VALUE TECHNOLOGIES PAKISTAN
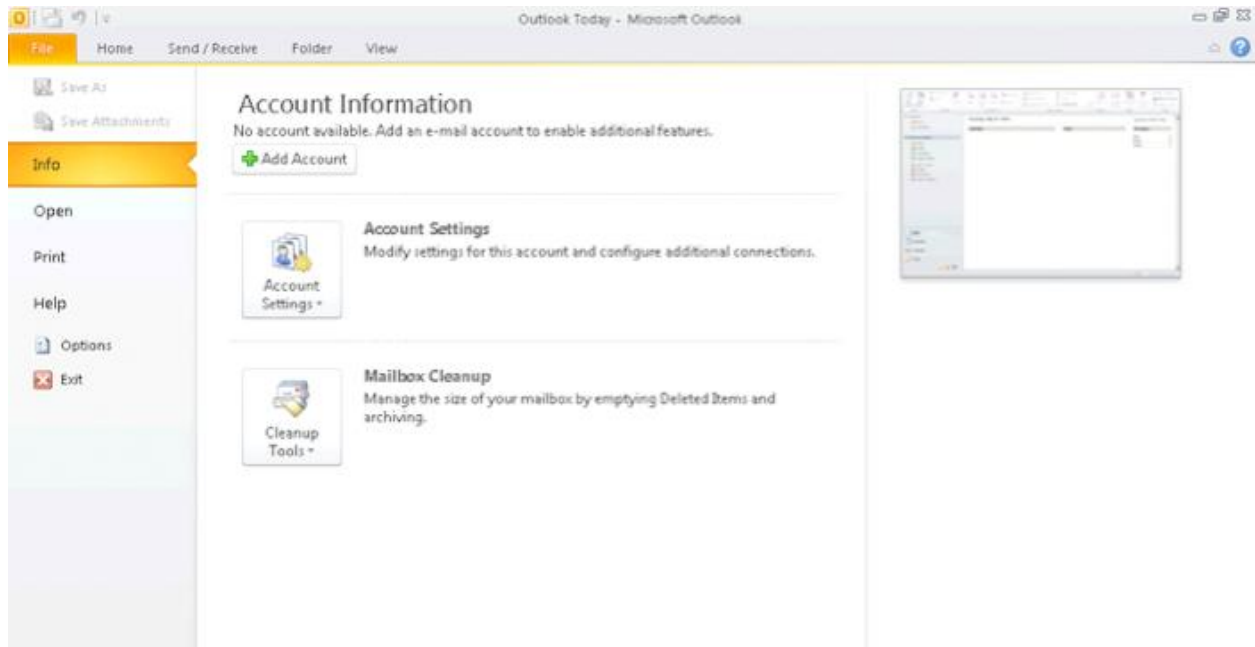
Setting up Email on Outlook® 2010
Screen-by-Screen

VALUE TECHNOLOGIES PAKISTAN

Step 1

Open Microsoft Outlook 2010. Click File, and then click Add Account.

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)**

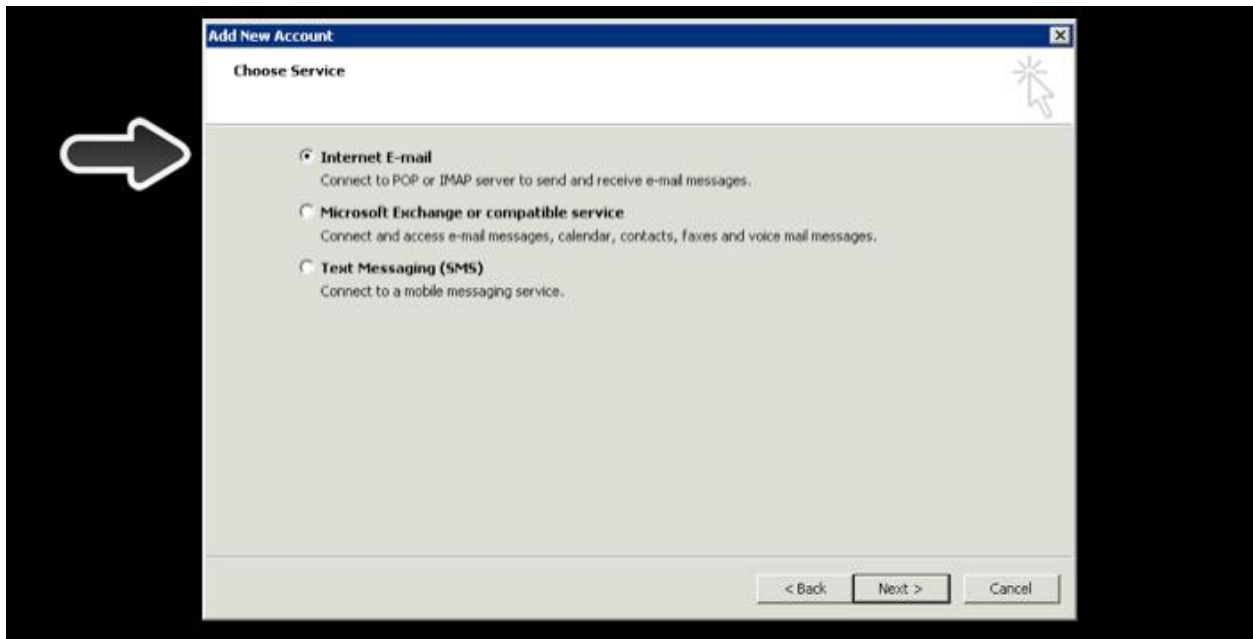● **Manually configure server settings or additional server types**

< Back | Next > | Cancel

Step 2

At the bottom, select Manually configure server settings or additional server types, and click Next.

Step 3

Select Internet E-mail, and click Next.

Add New Account

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

User Information

Your Name: Holly Jones

E-mail Address: holly@coolexample.com

Server Information

Account Type: POP3

Incoming mail server: pop.secureserver.net

Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information

User Name: holly@coolexample.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

Step 4

Enter Your Name and full E-mail Address.

Add New Account

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

User Information
Your Name: Holly Jones
E-mail Address: holly@coolexample.com

Server Information
Account Type: POP3
Incoming mail server: pop.secureserver.net
Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information
User Name: holly@coolexample.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

Step 5

Account Type: POP3
Incoming Mail server: mail.domainname.xyz
Outgoing Mail server: mail.domainname.xyz
User Name: the full email address
Password: the password for the email address
Note: See your order confirmation letter for pop & smtp server

Add New Account

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

User Information

Your Name: Holly Jones

E-mail Address: holly@coolexample.com

Server Information

Account Type: POP3

Incoming mail server: pop.secureserver.net

Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information

User Name: holly@coolexample.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

Step 6

Enter your User Name (your full email address) and Password, and select Remember password.

Add New Account

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

User Information

Your Name: Holly Jones

E-mail Address: holly@coolexample.com

Server Information

Account Type: POP3

Incoming mail server: pop.secureserver.net

Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information

User Name: holly@coolexample.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

Step 7

Click More Settings.

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]
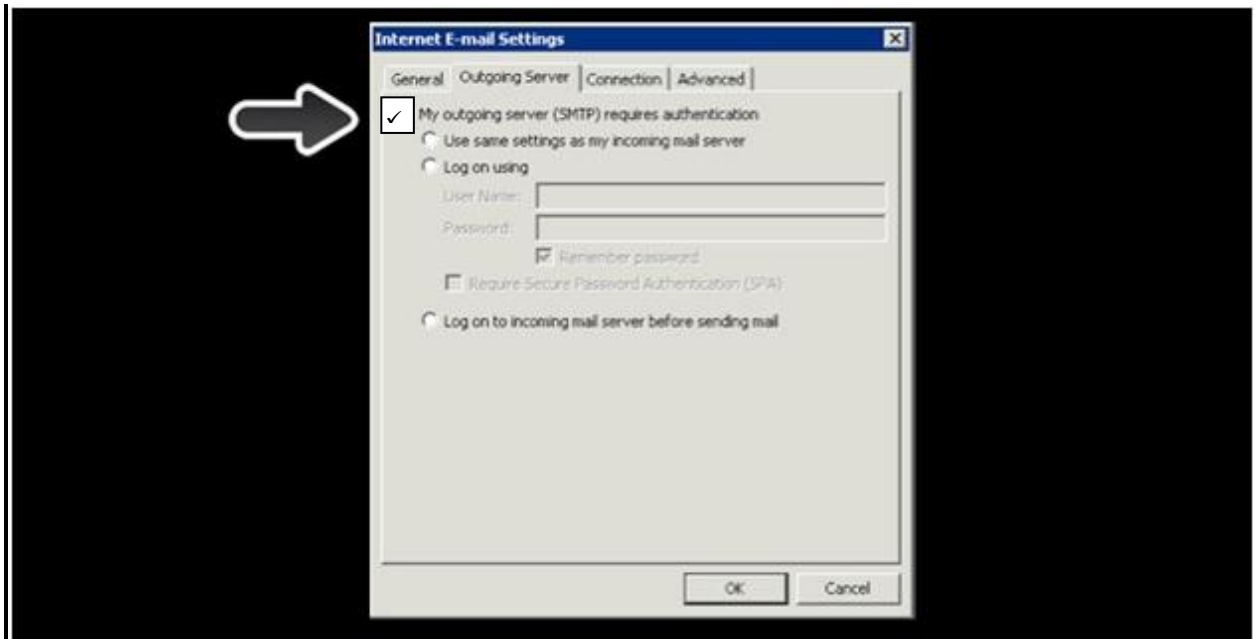
Step 8

Make sure, *My outgoing server (SMTP) requires authentication*, should be checked

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Server Port Numbers

Incoming server (POP3): 110   Use Defaults

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 25

Use the following type of encrypted connection: None

Server Timeouts

Short ⌐/⎯⎯ Long 1 minute

Delivery

☐ Leave a copy of messages on the server
☐ Remove from server after 14 days
☐ Remove from server when deleted from 'Deleted Items'

OK   Cancel

Step 9

Go to the **Advanced** tab, and then change the settings as above.

Add New Account

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

User Information

Your Name: Holly Jones

E-mail Address: holly@coolexample.com

Server Information

Account Type: POP3

Incoming mail server: pop.secureserver.net

Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information

User Name: holly@coolexample.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)
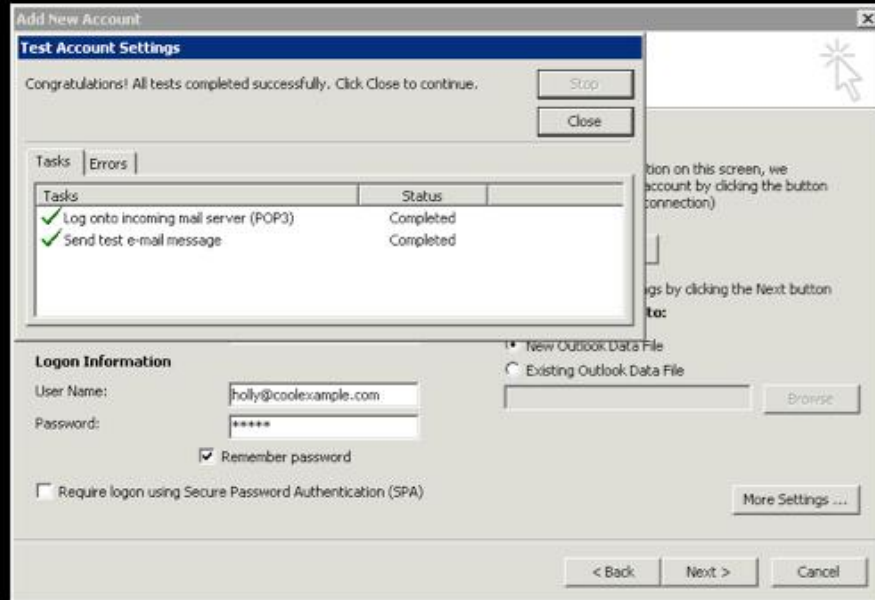
Test Account Settings ...

☑ Test Account Settings by clicking the Next button

Deliver new messages to:
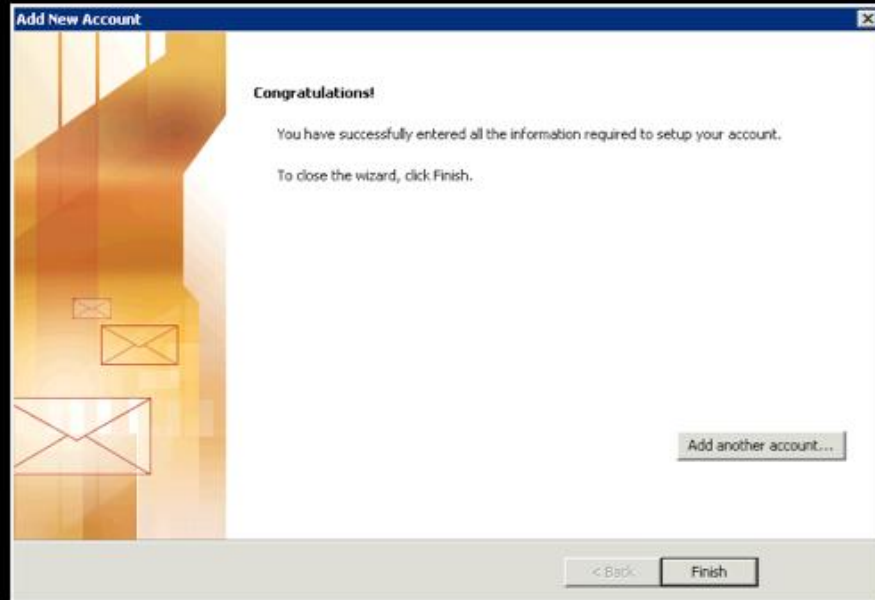
● New Outlook Data File

○ Existing Outlook Data File

Browse

More Settings ...

< Back   Next >   Cancel

Step 10

Click Next.

Add New Account

Test Account Settings

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

Stop

Close

Tasks | Errors |

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

tion on this screen, we
account by clicking the button
connection)

gs by clicking the Next button
to:

Logon Information

New Outlook Data File

Existing Outlook Data File

User Name: holly@coolexample.com

Password: *****

Browse

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

More Settings ...

< Back | Next > | Cancel

Step 11

Outlook 2010 will test your settings. When it's done, click Close.

Add New Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Add another account...

< Back   Finish

Step 12

Click Finish.

That's it.

That's it. If everything is working OK, you should see some email messages. If you don't, press the F9 key on your computer to receive messages.