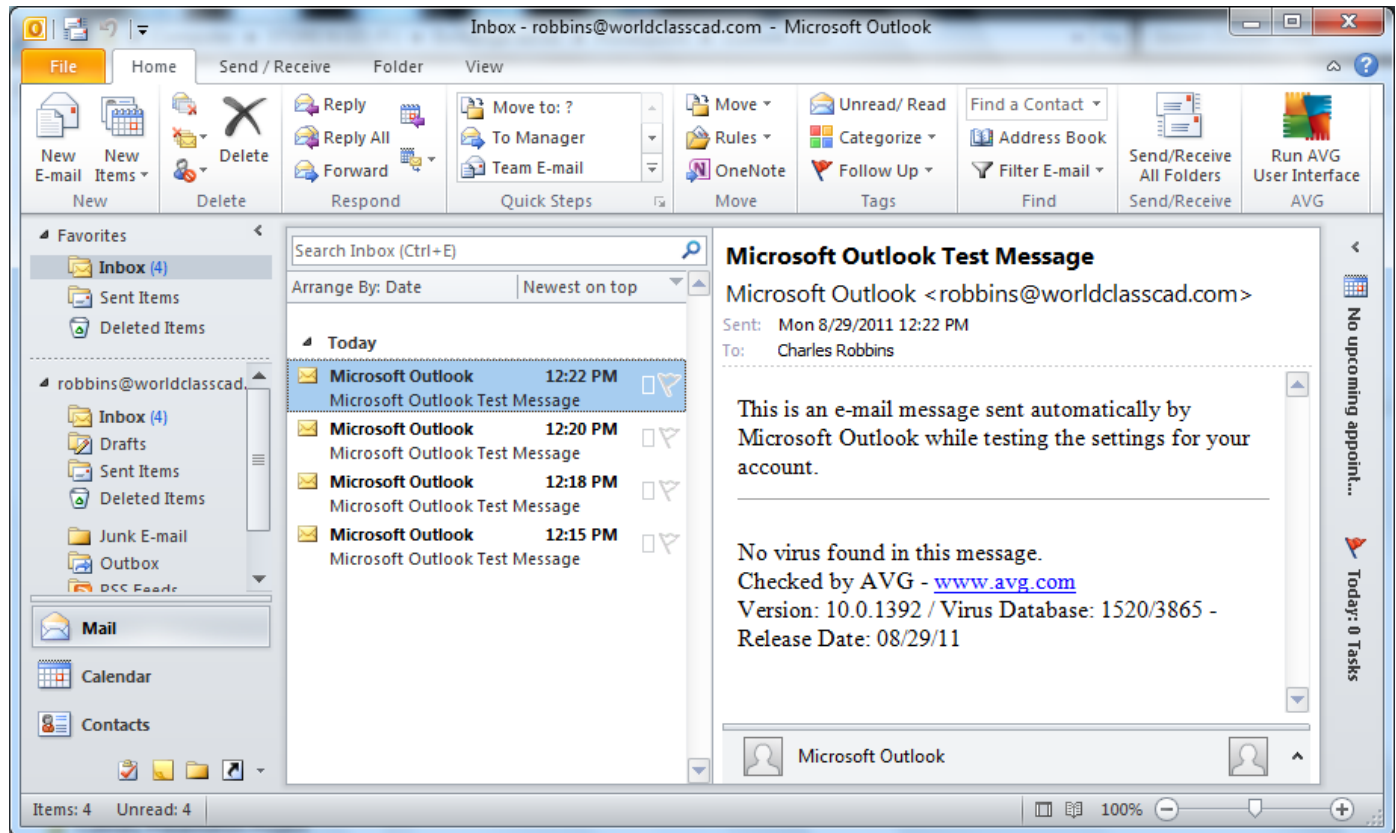


Setting Up Outlook 2010

August 29, 2011

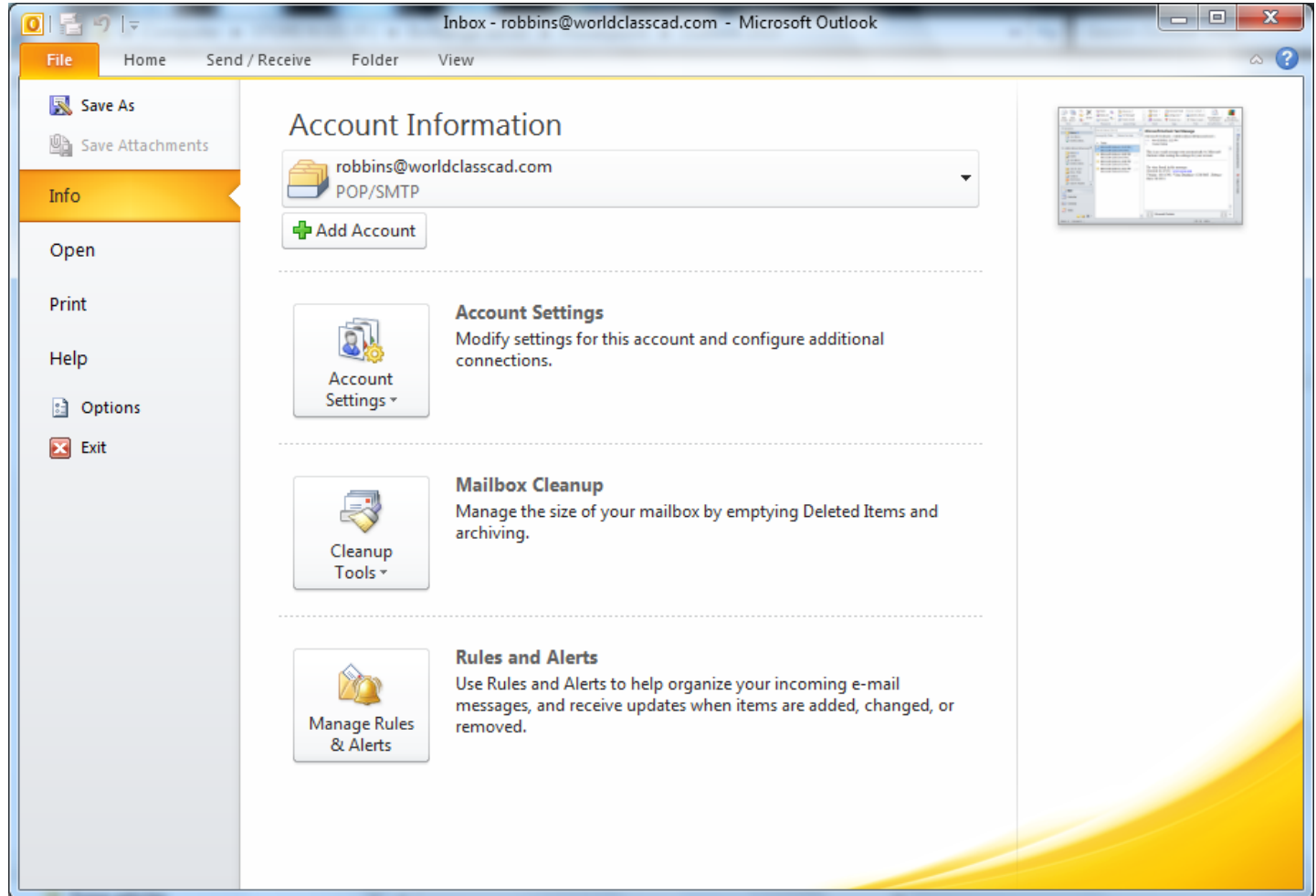
Outlook 2010

To connect to our Internet email provider, we open Microsoft Outlook 2010 and make alterations to the account settings. When we are done we can receive and send emails in Outlook.



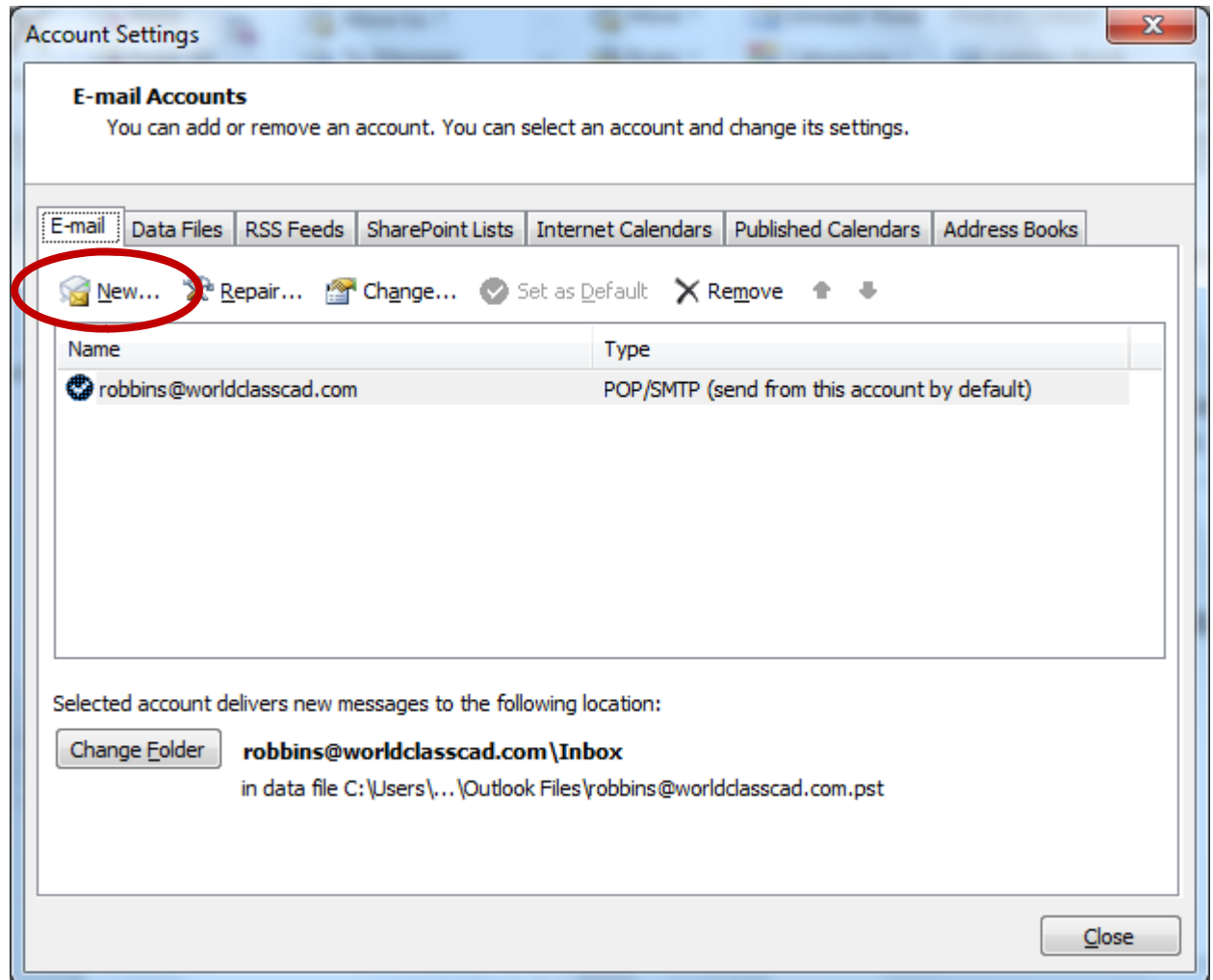
Account Settings

To connect to the Email server, we pick File on the Ribbon Menu bar and Account Settings.



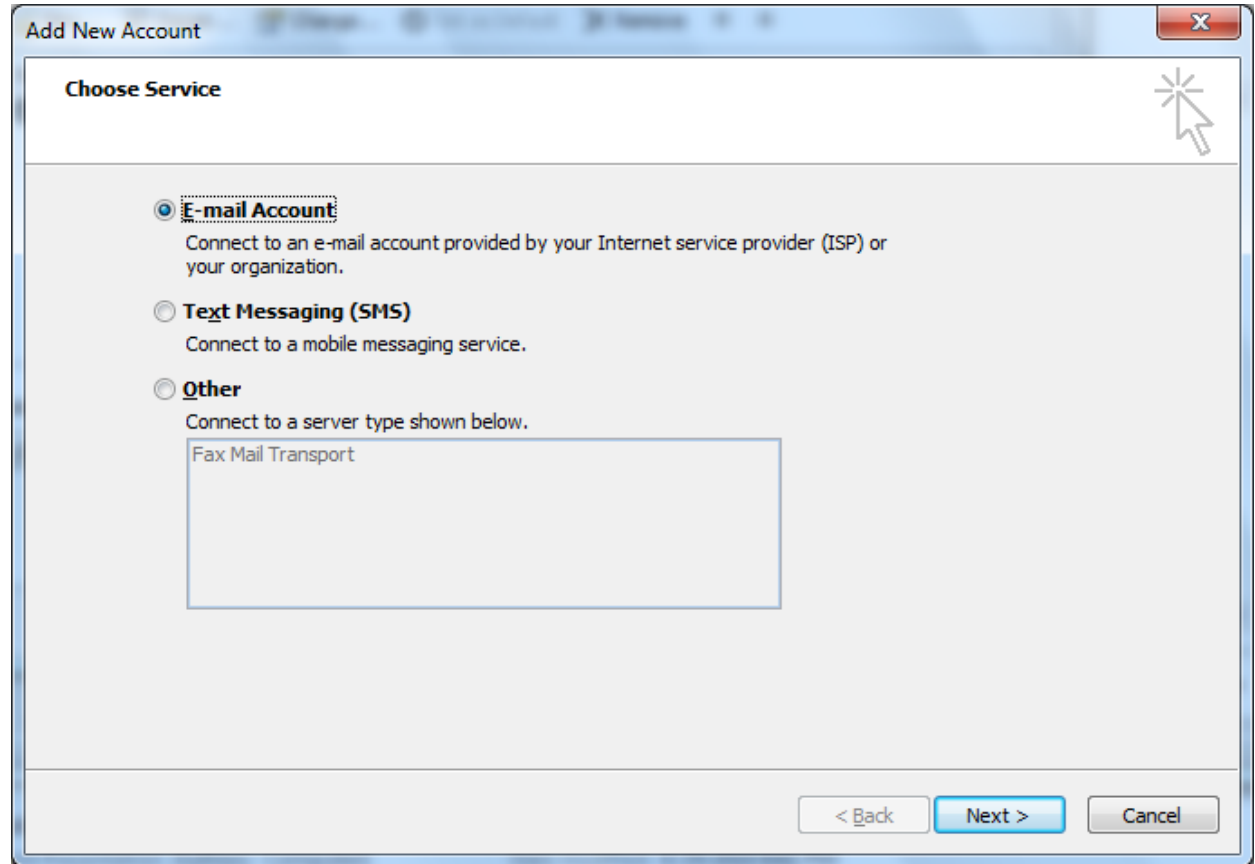
Email Accounts

The Account Settings window will open and we choose the New button.



Add New Email Account

In the Add New Email Account window, we are setting up for a incoming POP3 and outgoing SMTP connection from our organization or Internet Service Provider. We choose the Next button to advance.



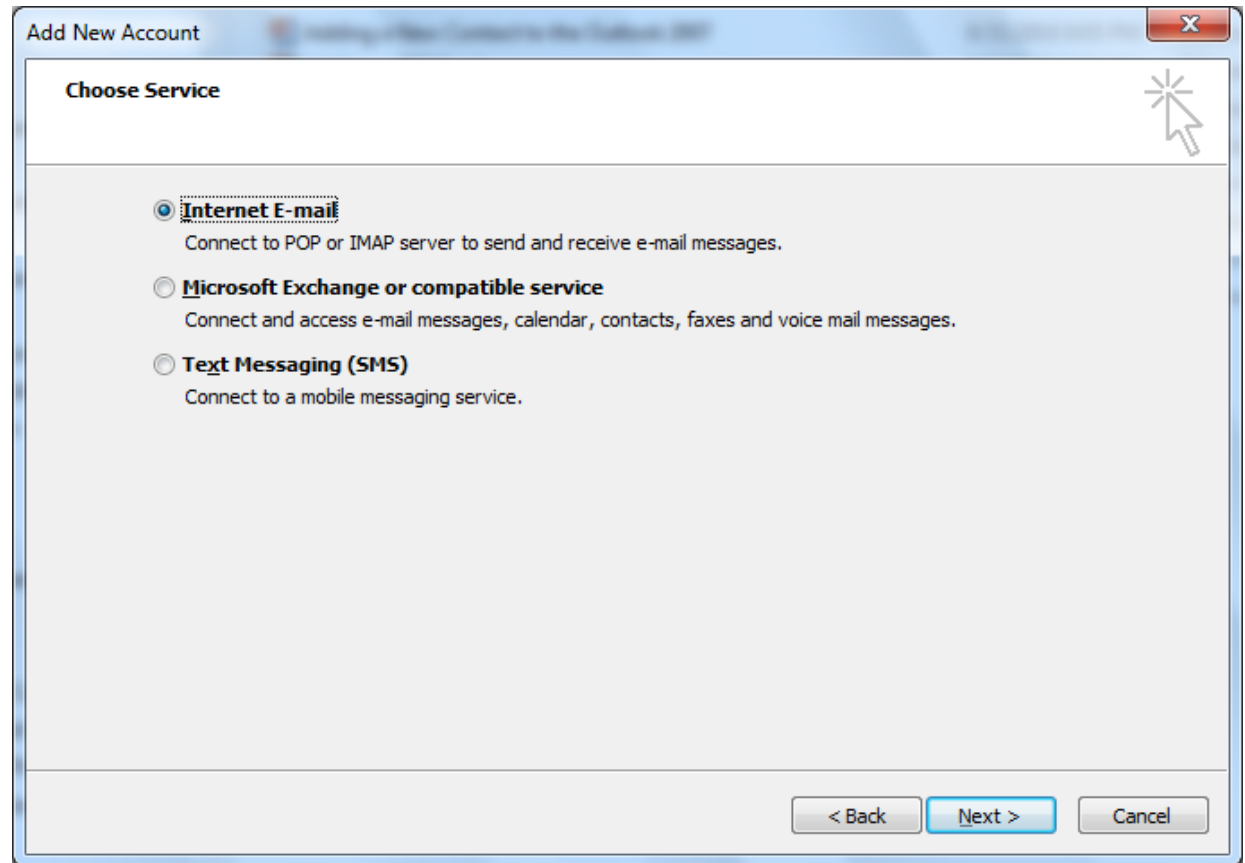
Internet Email

We annotate the manually configure server settings or additional server types checkbox and press Next to go on.

The screenshot shows a Windows Mail dialog box titled "Add New Account". The main section is "Auto Account Setup" with the subtitle "Connect to other server types." 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 box. The "E-mail Account" section includes input fields for "Your Name", "E-mail Address", "Password", and "Retype Password". The "Next >" button is highlighted in blue.

Choose E-mail Service

We select the Internet E-mail option.



Internet E-mail Settings

We fill out our user account.

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 smith

E-mail Address: jsmith@worldclasscad.com

Server Information

Account Type: POP3

Incoming mail server: mail.worldclasscad.com

Outgoing mail server (SMTP): smtp.worldclasscad.com

Logon Information

User Name: jsmith@worldclasscad.com

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

Test Account Settings

Test the account setting by pressing the Test Account Settings button. The popup dialogue box will show green check marks for successful and completed tests.

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 smith
E-mail Address: jsmith@worldclasscad.com

Server Information
Account Type: POP3
Incoming mail server: mail.worldclasscad.com
Outgoing mail server (SMTP): smtp.worldclasscad.com

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

Congratulations! All tests completed successfully. Click Close to continue.

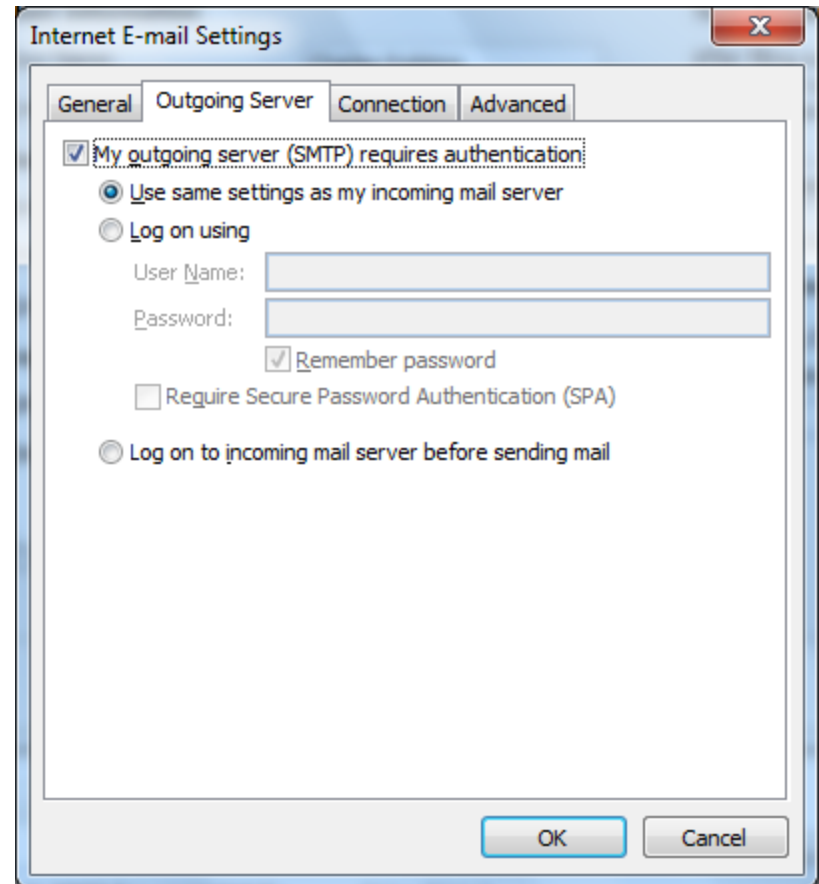
Tasks Errors

| Tasks | Status |
|--|-----------|
| ✓ Log onto incoming mail server (POP3) | Completed |
| ✓ Send test e-mail message | Completed |

Outgoing Server Tab

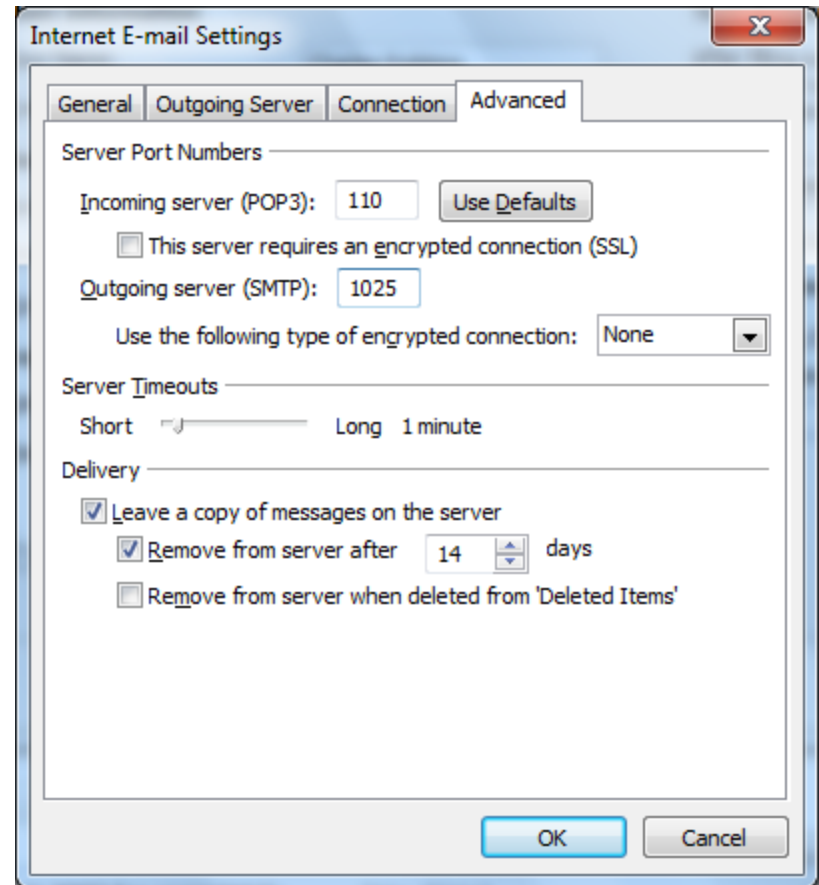
If we did not pass the connection test, we make these changes.

We visit the Outgoing Server tab to make a few more alterations. Our provider will use the same settings for incoming and outgoing mail.



Advanced Tab

The incoming server uses port 110 and the outgoing server uses port 1025. We should check with our provider for these port numbers.



Setup Finished

We can now logon onto the account and receive and send email.

