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.

Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.		米
) 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 (S	M5)	
Manually configue	e server settings or additional server types	

3. Select Internet E-mail and click Next.

I New Account	×
Choose Service	×.
Internet E-mail	
Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and voice m	ail messages.
Text Messaging (SMS)	
Connect to a mobile messaging service.	
<	Back Next > Cancel

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: <u>username@spin.net.au</u>
- Account type: POP3
- Incoming mail server: pop3.spintel.net.au
- Outgoing mail server: <u>smtp.spintel.net.au</u>

• 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.

nt Settings ut the information on this screen, we you test your account by clicking the button ires network connection) nt Settings
Account Settings by clicking the Next button

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

In	nternet E-mail Settings
	General Outgoing Server Connection Advanced
	Server Port Numbers Incoming server (POP3): 10 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 Cleave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted Items'
	OK Cancel

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



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