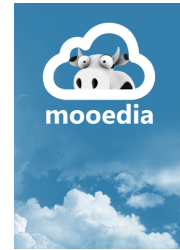


# How to setup your email account on your computer (Outlook)



First please make sure you have your Username and Password to hand.

The username is your email address: [your@emailaddress.co.uk](mailto:your@emailaddress.co.uk)

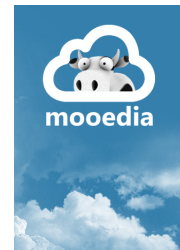
Your password: This is generally a mixture of upper and lower case characters. (this can be changed if required)

## **Here is a step by step guide on setting up your e-mail account in Microsoft Outlook 2010.**

This guide specifies only the options you need to change from the defaults, so if any options are not listed here, they don't need to be changed.

### Steps to setting up your mailbox in Outlook

- Start Outlook.
- From the File menu, click "Account Settings".
- Click "New".
- Click "E-mail Account"
- In the Auto Account Setup dialog box, click to select the "Manually configure server settings or additional server types" check box, and then click Next.
- Click "Internet E-Mail", and then click Next.
- Fill out the required settings as follow:
  - Your Name: Your name exactly as you want it to appear to recipients when they receive email from you
  - Email Address: your full email address - eg jsmith@my-domain.com
  - Account Type: **IMAP** (recommended)
  - Incoming mail server: mail.<domain> - replace <domain> with your domain name, so for example mail.my-domain.com
  - Outgoing mail server (SMTP): mail.<domain> - same as the Incoming mail server
- Username: your full email address once again



- Password: your email password
- Ensure that 'Require logon using Secure Password Authentication (SPA) remains unchecked. This is important as you may experience difficulty sending email with this enabled.
- Click "More Settings..." in the bottom right of the window.
- Click "Outgoing Server" tab at the top.
- Tick the box labelled "My outgoing server (SMTP) requires authentication".
- Ensure that the "Use same settings as my incoming mail server" is selected.
- Click "Advanced" tab at the top.
- In the Outgoing mail (SMTP) box, type 25. \*Note, if you have trouble sending e-mail, please try changing this to port 587.
- Ensure that 'This server requires an encrypted connection (SSL) is unchecked.
- The 'Use the following type of encrypted connection:' option should be set to None.
- Click "OK" to close the window.
- Click Next after you have completed entering this configuration information, and then click Finish.