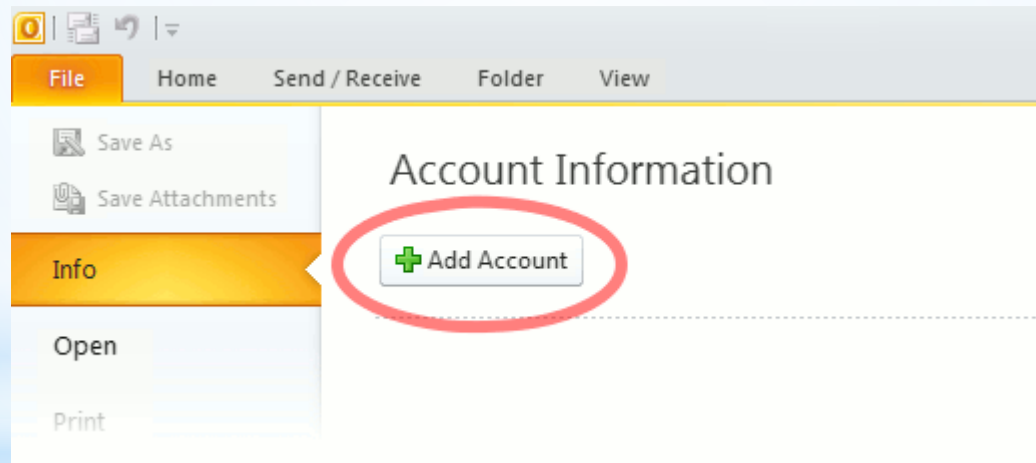


*Tutorial: Setup Email Account in MS Outlook

1. Start the Outlook Program

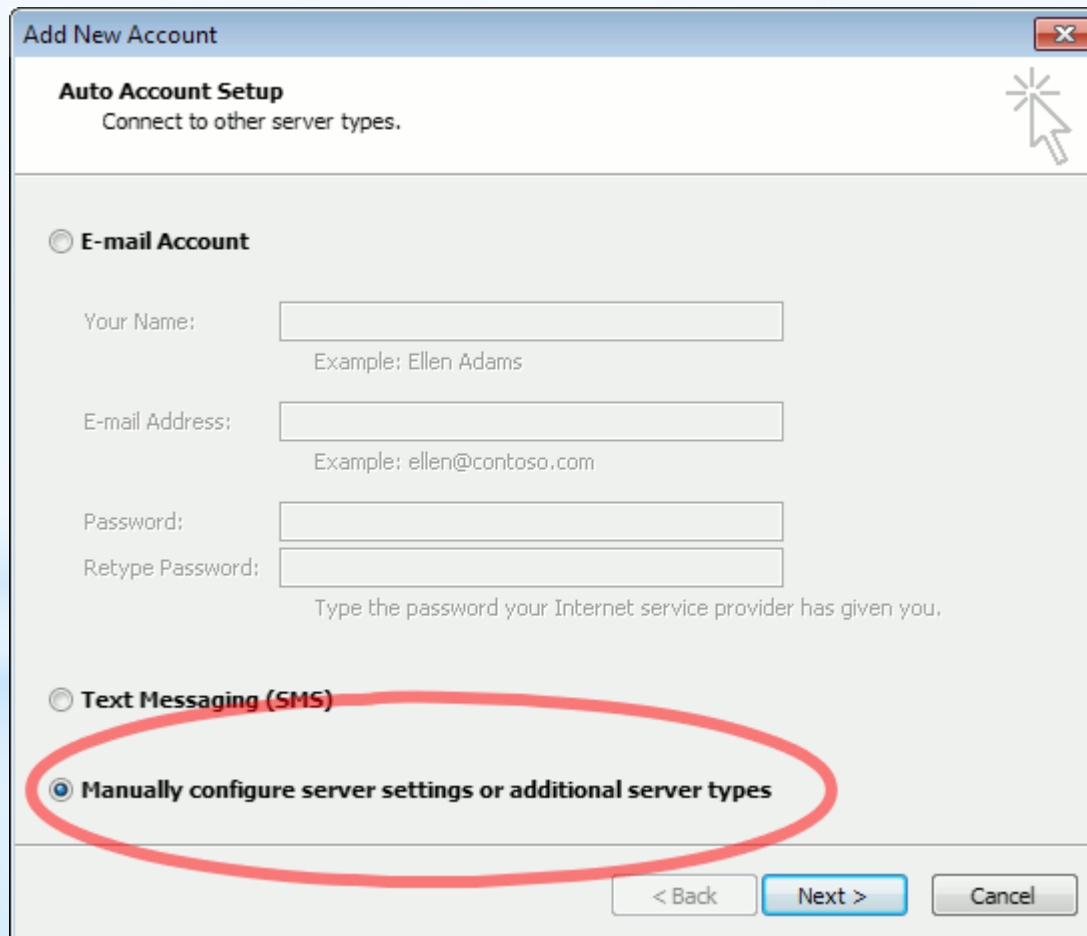
Use the Start menu to start Outlook 2010. If you've never used Outlook before, it will prompt you to create a new account. In that case, skip ahead to step 2.

If you've previously used Outlook and it doesn't prompt you, click the **File** tab, then the **Add Account** button:



2. The “Auto Account Setup” screen appears.

When this window appears, leave the spaces empty, choose the Manually configure server settings or additional server types option, then click Next.



The screenshot shows a window titled "Add New Account" with a close button (X) in the top right corner. Below the title bar, the text "Auto Account Setup" is displayed, followed by "Connect to other server types." and a help icon (a star with a cursor). The main content area contains two radio button options. The first option is "E-mail Account", which is currently unselected. Below it are four text input fields: "Your Name:" (with the example "Ellen Adams"), "E-mail Address:" (with the example "ellen@contoso.com"), "Password:", and "Retype Password:" (with the instruction "Type the password your Internet service provider has given you."). The second option is "Text Messaging (SMS)", which is also unselected. The third option, "Manually configure server settings or additional server types", is selected and circled in red. At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

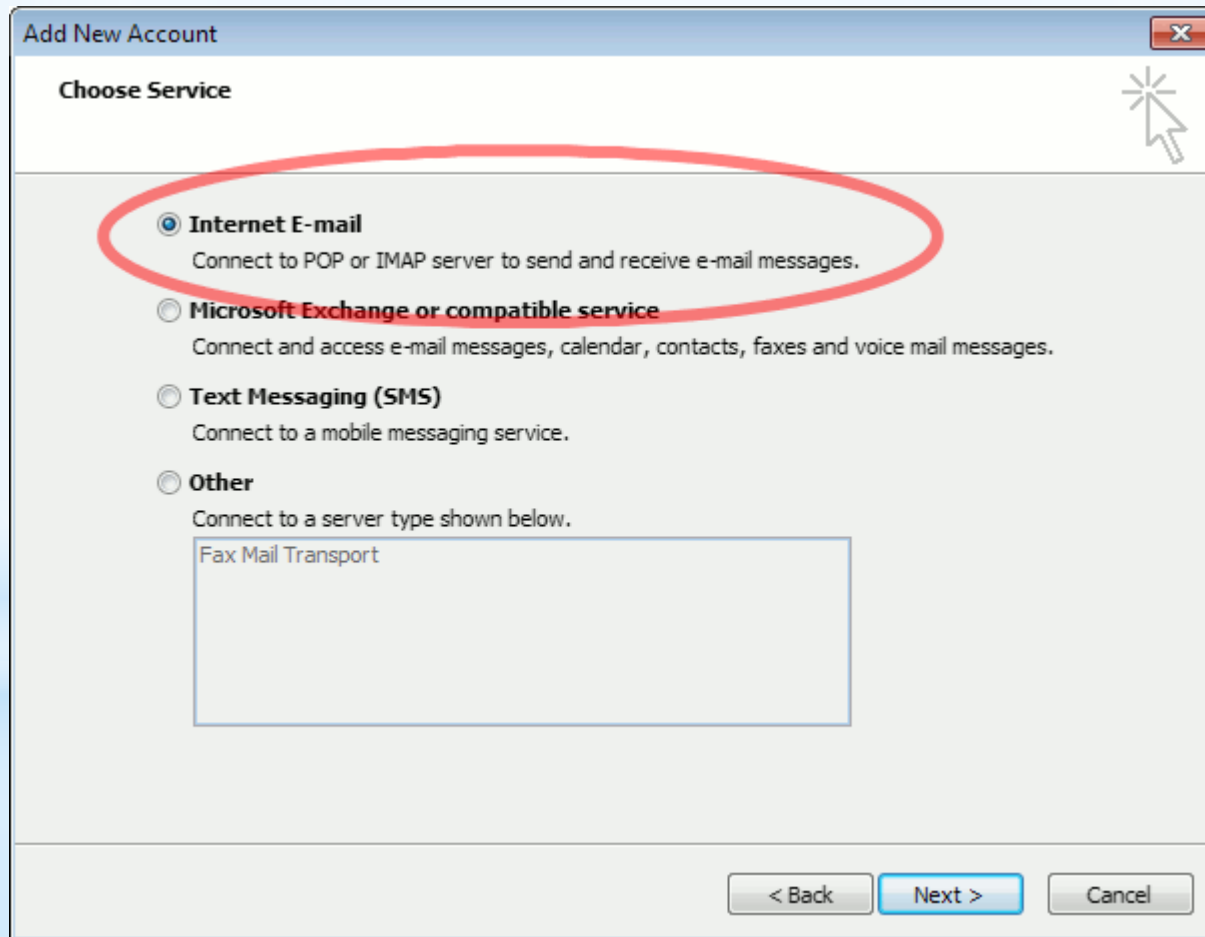
☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back **Next >** Cancel

3. The “Choose Service” screen appears.

Choose Internet E-mail, then click Next.



4. The “Internet E-mail Settings” screen appears.

This is the window where you’ll enter most of your account settings. Please see the next slide for the settings you need in each box.

Add New Account [Close]

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

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

< Back **Next >** Cancel

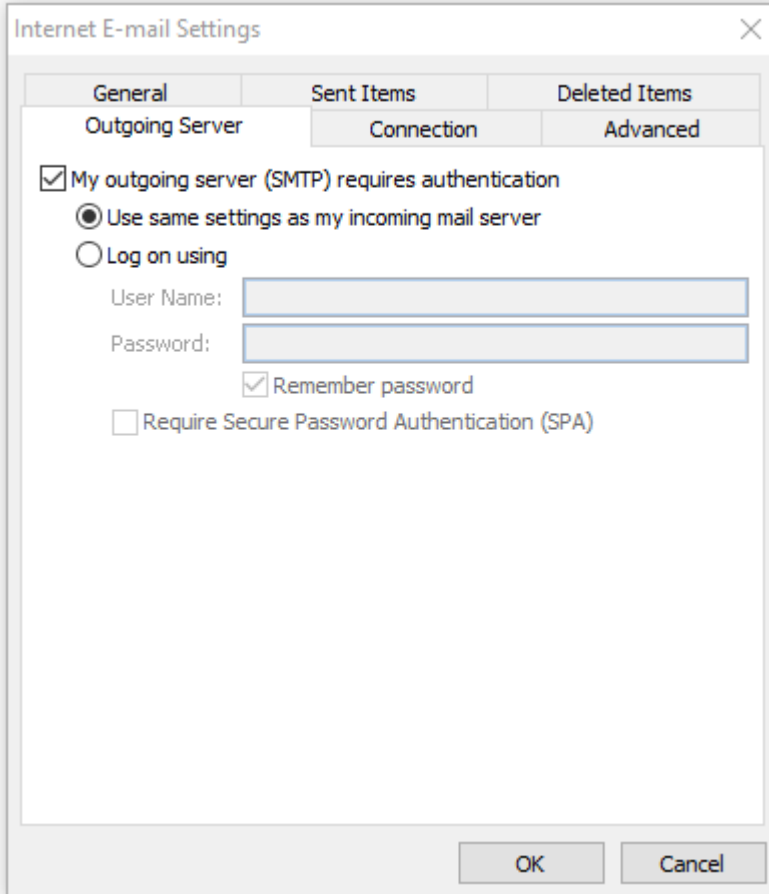
- * "Your Name" is the name that other people will see when you send them e-mail. It should usually be your real name.
- * Enter your "E-mail Address". The address must be DMS' e-mail address such as a.ahmed@dmscorp.ca.
- * For "Account Type", choose IMAP.
- * Enter imap.secureserver.net for "Incoming mail server".
- * Enter smtpout.secureserver.net for "Outgoing mail server (SMTP)".
- * Enter your e-mail address again as the "User Name". (The user name must be all lowercase).
- * Type your e-mail password into the "Password" box.
- * Make sure that "Require logon using Secure Password Authentication (SPA)" is not checked.
- * Do not click "Test Account Settings" or "Next" yet; they will not work until you complete the next steps.
- * Ensure the "Remember password" box is ticked.

5. View “More Settings”.

Click the **More Settings** button. A new “Internet E-mail Settings” window appears.

6. Choose the “Outgoing Server” tab.

In the “Outgoing Server” tab, check My outgoing server (SMTP) requires authentication.



The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "General" tab is selected, and the "Outgoing Server" sub-tab is active. The "My outgoing server (SMTP) requires authentication" checkbox is checked. Under this, the "Use same settings as my incoming mail server" radio button is selected. The "Log on using" radio button is unselected. Below it, there are input fields for "User Name:" and "Password:". The "Remember password" checkbox is checked. The "Require Secure Password Authentication (SPA)" checkbox is unselected. At the bottom right, there are "OK" and "Cancel" buttons.

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

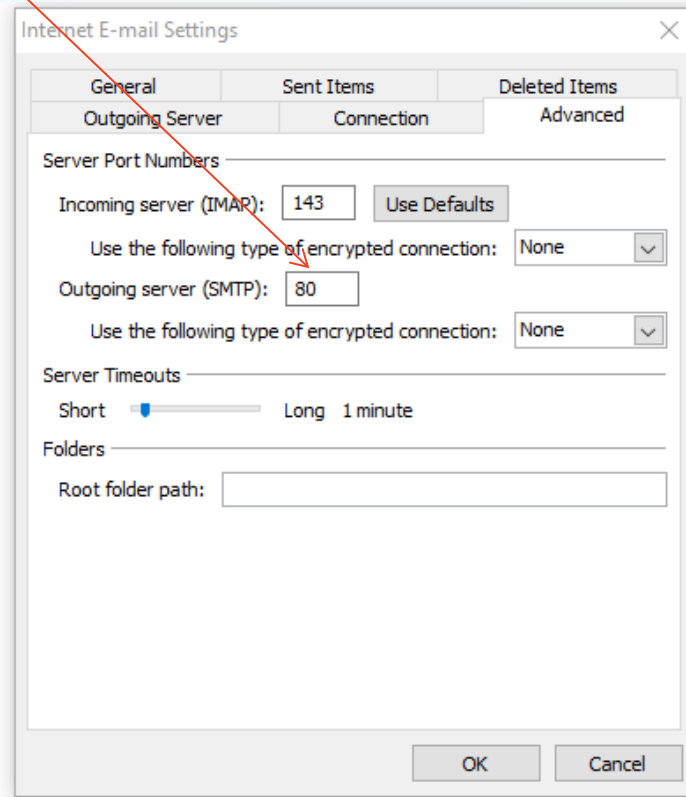
☒ Remember password

☐ Require Secure Password Authentication (SPA)

OK Cancel

7. Choose the “Advanced” tab.

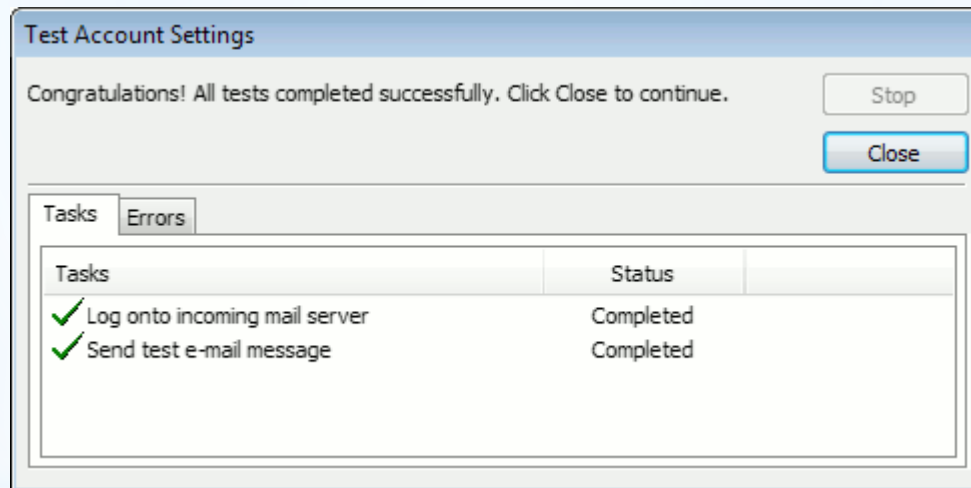
Click the “Advanced” tab, change the “Outgoing server (SMTP)” port number from “25” to “80”.



Then click OK to close the “Internet E-mail Settings” window. The “Add New Account” screen will still be visible.

8. Test the settings.

Click Next. Outlook will test the settings, then should tell you that “all tests completed successfully”:



That's it!