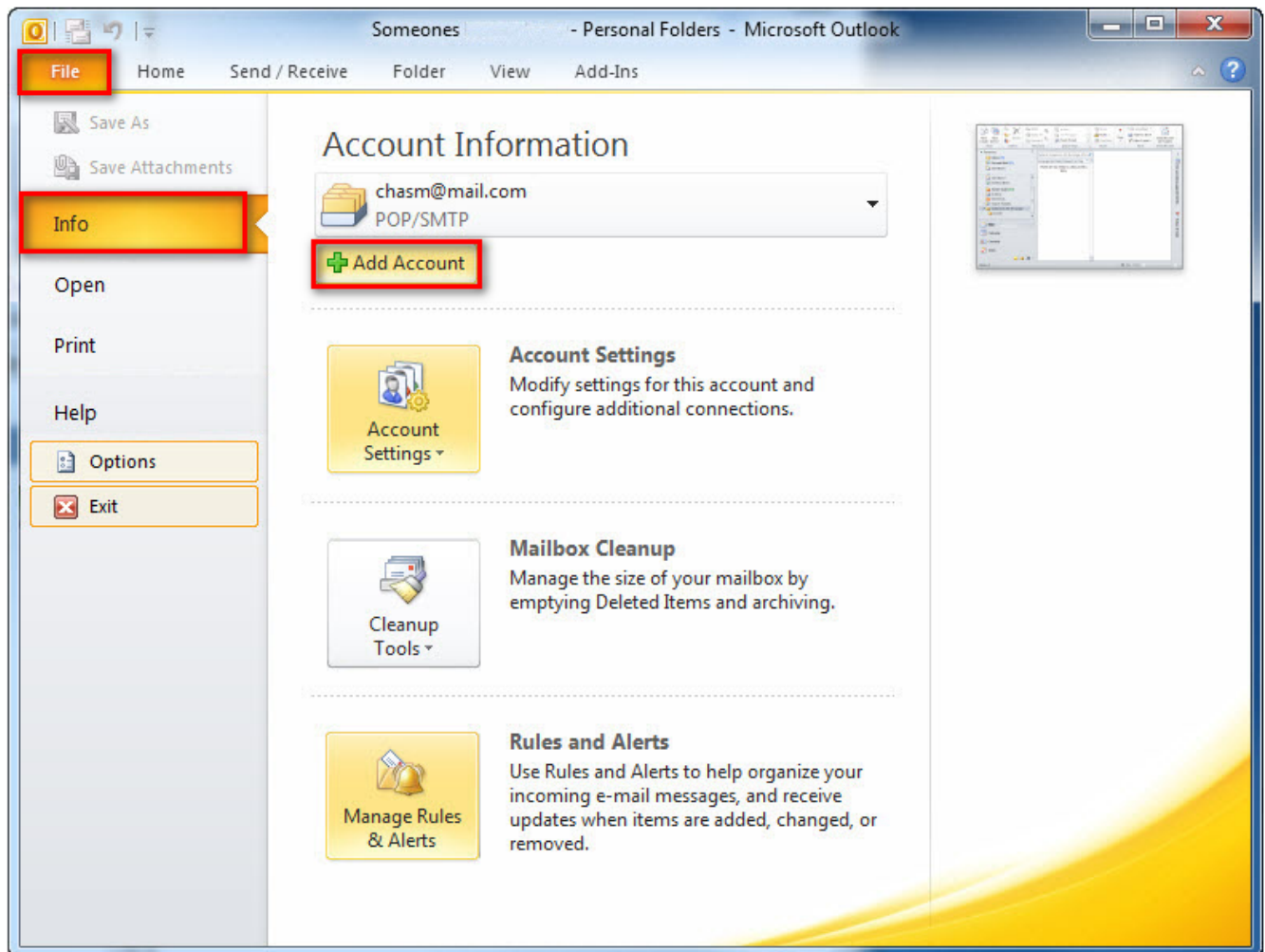


Outlook 2010

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

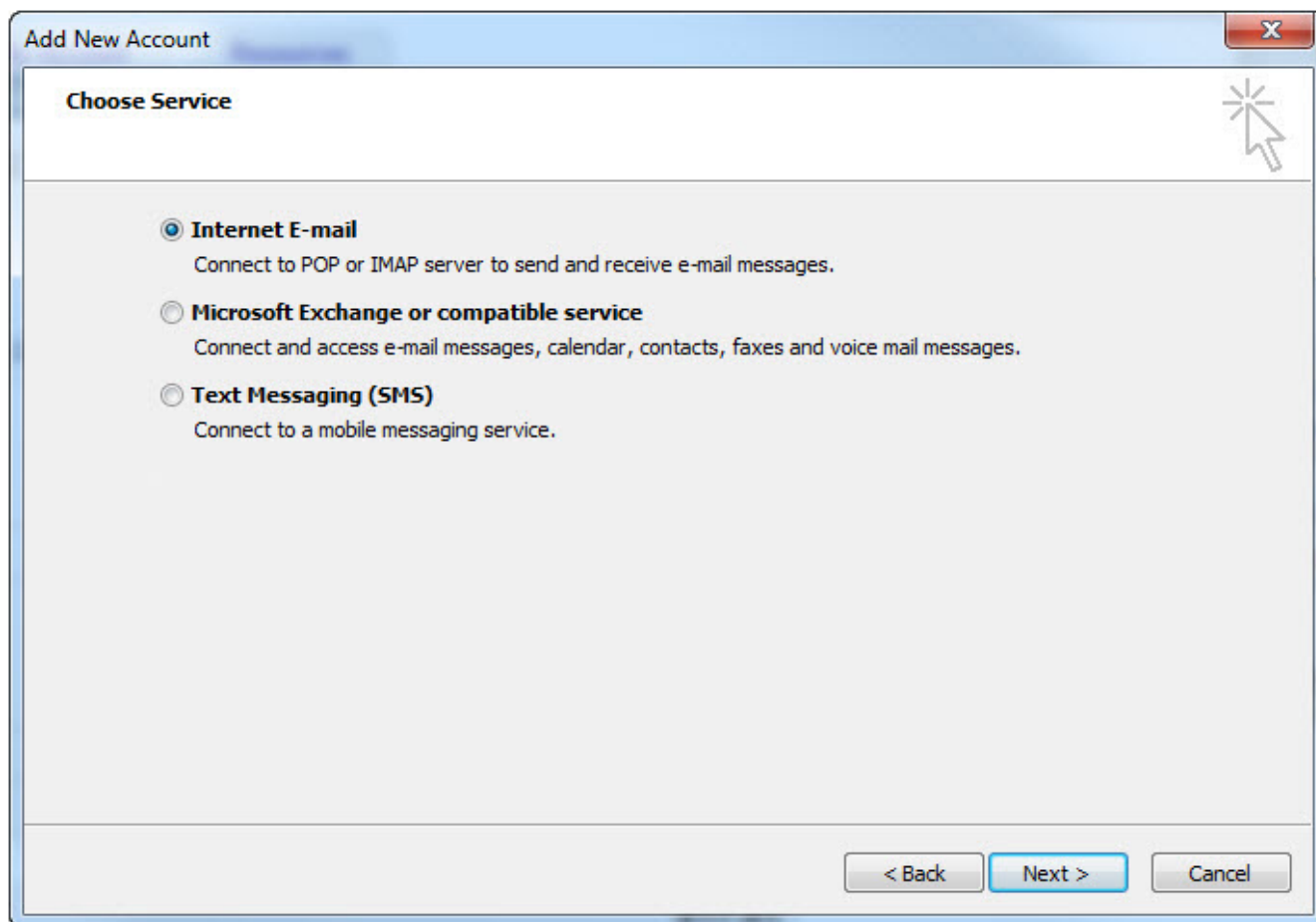
Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

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

< Back Next > Cancel

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.

Add New Account

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: POP3

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

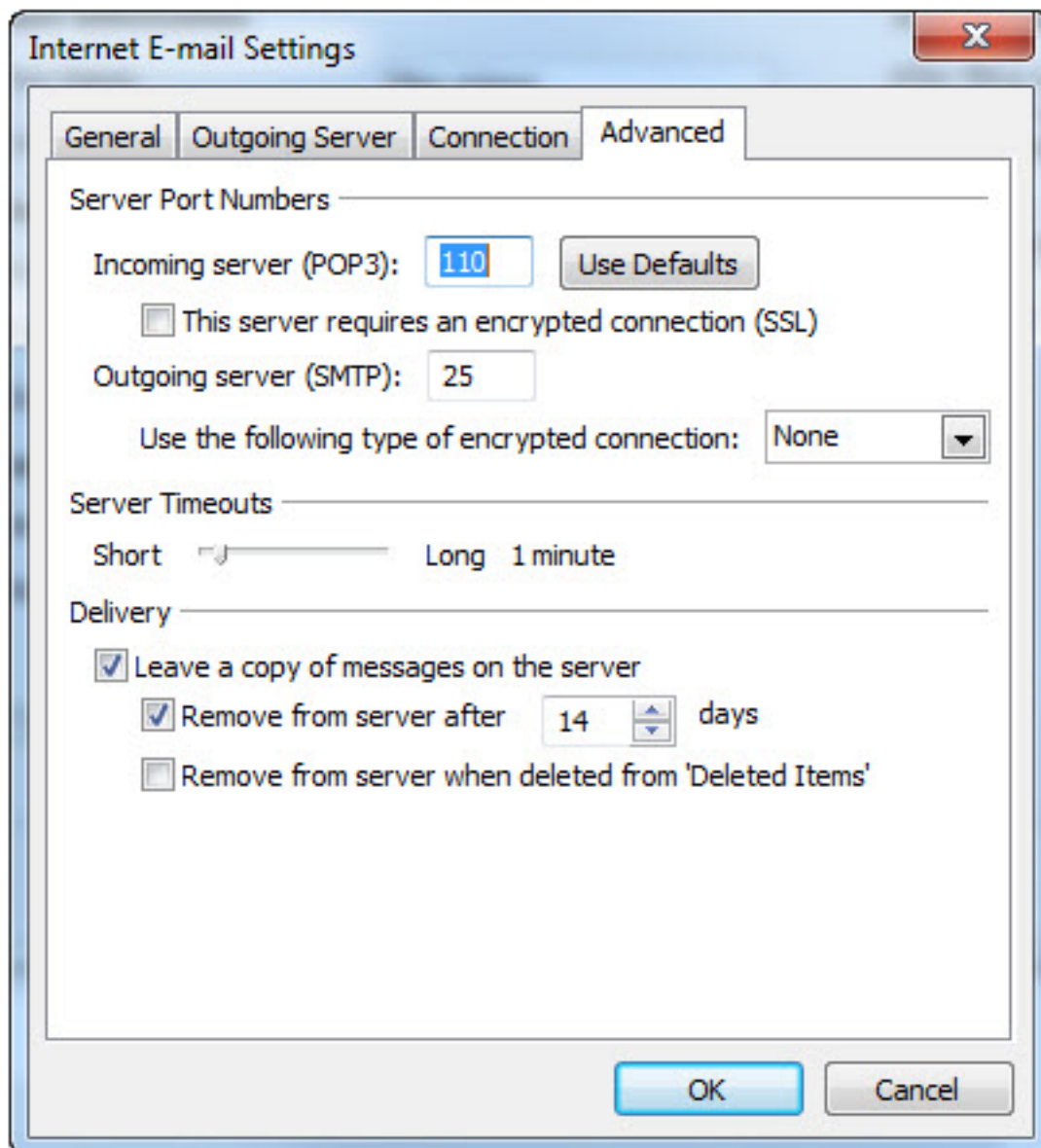
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

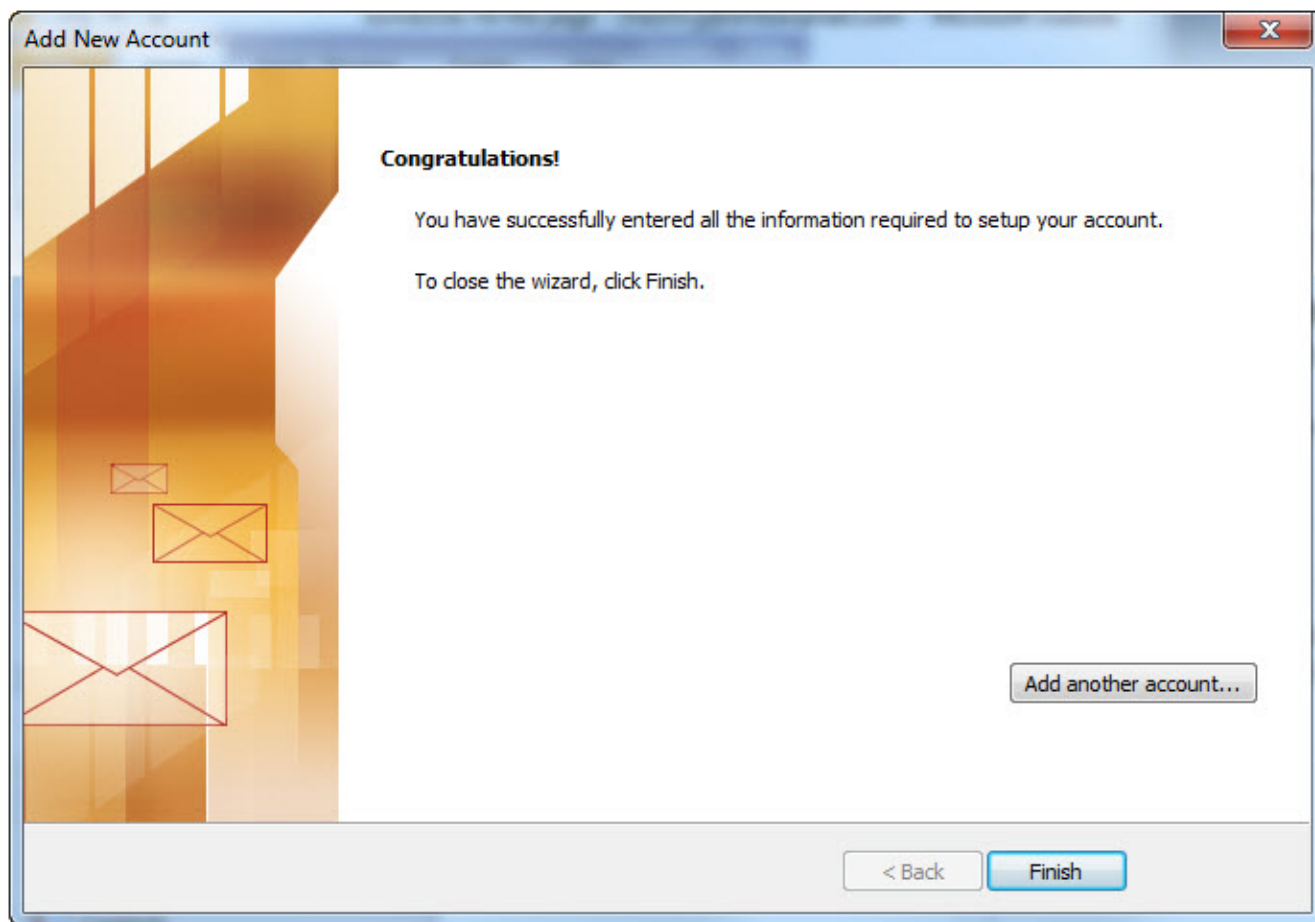
☒ Test Account Settings by clicking the Next button

< Back Next > Cancel

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>