



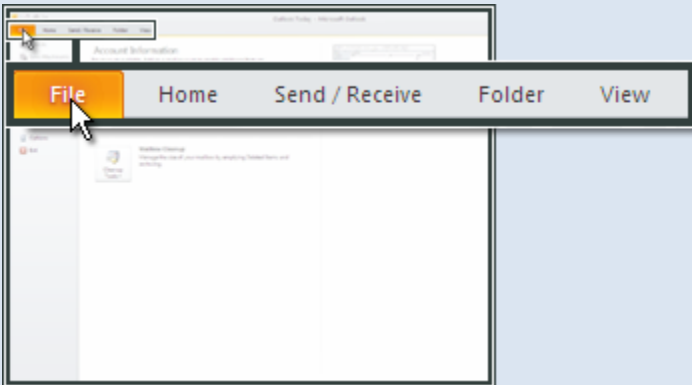
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Setting up Microsoft Outlook 2010

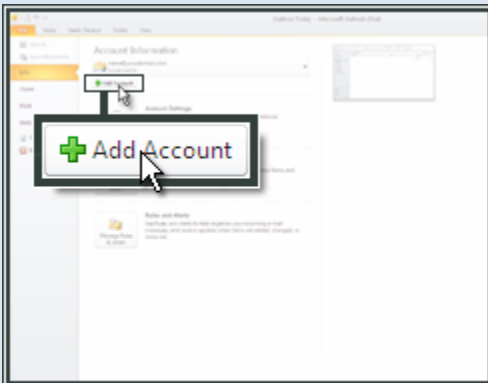


Setting up Microsoft Outlook 2010

Open **Outlook** and select **File**.

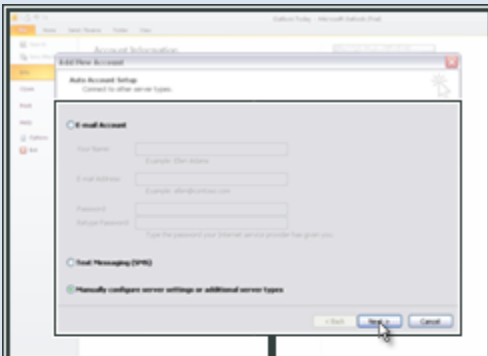


Click **Add Account**.



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

Click **Next**



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.

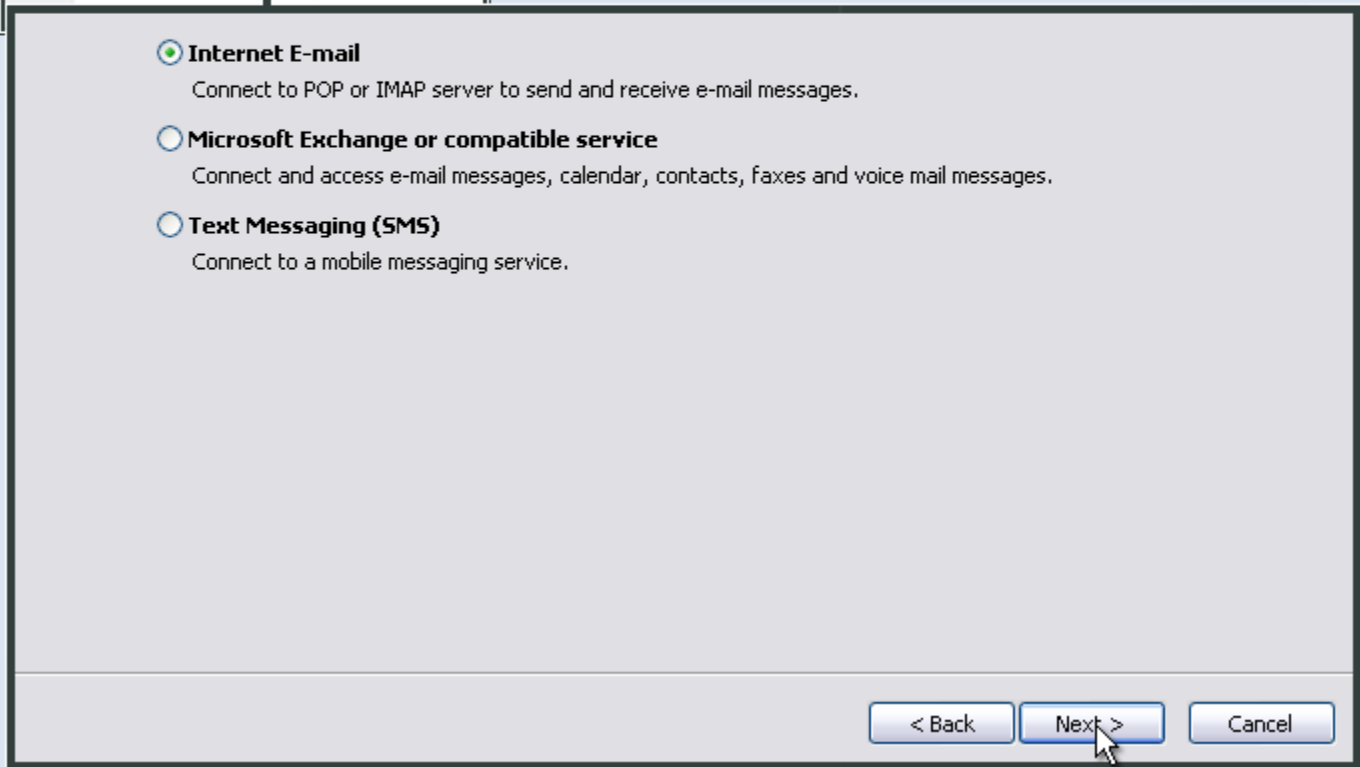
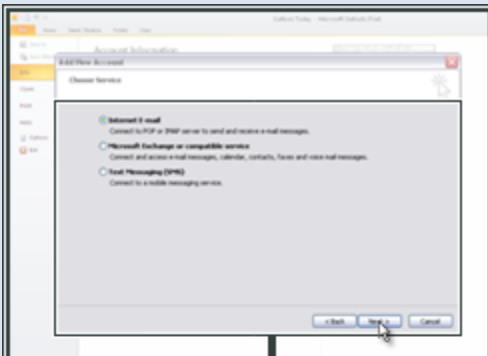
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

Select **Internet E-mail**

Click **Next**



Enter **Your Name** and **E-mail Address**

Choose **IMAP** as your account type

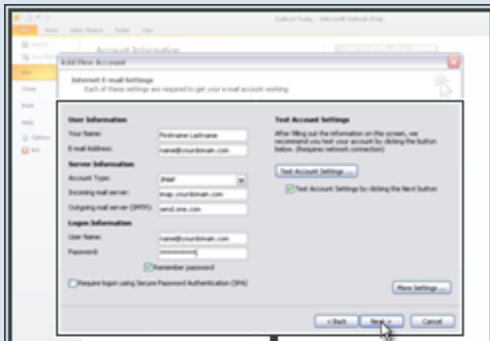
For **Incoming mail server (IMAP)**, enter **mail.(your email name).co.za**

For **Outgoing mail server (SMTP)**, enter **mail.(your email name).co.za**

In **Logon Information** enter the **e-mail address** and **password** that you created in the control panel

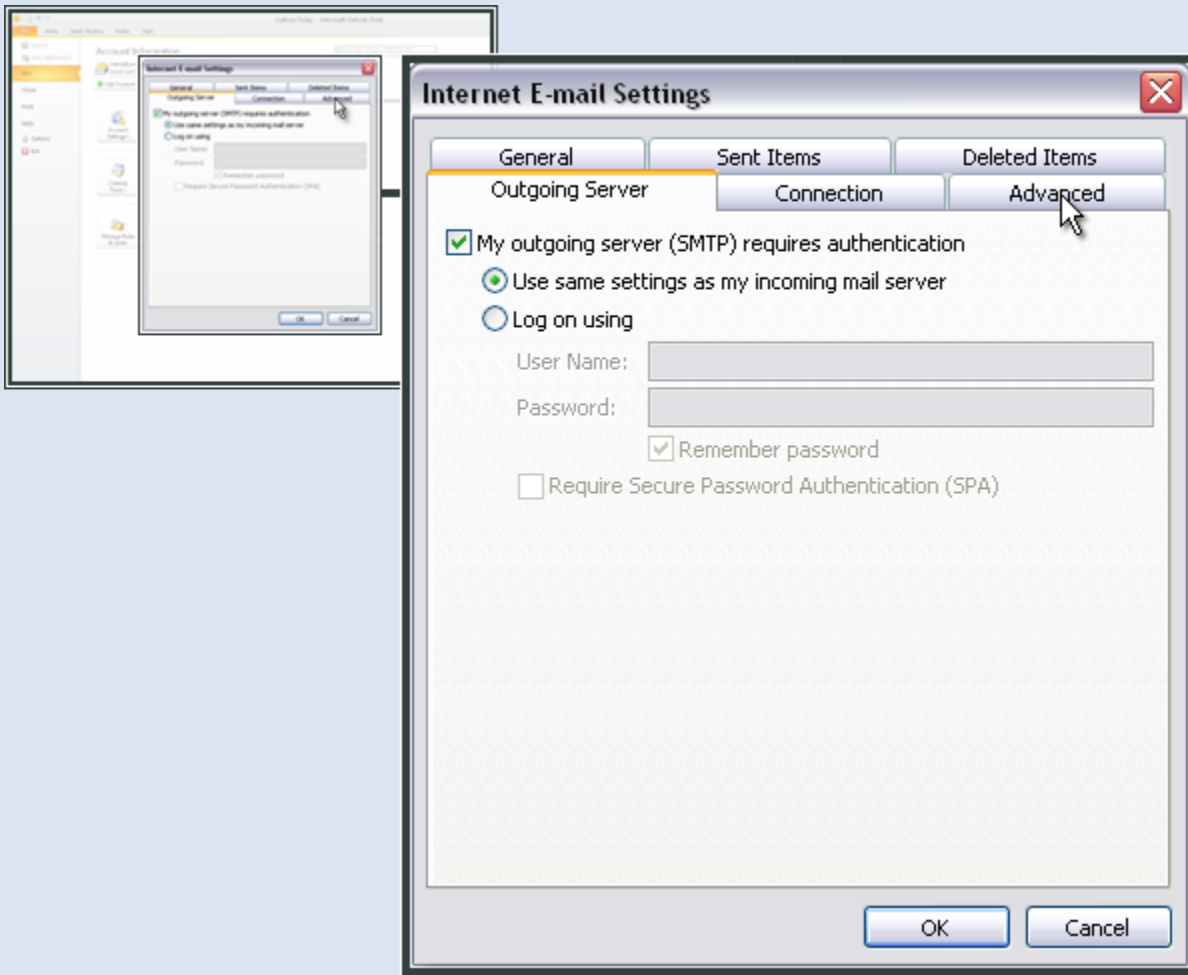
Configuration of the SMTP server in Outlook 2010

Click **More Settings**



User Information	Test Account Settings
Your Name: <input type="text" value="Firstname Lastname"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address: <input type="text" value="name@yourdomain.com"/>	
Server Information	<input type="button" value="Test Account Settings ..."/>
Account Type: <input type="text" value="IMAP"/>	<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Incoming mail server: <input type="text" value="imap.one.com"/>	
Outgoing mail server (SMTP): <input type="text" value="send.one.com"/>	
Logon Information	
User Name: <input type="text" value="name@yourdomain.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>
<input type="button" value=" < Back"/> <input type="button" value=" Next > "/>	

Select **Outgoing Server** and then **My outgoing server (SMTP) requires authentication**



Select **Advanced**.

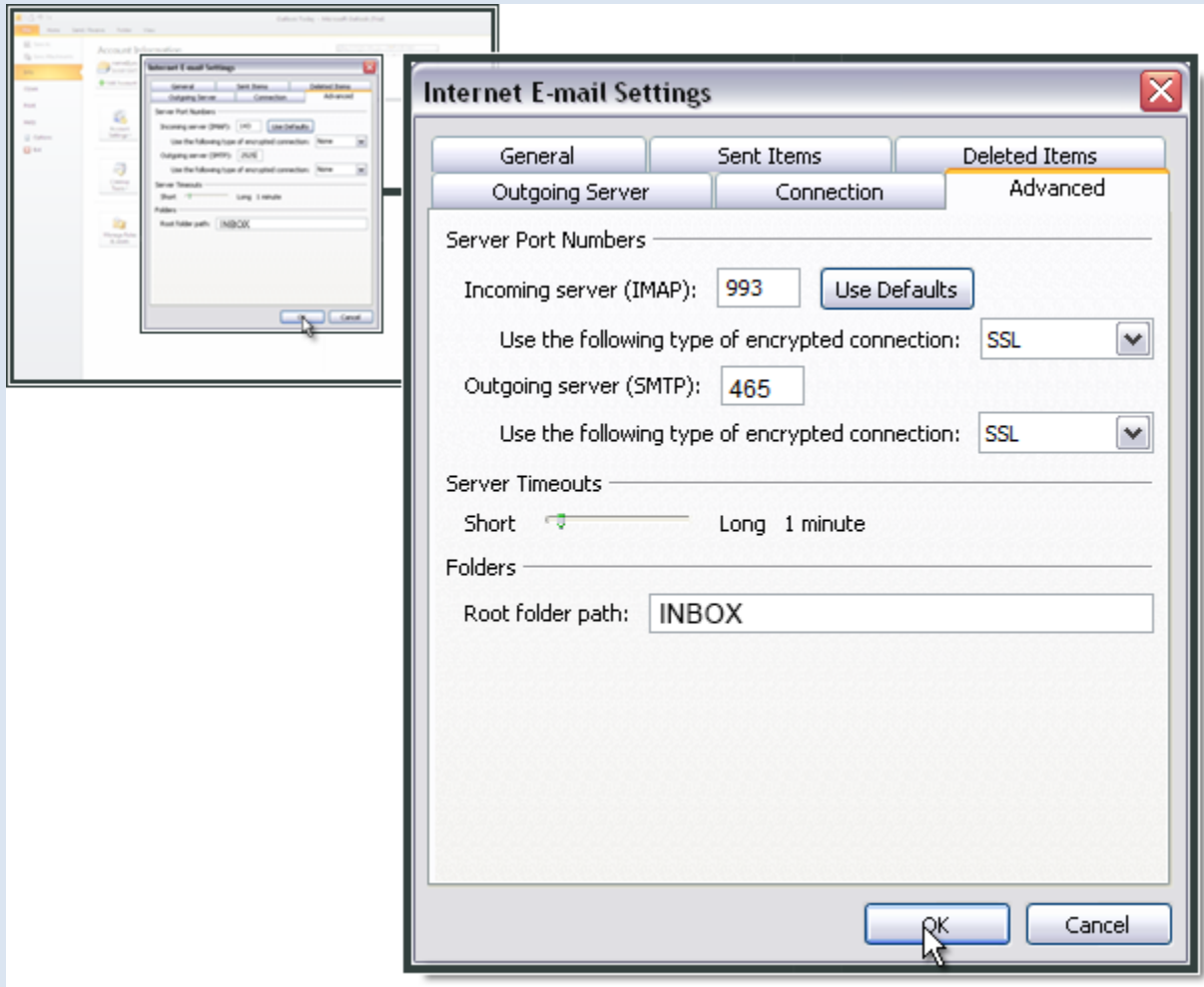
For **Incoming server (IMAP)** enter **993** and select **SSL**.

For **Incoming server (pop3)** enter **995** and select **SSL**.

For **Outgoing server (SMTP)** enter **465** and select **SSL**.

For **Root folder path** enter **INBOX** with uppercase letters.

Click **OK**



Click **Finish**

