

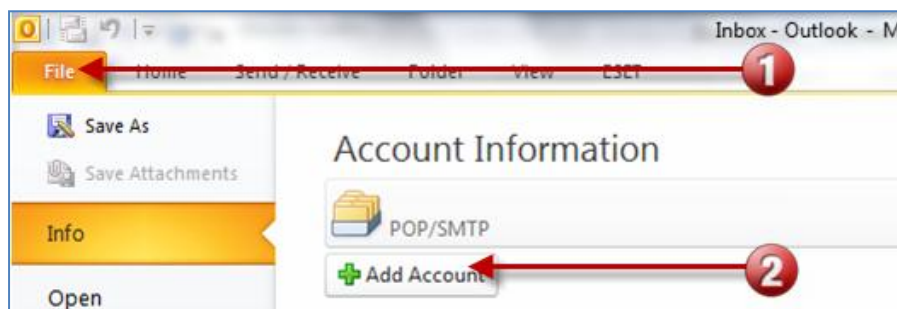


Setup email account in Outlook 2010

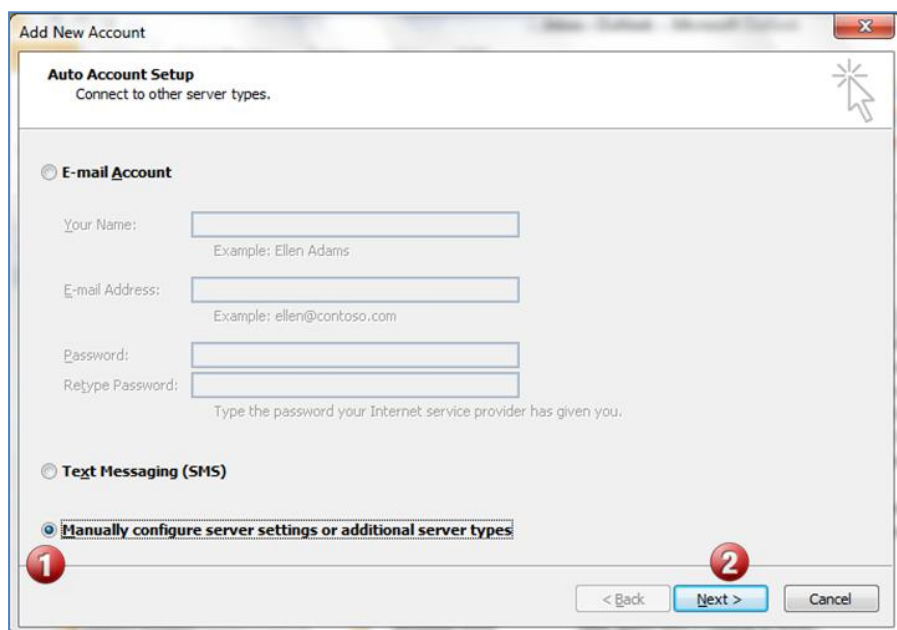
This document is designed to help you setup your email account in Outlook 2010.

The screenshots will show how to setup the email address john.smith@yourdomain.com.au. Substitute john.smith with the account name you created and also substitute yourdomain.com.au with your own website domain name.

1. Open Outlook 2010.
2. Click on **File** and then **+ Add Account** as shown below.



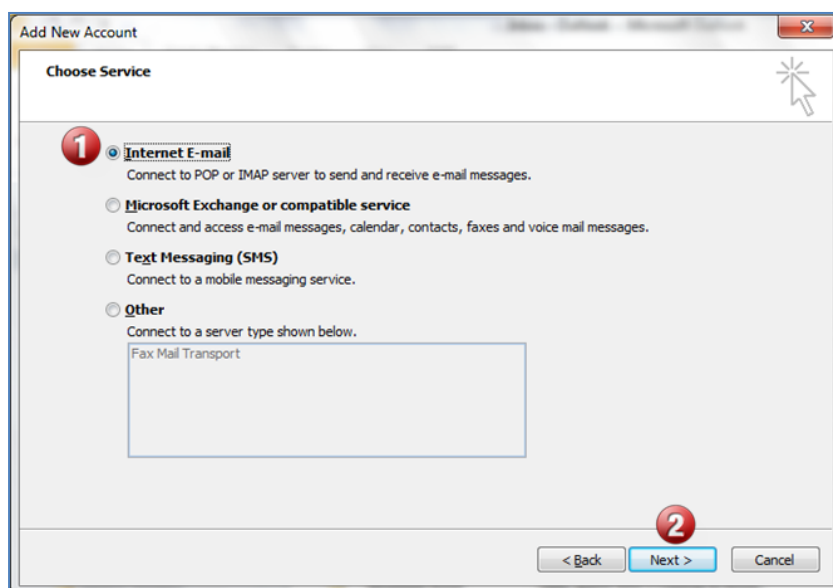
3. Click **Manually configure server settings or additional server types** and click on **Next**.



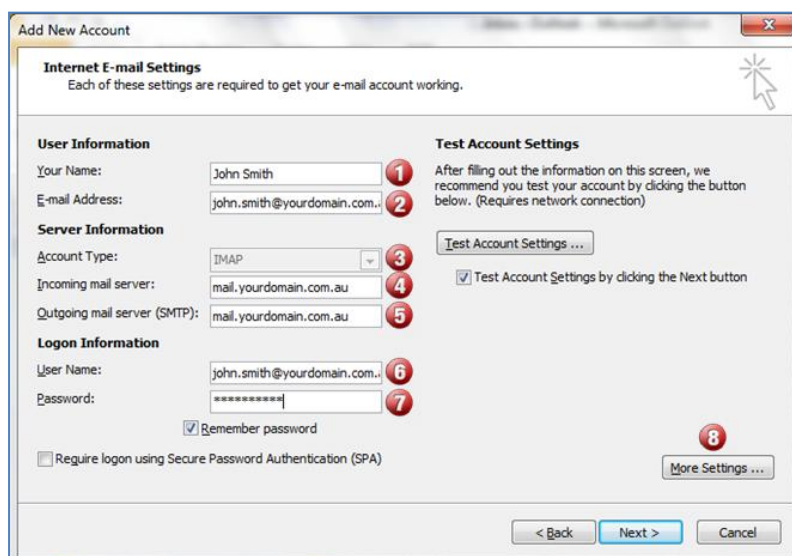


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4. Make sure **Internet E-mail** is selected and click on **Next**.



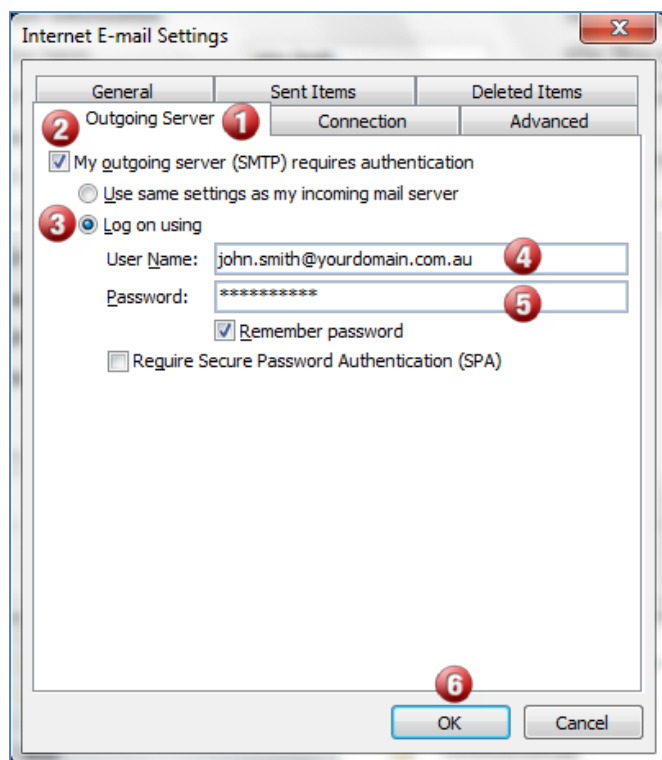
5. Type in settings and when finished click on Next.
 - 1) Your name.
 - 2) Your full **Email address**.
 - 3) Select **Account Type** IMAP.
 - 4) Key in the **Incoming mail server** mail.yourdomain.com.au (substitute yourdomain.com.au with your own website domain name).
 - 5) Key in the **Outgoing mail server (SMTP)** mail.yourdomain.com.au (substitute yourdomain.com.au with your own website domain name). **Please note that some ISP's do not allow other domains to send out email. If you experience trouble sending email using yourdomain.com.au then change this to your own IPS's outgoing mail server such as mail.bigpond.com or smtp-mail.outlook.com.**
 - 6) Type your full Email address into **User Name**.
 - 7) Type in the **Password** you used to setup the email account.
 - 8) Click **More Settings**.



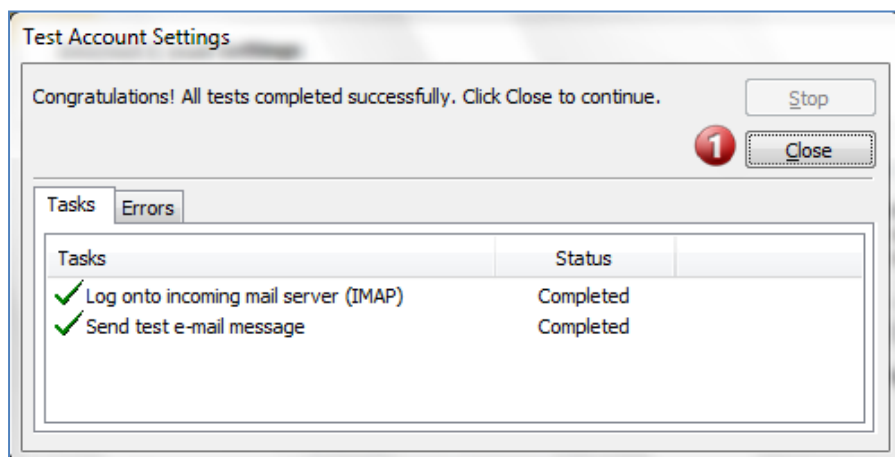


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6. Type settings then click OK.
 1. Click on the **Outgoing Server** tab.
 2. Check the tick-box for **My outgoing server (SMTP) requires authentication**
 3. Click **Log on using**
 4. Type your full email address into **User Name**.
 5. Type in the **Password** you used to setup the email account.
 6. Click on **OK**.



7. A screen will appear to perform a test. Once it has finished click **Close**. If any errors are produced go back and verify the settings keyed in through steps 5-6.





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8. Click Finish.

