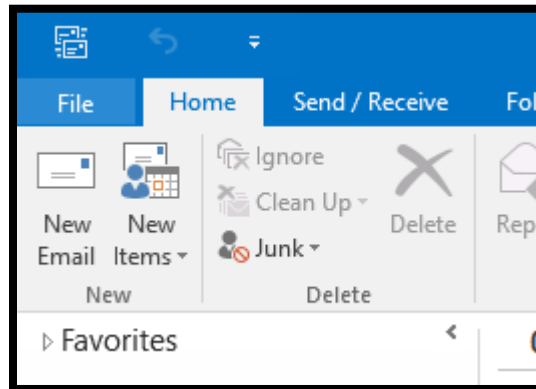




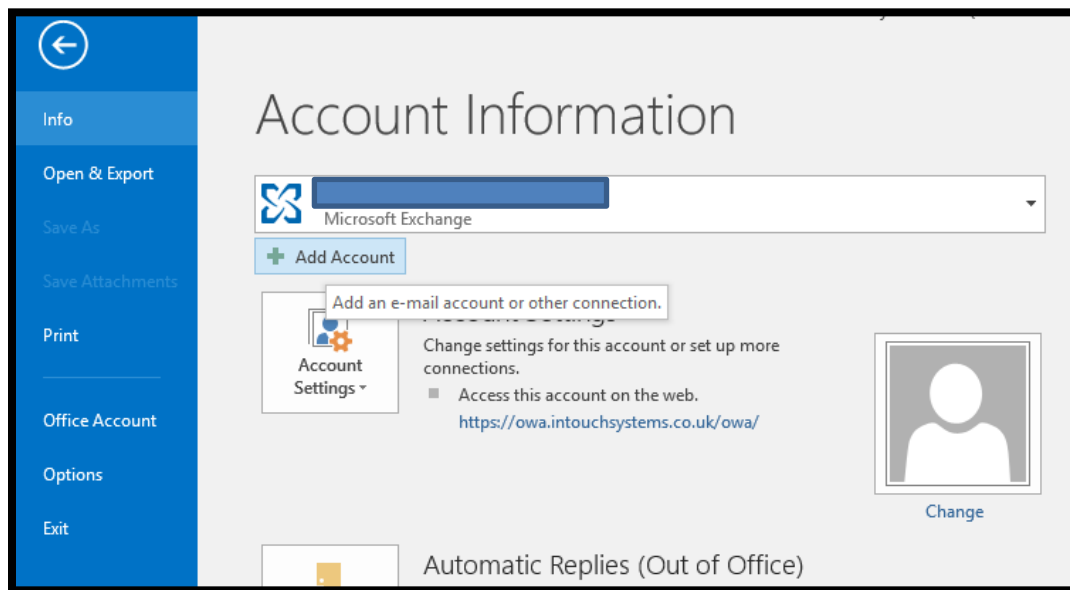
How to setup an email address in Outlook 2016

To set up an E-mail account in Microsoft Outlook 2010, you will need to do the following:

- Open **Microsoft Outlook**.
- Click on the **“File”** tab on the top toolbar and select **“Info”**



- Then click **“Add Account”**





- You will then need to fill out the fields requested with the account information.
- Also make sure that there is a tick in the **“Manually configure server settings or additional server types”**.
- Then click **“Next”**.

A screenshot of a software dialog box titled 'Add Account'. The main heading is 'Auto Account Setup' with the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there are four input fields: 'Your Name' (containing 'Test'), 'E-mail Address' (containing 'test@itsadsl.net'), 'Password' (containing '*****'), and 'Retype Password' (containing '*****'). Below the password fields is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'. A mouse cursor is visible in the top right corner.

- You will then see a list of options which allow you to choose the service for the account.
- Select the option **“POP or IMAP”** and then click **“Next”**.

A screenshot of a software dialog box titled 'Add Account'. The main heading is 'Choose Service'. There are two radio button options: 'Outlook.com or Exchange ActiveSync compatible service' (unselected) and 'POP or IMAP' (selected). Below the first option is the text: 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'. Below the second option is the text: 'Connect to a POP or IMAP email account'. At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'. A mouse cursor is visible in the top right corner.



- The next stage is to then fill out the fields; these are required in order to get your e-mail account working.
- Your name can be anything; this is how you wish to identify with the account.
- **E-mail address** is as requested.
- Account Type = **IMAP**
- Incoming mail server = **mail.intouchsystems.co.uk**
- Outgoing mail server = **mail.intouchsystems.co.uk**
- The username is the full **E-mail address**
- **Password** is as supplied
- Also make sure that the tick from the “Test account settings by clicking the next button” is removed.
- Finally click “**More Settings**”

A screenshot of a software dialog box titled "Add Account". The dialog has a close button (X) in the top right corner. Below the title bar, there is a section titled "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon. The main area is divided into two columns. The left column contains sections for "User Information", "Server Information", and "Logon Information". The right column contains "Test Account Settings" and a "Mail to keep offline" slider. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A red arrow points to a button labeled "More Settings ..." which is circled in red. The "Next >" button is highlighted with a blue border.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Test
Email Address: test@itsadsl.net

Server Information
Account Type: IMAP
Incoming mail server: mail.intouchsystems.co.uk
Outgoing mail server (SMTP): mail.intouchsystems.co.uk

Logon Information
User Name: test@itsadsl.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

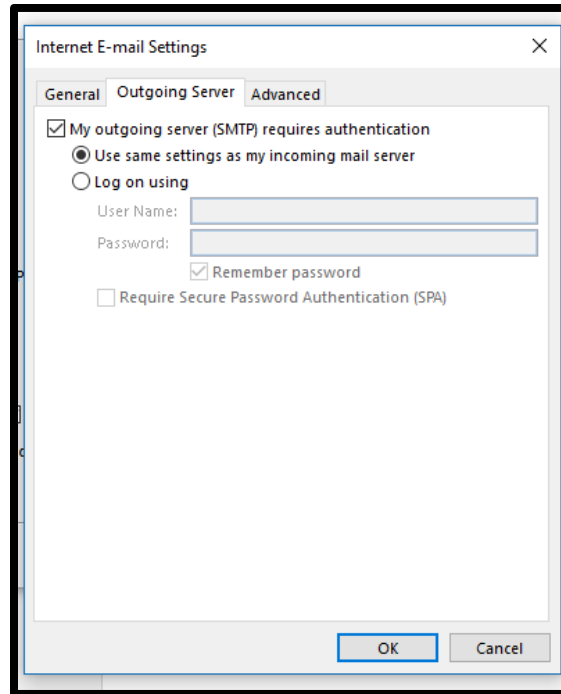
Mail to keep offline: All

More Settings ...

< Back Next > Cancel



On the “**Outgoing Server**” tab, place a tick in “**My outgoing server (SMTP) requires authentication**” and then press “**OK**” this will then take you back to the previous stage.



Finally, select “**Next**” and then “**Finish**” to complete the setup wizard (unless another account needs to be added)

