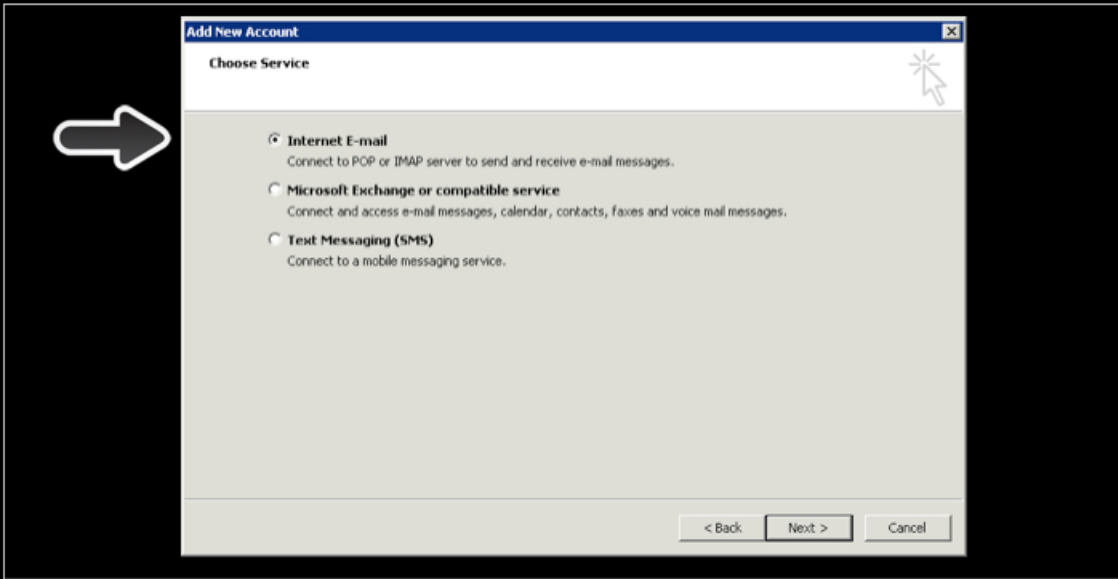


The screenshot shows a window titled "Add New Account" with a sub-header "Auto Account Setup" and the instruction "Connect to other server types." There are three radio button options: "E-mail Account", "Text Messaging (SMS)", and "Manually configure server settings or additional server types". The "Manually configure server settings or additional server types" option is selected. A large white arrow points to this option from the left. Below the options are three buttons: "< Back", "Next >", and "Cancel".

Step 2

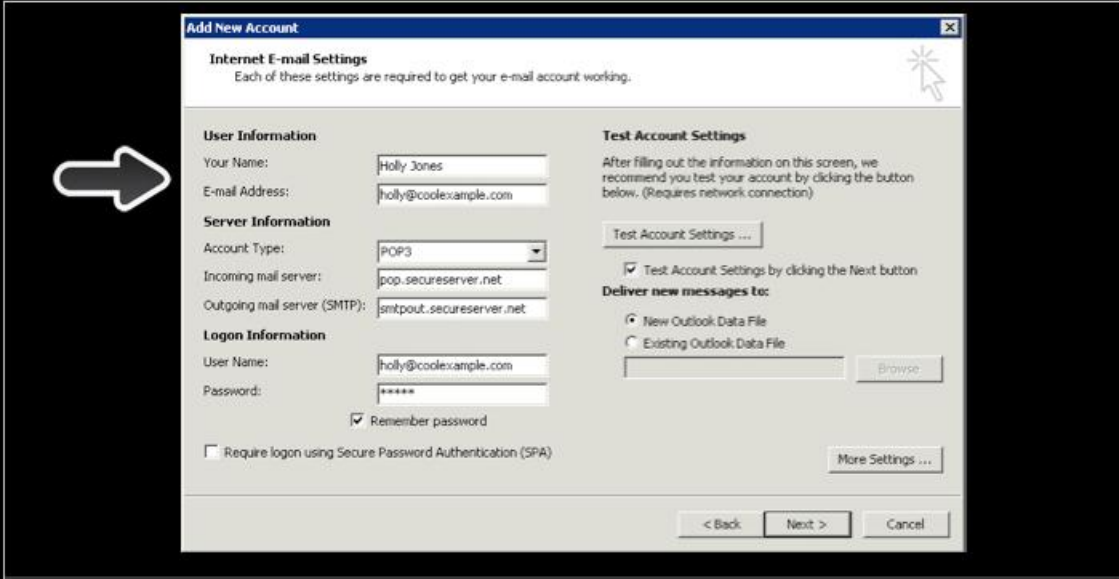
At the bottom, select Manually configure server settings or additional server types, and click Next.



The screenshot shows a window titled "Add New Account" with a "Choose Service" section. Three radio button options are listed: "Internet E-mail" (selected), "Microsoft Exchange or compatible service", and "Text Messaging (SMS)". A white arrow points to the "Internet E-mail" option. At the bottom of the window are buttons for "< Back", "Next >", and "Cancel".

Step 3

Select Internet E-mail, and click Next.



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

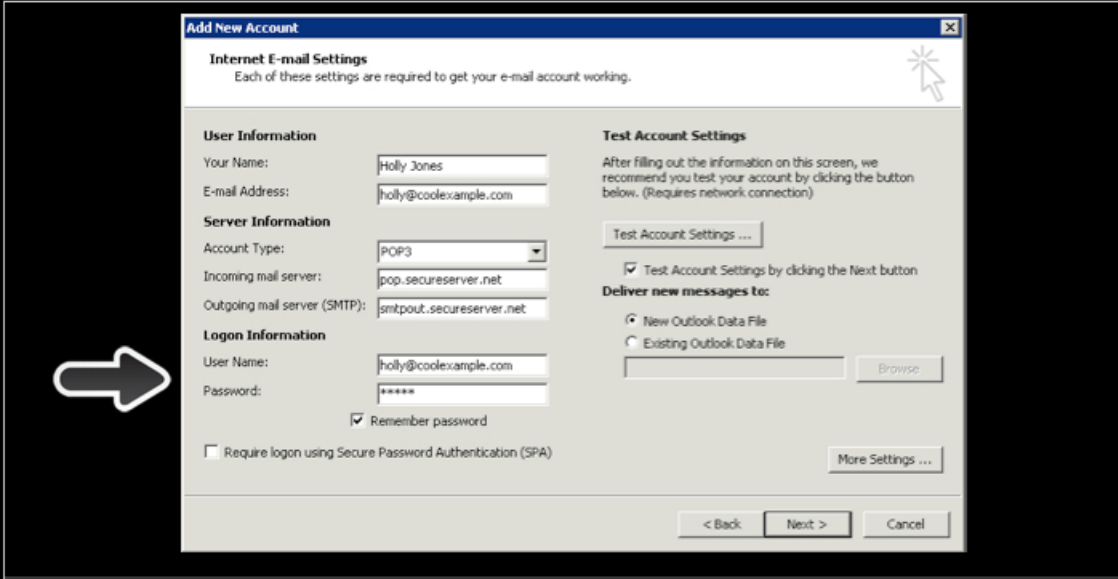
More Settings ...

< Back Next > Cancel

Step 5


If you have IMAP, select IMAP for your Account Type. If you're not sure, select POP3. In this example, we'll use POP3.

Use pop.secureserver.net for your Incoming mail server and smtpout.secureserver.net for your Outgoing mail server (SMTP).



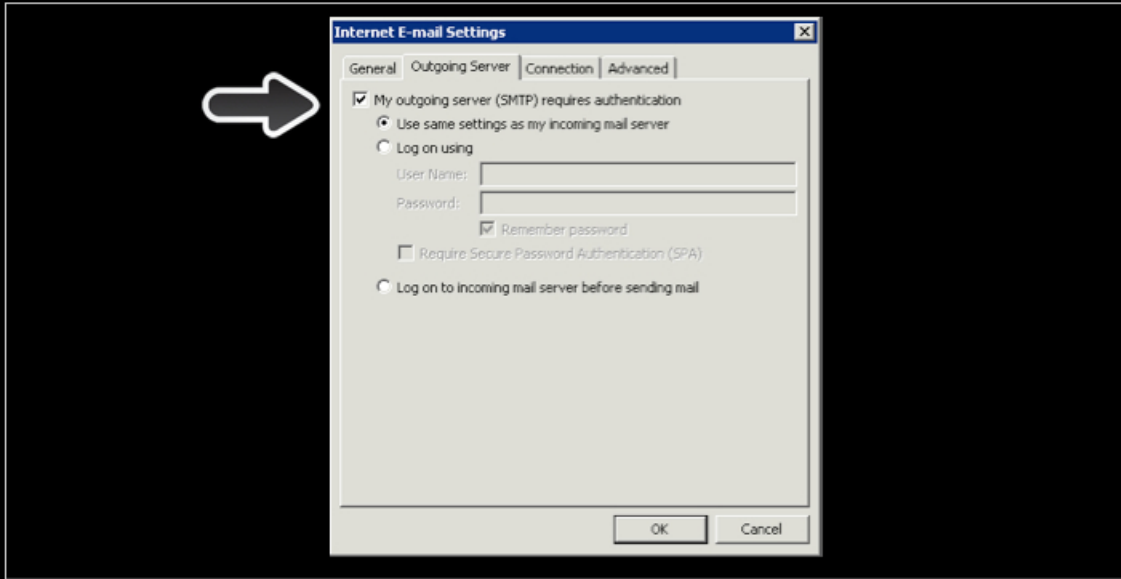
Step 6

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



The screenshot shows the 'Add New Account' dialog box in Outlook. The window title is 'Add New Account'. Below the title bar, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections: '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), and 'Logon Information' (User Name: holly@coolexample.com, Password: *****). There are also checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'. On the right side, there is a 'Test Account Settings' section with a 'Test Account Settings ...' button and a checked checkbox 'Test Account Settings by clicking the Next button'. Below that is a 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' and 'Existing Outlook Data File', and a 'Browse' button. At the bottom right, there is a 'More Settings ...' button, which is highlighted with a white arrow. At the bottom of the dialog, there are '< Back', 'Next >', and 'Cancel' buttons.

Step 7
Click More Settings.



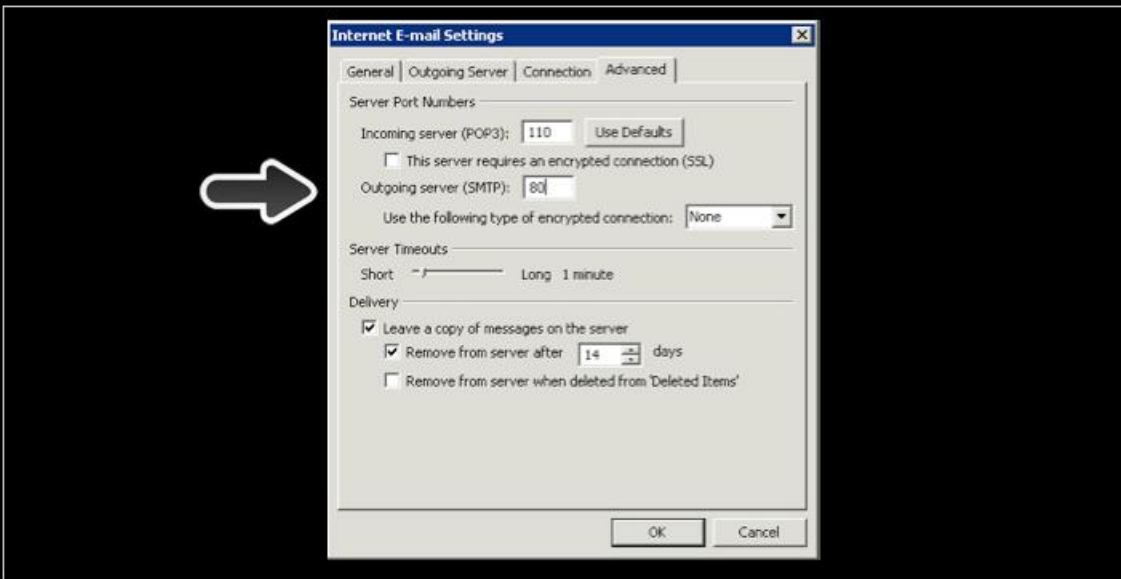
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. A white arrow points to the 'Outgoing Server' tab. The 'General' tab is also visible. The 'Outgoing Server' tab contains the following options:

- 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

Buttons for 'OK' and 'Cancel' are at the bottom right of the dialog box.

Step 8


Click the Outgoing Server tab. Select My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server. Now, click the Advanced tab.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. A white arrow points to the 'Outgoing server (SMTP):' field, which contains the number '80'. Other visible fields include 'Incoming server (POP3):' set to '110' and 'Use the following type of encrypted connection:' set to 'None'. The 'Delivery' section has 'Leave a copy of messages on the server' checked, and 'Remove from server after' set to '14' days.

Step 9

Next to Outgoing Server (SMTP), type 80. Then click OK.



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)

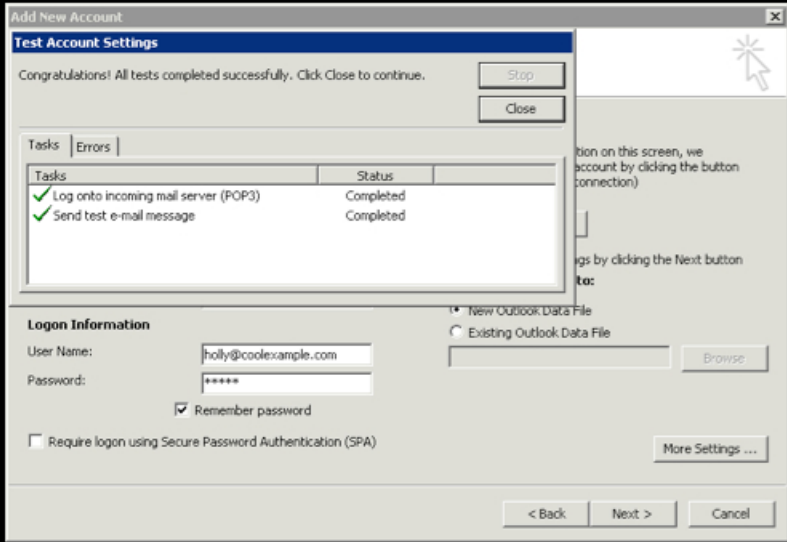
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

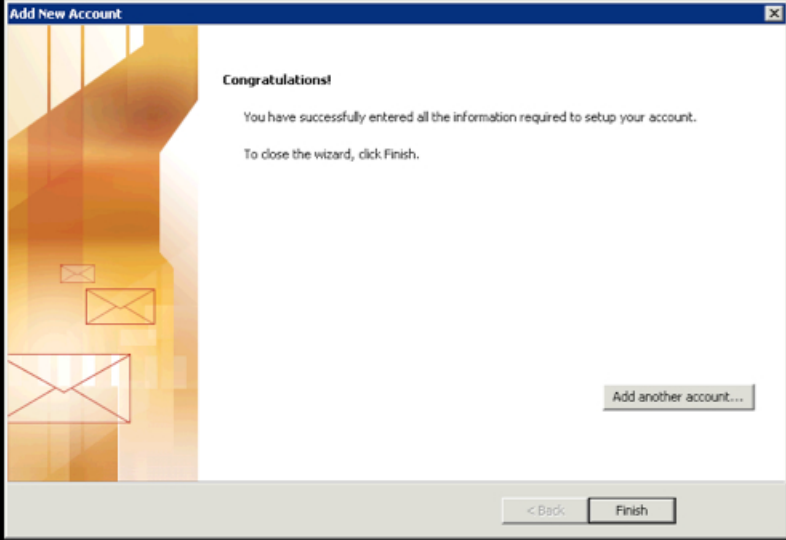
Step 10
Click Next.



The screenshot shows the 'Add New Account' dialog box in Outlook 2010. The 'Test Account Settings' tab is active, displaying a message: 'Congratulations! All tests completed successfully. Click Close to continue.' Below this is a 'Tasks' table with two rows, both marked as 'Completed'. The 'Logon Information' section shows the user name 'holly@coolexample.com' and a password field with asterisks. There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). Navigation buttons include '< Back', 'Next >', 'Cancel', 'Close', and 'More Settings ...'.

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

Step 11
Outlook 2010 will test your settings. When it's done, click Close.



The screenshot shows a window titled "Add New Account" with a blue header bar. The main content area has a white background with a decorative orange and yellow graphic on the left side. The text reads: "Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish." There are three buttons: "< Back" on the left, "Finish" in the center, and "Add another account..." on the right. A large white arrow points to the "Finish" button.

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.