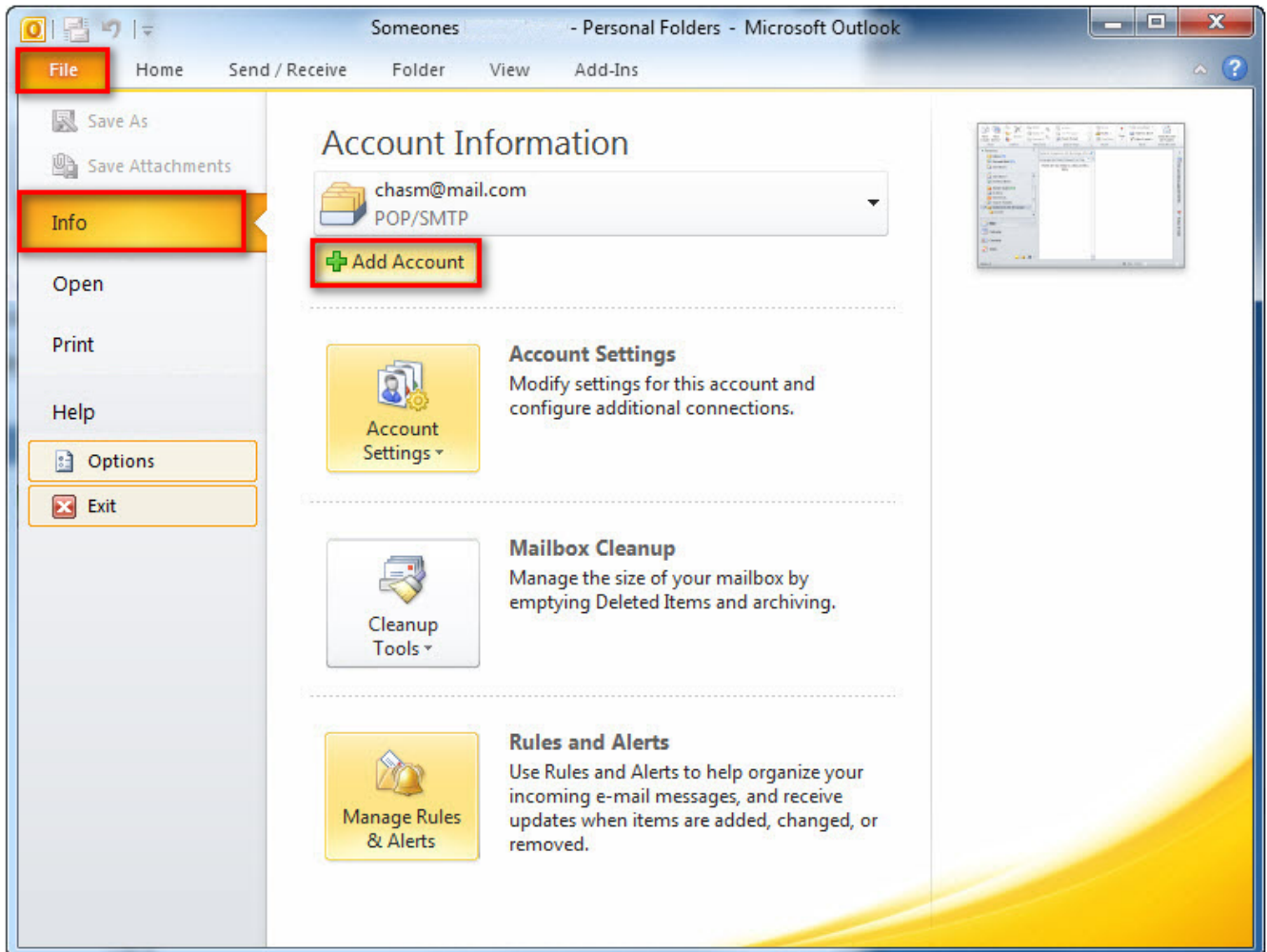



Outlook 2010

1. Click on **File** and select **Info**, then **Add Account**.



2. Select **Manually configure server settings or additional server types** and click **Next**.

Add New Account X

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings. 

E-mail Account

Your Name:
Example: Ellen Adams

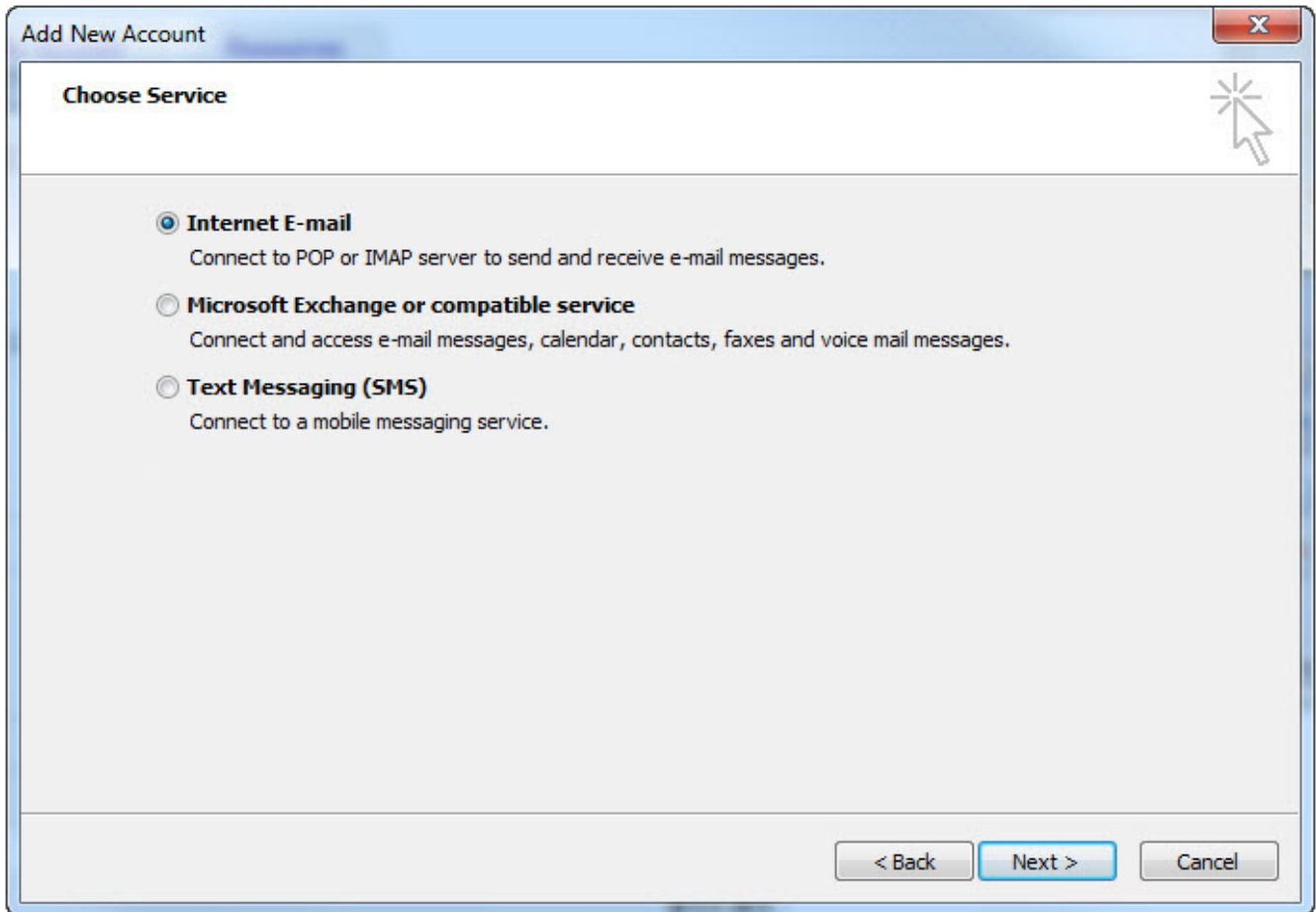
E-mail Address:
Example: ellen@contoso.com

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

Text Messaging (SMS)

Manually configure server settings or additional server types

3. Select **Internet E-mail** and click **Next**.

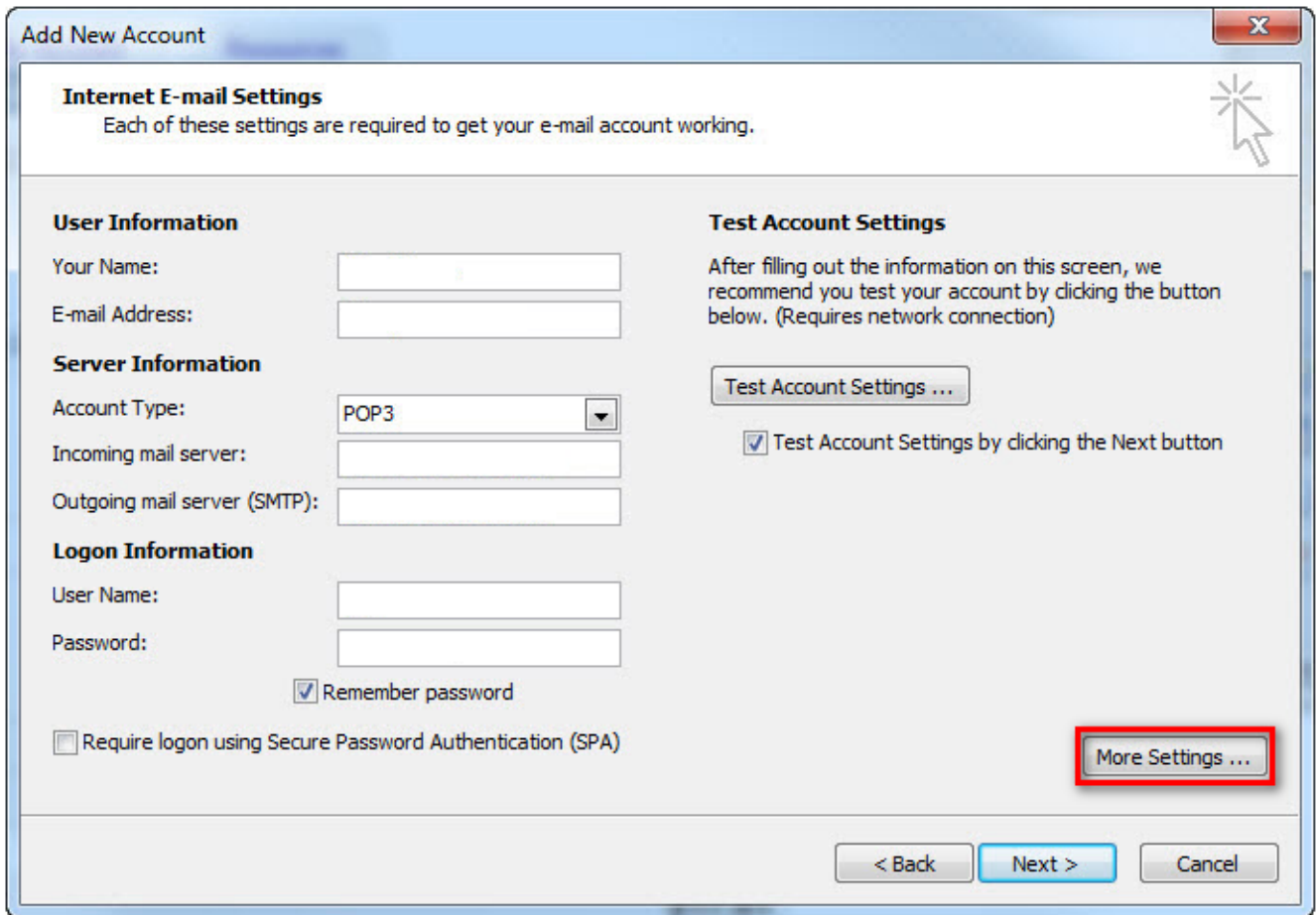


4. Please fill in the appropriate information

- **Your Name:** The name you want recipients to see when they receive mail from you
- **E-mail address:** username@spin.net.au
- **Account type:** POP3
- **Incoming mail server:** pop3.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au
- **Username:** The first part of e-mail address without the realm (@spin.net.au) (Example: if your e-mail address is john.doe@spin.net.au, your username is john.doe)
- **Password:** Your SpinTel email password

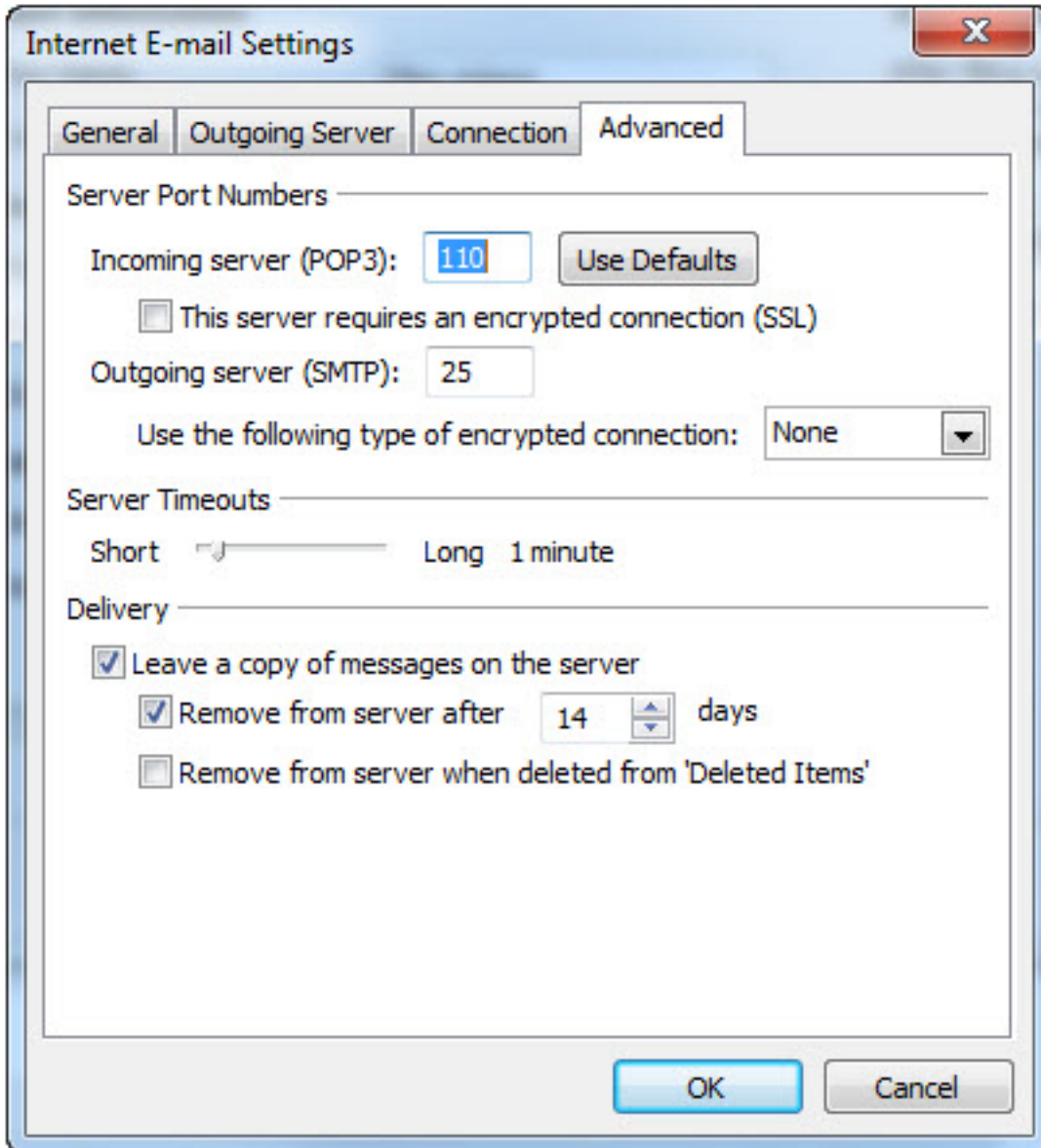
Make sure that **Remember password** is ticked and **Require logon using Secure Password Authentication (SPA)** remains unticked, then click on

More Settings.

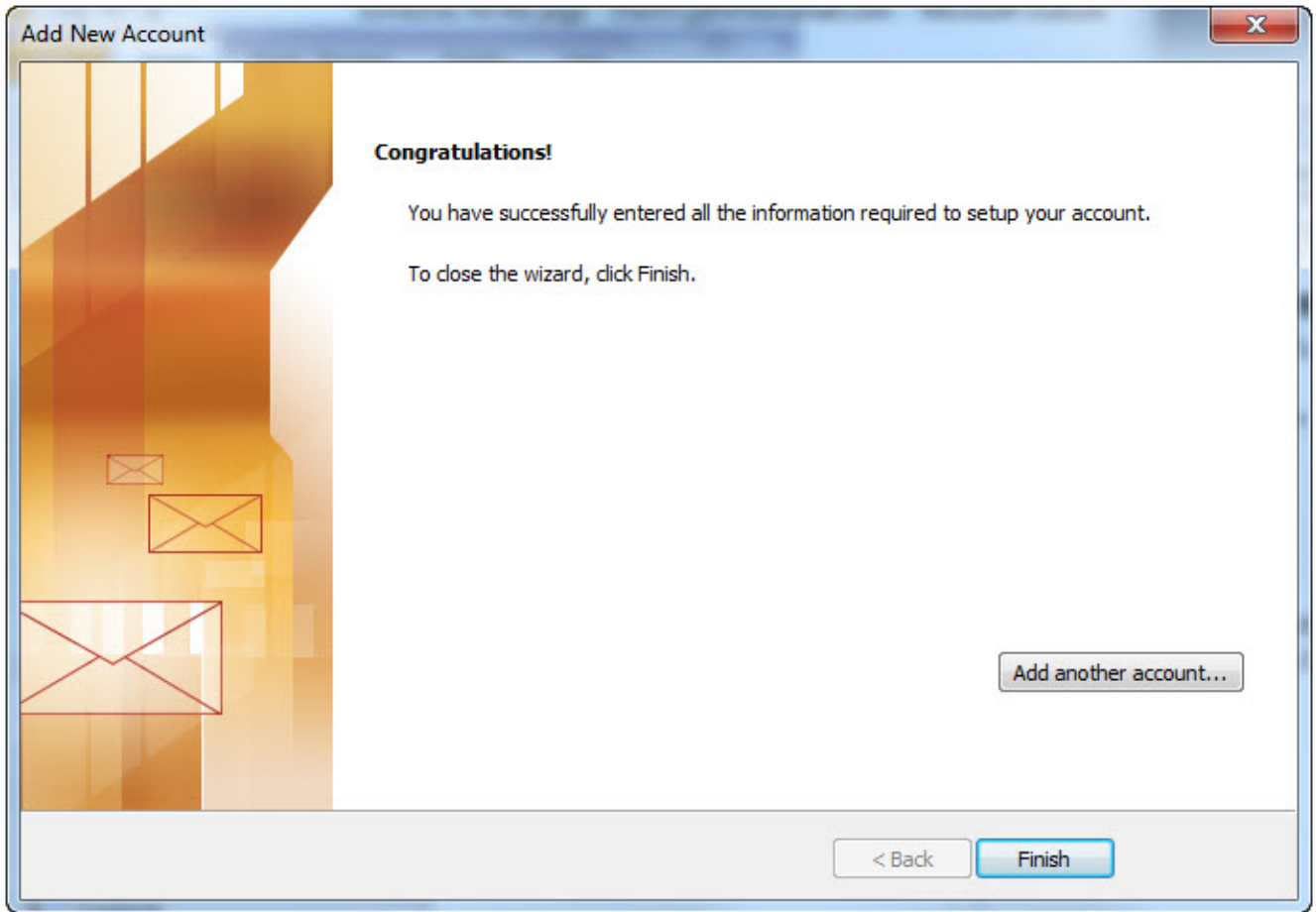


The screenshot shows a window titled "Add New Account" with a close button in the top right corner. The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right. The window is divided into two columns. The left column contains three sections: "User Information" with fields for "Your Name:" and "E-mail Address:"; "Server Information" with a dropdown for "Account Type:" (set to "POP3"), and fields for "Incoming mail server:" and "Outgoing mail server (SMTP)"; and "Logon Information" with fields for "User Name:" and "Password:", a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". The right column is titled "Test Account Settings" and contains a paragraph: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button and a checked checkbox for "Test Account Settings by clicking the Next button". At the bottom right of the main area, a "More Settings ..." button is highlighted with a red rectangle. At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5. Select **Advanced**, make sure that **Incoming server** port is set to 110 and **Outgoing server** port is 25, then click **OK**.



6. Click **Next**. The program will test the settings and should show as follows:



Online URL: <https://articles.spintel.net.au/article/outlook-2010.html>