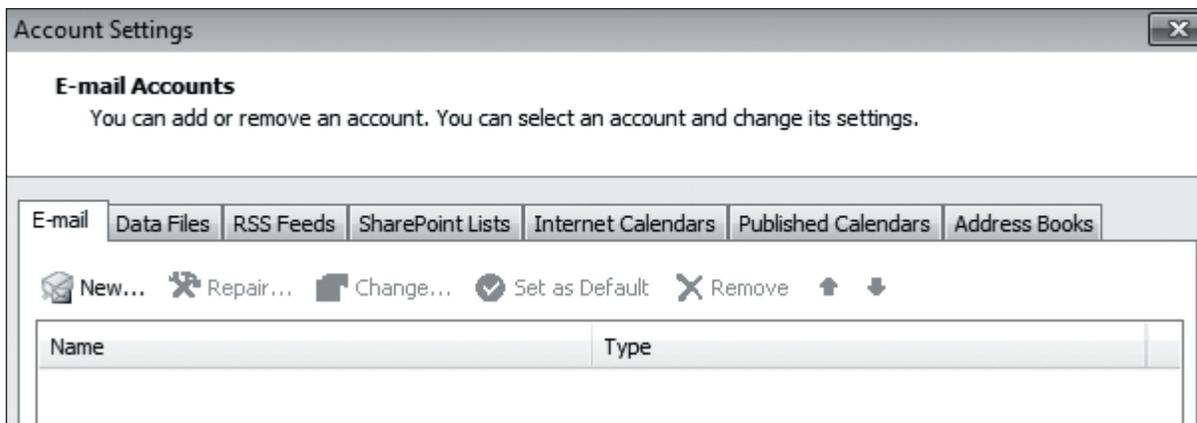


Setting Up Microsoft® Outlook 2010

POP EMAIL ACCOUNT SETUP



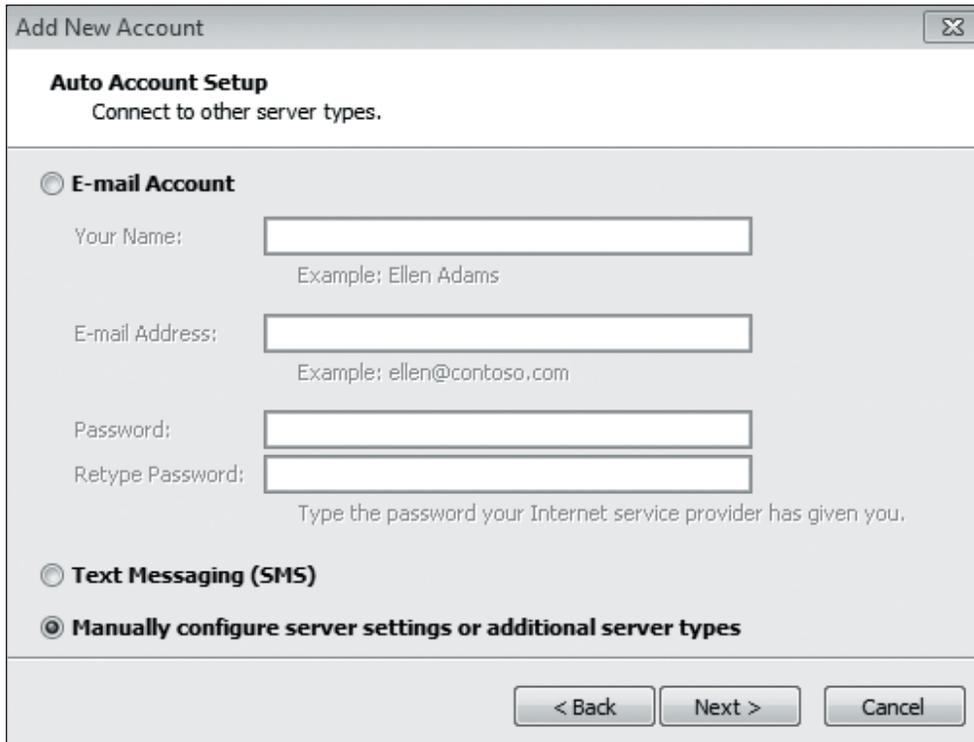
1. From the **File** menu -> select **Info** -> then **Account Settings**.



2. In the **Account Settings** window select the **E-mail** tab and click "New."

Setting Up Microsoft® Outlook 2010

POP EMAIL ACCOUNT SETUP (cont.)



Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

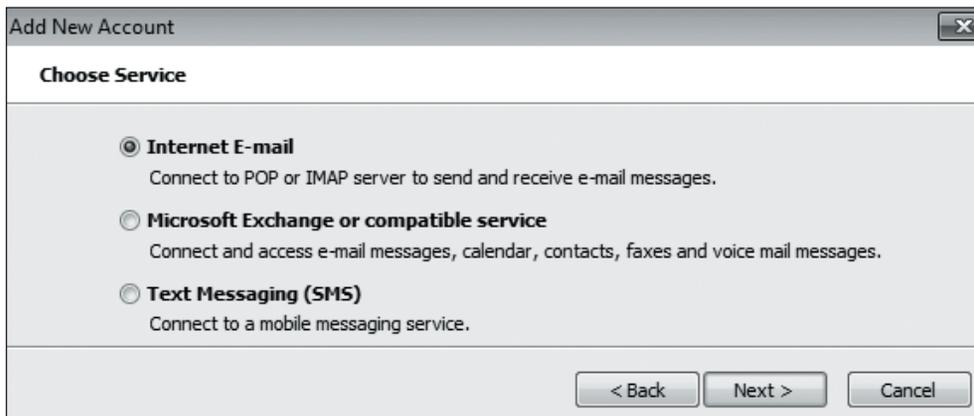
Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

- Do not enter any information in the **E-mail Account** section.
 - Select the **“Manually configure server settings or additional server types”** radio button and click **Next**.



Add 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 mail messages.

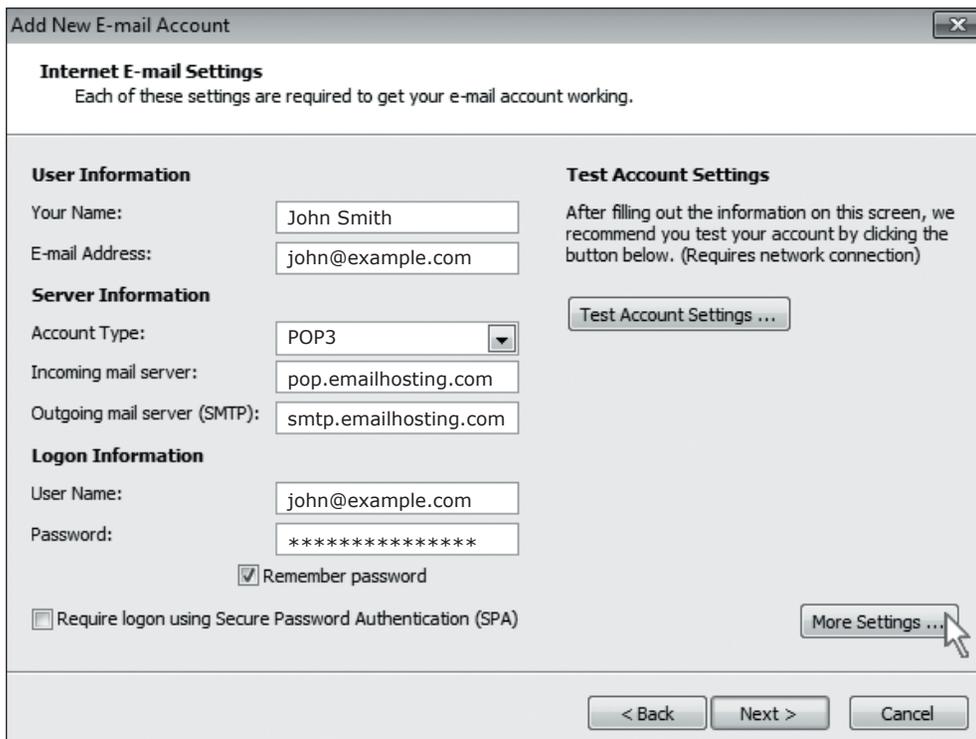
Text Messaging (SMS)
Connect to a mobile messaging service.

< Back Next > Cancel

- Select **Internet E-mail** radio button and click **Next**.

Setting Up Microsoft® Outlook 2010

POP EMAIL ACCOUNT SETUP (cont.)



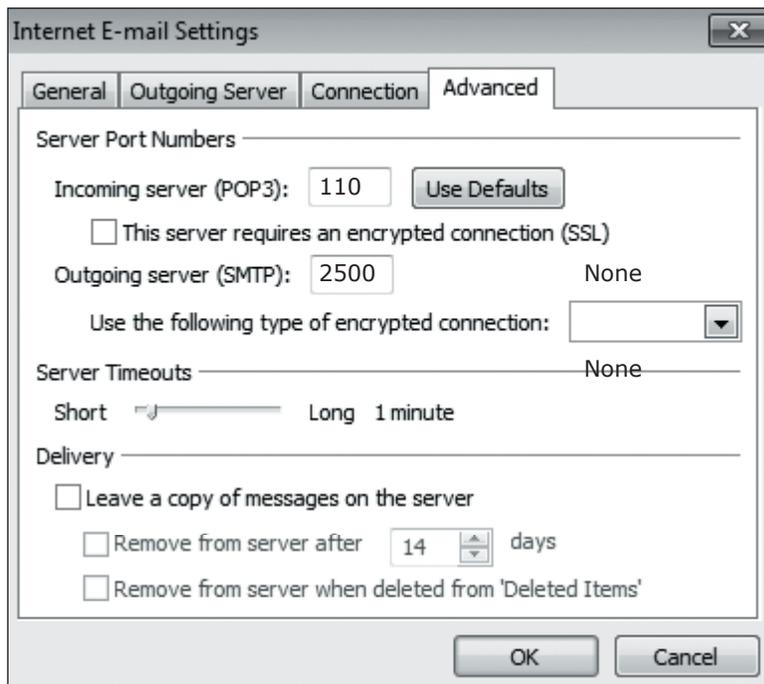
5. Enter the following information:
 - **Your Name:** Enter your name as you want it to appear on outgoing messages.
 - **E-mail Address:** Enter your email address (e.g. myname@mydomain.com).
 - **Account type:** Select **POP3**.
 - **Incoming mail server:** pop.emailhosting.com
 - **Outgoing mail server (SMTP):** smtp.emailhosting.com
 - **Logon Information:** your email address and password
 - Click on **More Settings**.



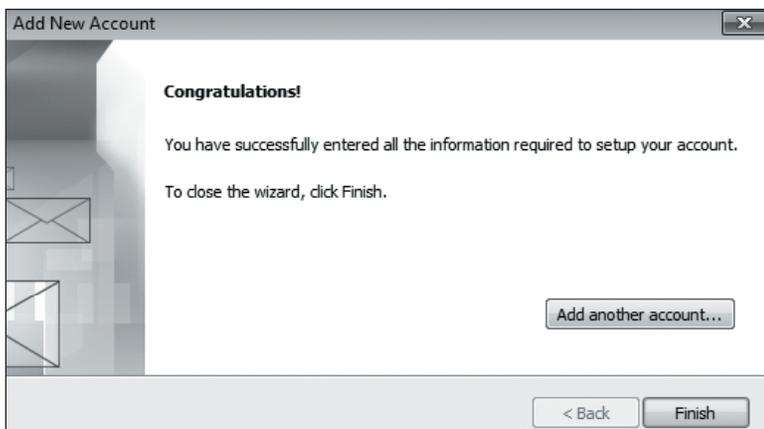
6. On the **Internet E-mail Settings** window
 - Click on the **Outgoing Server** tab.
 - Check **“My outgoing server (SMTP) requires authentication”**.
 - Select **Use same settings as my incoming mail server** radio button.

Setting Up Microsoft® Outlook 2010

POP EMAIL ACCOUNT SETUP (cont.)



- Click on the **Advanced** tab
 - Change your **Incoming server (POP3)** port to **110**.
 - Change your **Outgoing server (SMTP)** port from 25 to **2500**.



- Click **OK**, **Next** and then **Finish**. 

NOTE: As a courtesy, we provide information about how to use certain third-party products but we do not endorse or directly support third-party products, and we are not responsible for the functions or reliability of such products. Outlook 2010® is a registered trademark of Microsoft Corporation in the United States and/or other countries. All rights reserved.