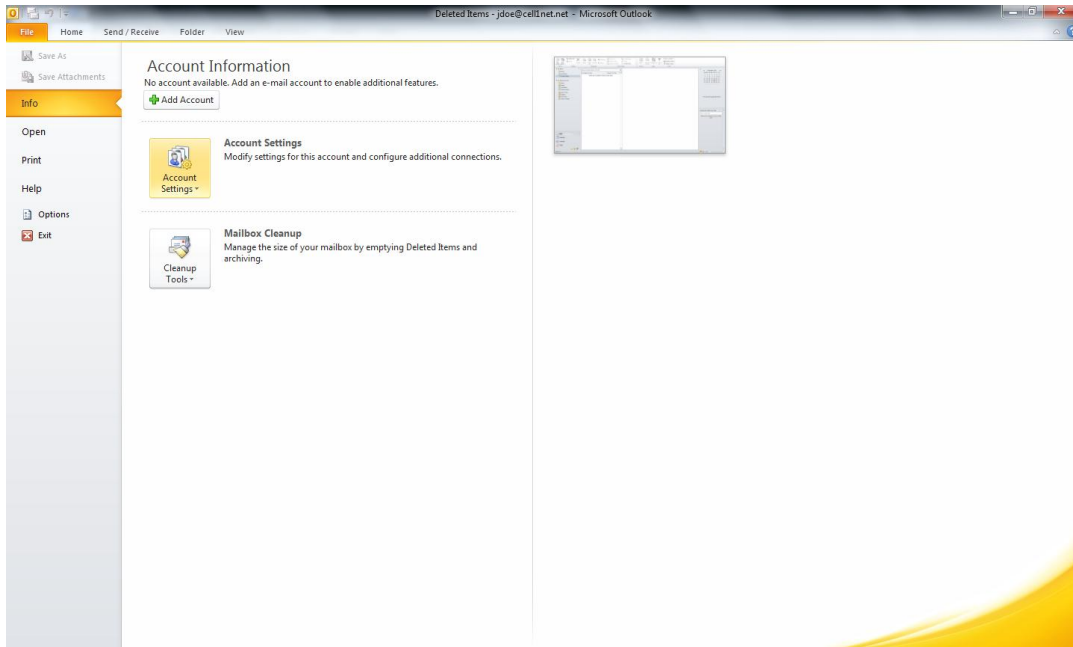


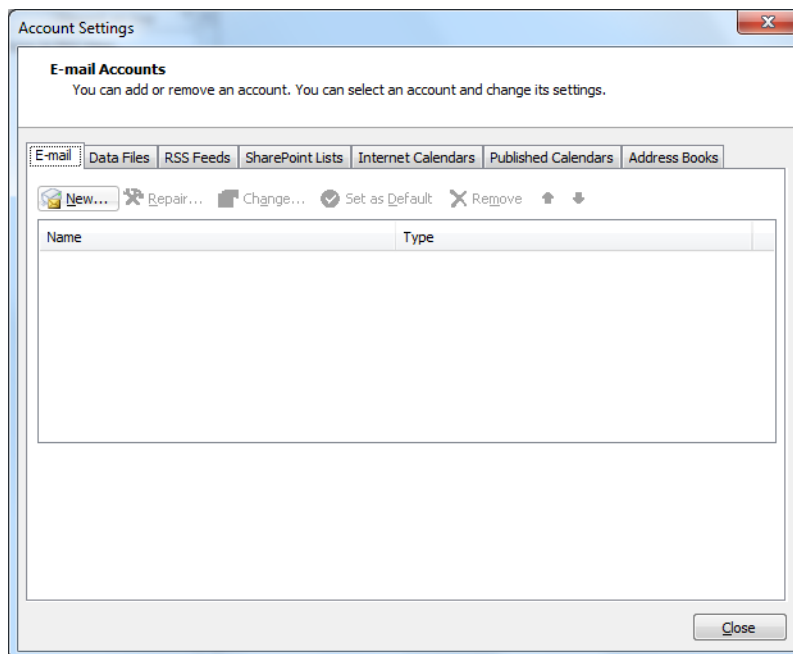
Outlook 2010 E-mail Setup

See page 5 to **troubleshoot** an existing account.

1. Open Outlook 2010.
2. Click on “Tools” and select “Account Settings” to add a new E-mail Account.



3. Click “New” on the E-mail tab.



4. Select “Manually configure server settings or additional server types” and press “Next.”

The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Auto Account Setup" with the instruction "Connect to other server types." Below this, there are three radio button options: "E-mail Account", "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "Manually configure server settings or additional server types" option is selected and highlighted with a dashed border. Under the "E-mail Account" option, there are four input fields: "Your Name:" (with an example "Ellen Adams"), "E-mail Address:" (with an example "ellen@contoso.com"), "Password:", and "Retype Password:" (with the instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

5. Choose “Internet E-mail” and click “Next.”

The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Choose Service". There are four radio button options: "Internet E-mail", "Microsoft Exchange or compatible service", "Text Messaging (SMS)", and "Other". The "Internet E-mail" option is selected and highlighted with a dashed border. Below "Internet E-mail" is the instruction "Connect to POP or IMAP server to send and receive e-mail messages." Below "Microsoft Exchange or compatible service" is the instruction "Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages." Below "Text Messaging (SMS)" is the instruction "Connect to a mobile messaging service." Below "Other" is the instruction "Connect to a server type shown below." and a text box containing "Fax Mail Transport". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

6. Fill in all the information as shown below. Make sure the box in front of “Remember Password” is checked. After all this is completed click on the “More Settings” button.

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 Doe
E-mail Address: jdoe@cell1net.net

Server Information
Account Type: POP3
Incoming mail server: mail.cell1net.net
Outgoing mail server (SMTP): mail.cell1net.net

Logon Information
User Name: jdoe
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

7. Click on the “Outgoing Server” tab. Put a check mark in the box for “My outgoing server (SMTP) requires authentication” and press “OK” to continue.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication:
 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

8. When getting back to this screen press “Next” to advance.

The screenshot shows the 'Add New Account' wizard window with the title 'Add New Account' and a close button (X) in the top right corner. 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.' and a mouse cursor icon in the top right. The window is divided into several sections:

- User Information:** 'Your Name:' (John Doe), 'E-mail Address:' (jdoe@cell1net.net).
- Server Information:** 'Account Type:' (POP3), 'Incoming mail server:' (mail.cell1net.net), 'Outgoing mail server (SMTP):' (mail.cell1net.net).
- Logon Information:** 'User Name:' (jdoe), 'Password:' (masked with asterisks), a checked 'Remember password' checkbox, and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox.
- Test Account Settings:** A 'Test Account Settings ...' button, a checked checkbox 'Test Account Settings by clicking the Next button', and a note: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. Below this is a 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a text box and a 'Browse' button.
- More Settings:** A 'More Settings ...' button.

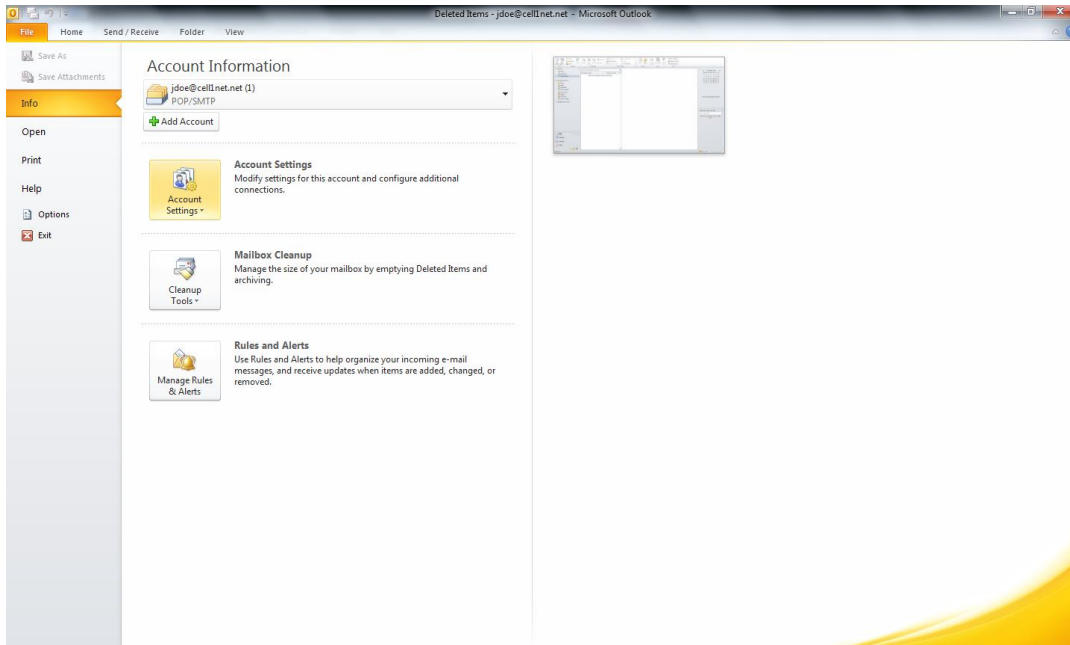
At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

9. The e-mail setup is now complete. Outlook 2010 will now connect to check for any messages. The following page will help you troubleshoot if you come across any errors.

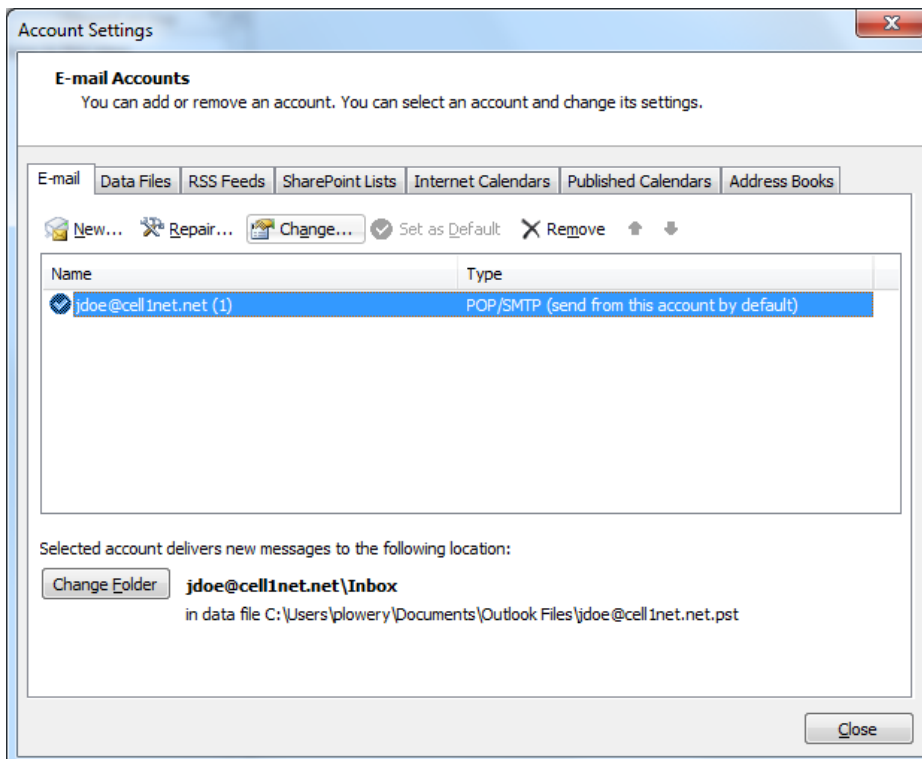
The screenshot shows the 'Add New Account' wizard window with the title 'Add New Account' and a close button (X) in the top right corner. The main heading is 'Congratulations!' with a sub-heading 'You have successfully entered all the information required to setup your account.' and a note 'To close the wizard, click Finish.' Below this is a decorative graphic on the left side consisting of a vertical bar with a gradient from orange to yellow, and three red-outlined envelope icons of varying sizes. At the bottom right is an 'Add another account...' button. At the bottom of the window are two buttons: '< Back' and 'Finish'.

Troubleshooting E-mail Settings

1. Click on “File” and select “Account Settings.”



2. Highlight the account and press “Change” to get to the account settings.



3. Make sure that everything is configured as shown below. Click the “More Settings” button.

The screenshot shows the 'Change Account' dialog box with the 'Internet E-mail Settings' tab selected. The window title is 'Change Account' and it has a close button (X) in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings' and a note: 'Each of these settings are required to get your e-mail account working.' A mouse cursor is pointing at a star icon in the top right corner of the dialog.

User Information

Your Name:
E-mail Address:

Server Information

Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information

User Name:
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 by clicking the Next button

Navigation buttons at the bottom:

4. Check here to make sure everything is configured correctly as well. Then press “OK.”

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The window title is 'Internet E-mail Settings' and it has a close button (X) in the top right corner. The 'General' tab is also visible.

Outgoing Server

My outgoing server (SMTP) requires authentication:

- 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

Buttons at the bottom: