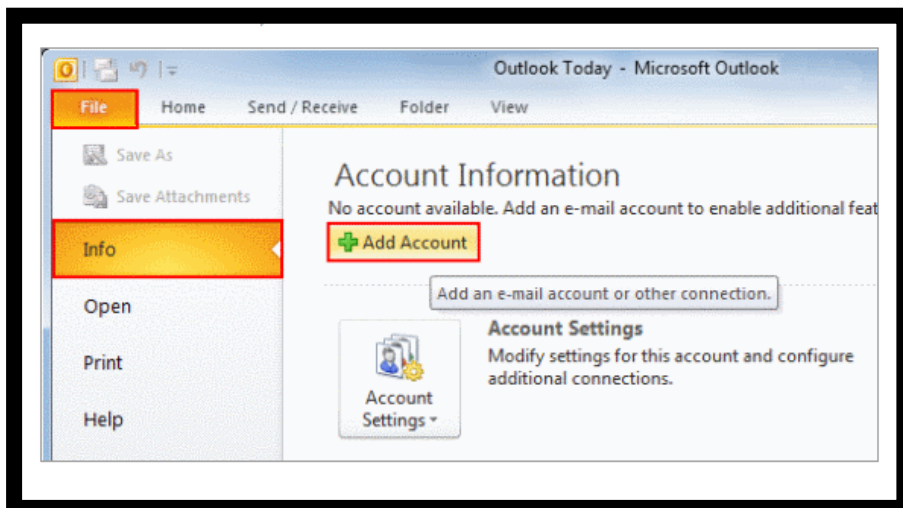




How to setup an email address in Outlook 2010

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 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 the 'Add New Account' dialog box in Windows. The title bar says 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section has four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- You will then see a list of options which allow you to choose the service for the account.
- Highlight the option “Internet E-mail” and then click “Next”.

A screenshot of the 'Add New Account' dialog box in Windows. The title bar says 'Add New Account'. Below the title bar, it says 'Choose Service'. There are four radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option has a description: 'Connect to POP or IMAP server to send and receive e-mail messages.' The 'Microsoft Exchange or compatible service' option has a description: 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.' The 'Text Messaging (SMS)' option has a description: 'Connect to a mobile messaging service.' The 'Other' option has a description: 'Connect to a server type shown below.' Below the 'Other' option, there is a text input field containing 'Fax Mail Transport'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

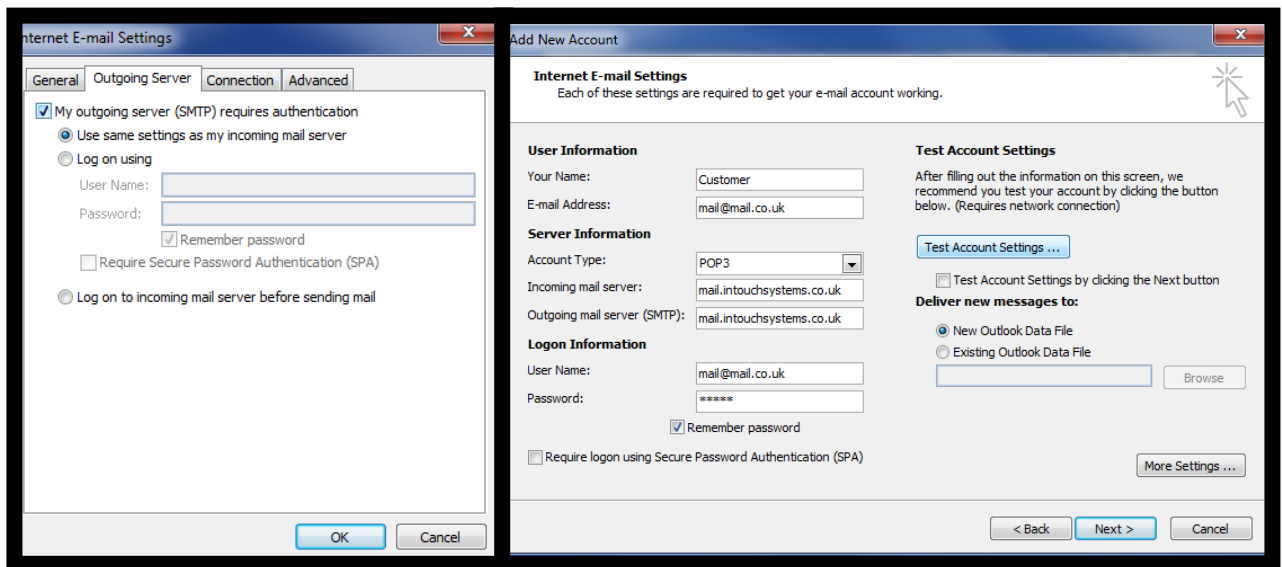


- The next stage is to then fill out the fields, these are required in order to get your e-mail account working.
- Your name can be anything.
- E-mail address is as ordered.
- Account Type = POP3
- Incoming mail server = mail.intouchsystems.co.uk
- Outgoing mail server = mail.intouchsystems.co.uk
- The username is the full E-mail address
- Password is as requested
- 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 Windows-style dialog box titled "Add New Account". The dialog is divided into several sections: "User Information" with fields for "Your Name" (filled with "Customer") and "E-mail Address" (filled with "mail@mail.co.uk"); "Server Information" with a dropdown for "Account Type" (set to "POP3") and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)" (both filled with "mail.intouchsystems.co.uk"); "Logon Information" with fields for "User Name" (filled with "mail@mail.co.uk") and "Password" (filled with "*****"), and a checked checkbox for "Remember password"; and "Test Account Settings" with a "Test Account Settings ..." button and a checkbox for "Test Account Settings by clicking the Next button" which is unchecked. Below this is a "Deliver new messages to:" section with radio buttons for "New Outlook Data File" (selected) and "Existing Outlook Data File", followed by a "Browse" button. At the bottom right is a "More Settings ..." button. At the very bottom are "< Back", "Next >", and "Cancel" buttons. A large black arrow points from the text "Finally click 'More Settings'" in the list above to the "More Settings ..." button in the dialog.



- 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)

