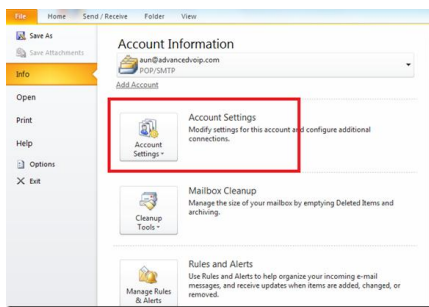
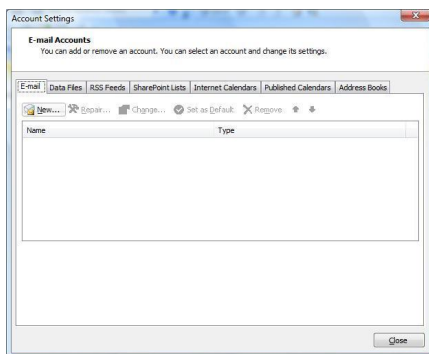


## How to Set Up Outlook 2010 for Windows to Send and Receive Email

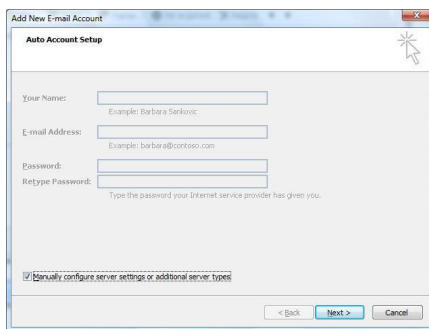
1. Open Outlook. Select **Account Settings...** from the **File and Info** menu.



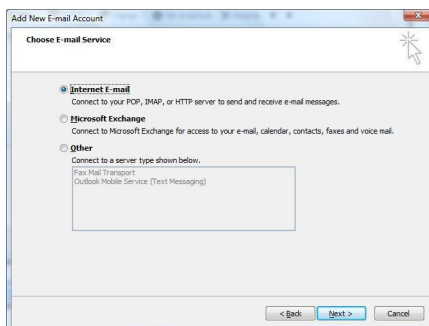
2. On the E-mail tab, click **New**.



3. Select "Manually configure server settings or additional server types" and click **Next >**.



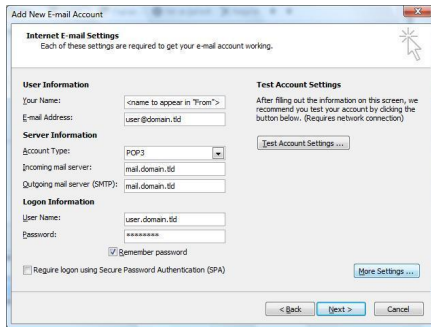
4. Select **Internet E-mail** and click **Next >**.



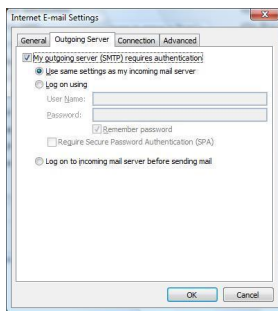
5. Enter the following information for E-mail Accounts.

- **Your Name:** Enter the name you wish recipients to see when they receive your message.
- **Email Address:** Your email address
- **Account Type:** POP3
- **Incoming mail server:** mail.(domain)

- **Outgoing mail server (SMTP):** mail.(domain)
- **User Name:** Enter your full e-mail address
- **Password:** If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
- **Click More Settings...**

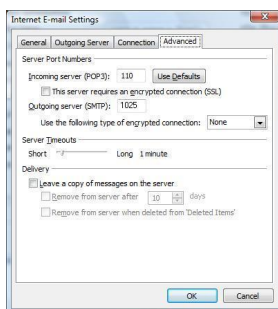


6. Click on the **Outgoing Server** tab, and check the box labeled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**



7. Click on the **Advanced** tab.

- Under **Incoming Server (POP3)**, the port number should be set to **110**.
- Under **Outgoing Server (SMTP)**, the port number should be set to **587**.
- Under **Delivery**, check the box **Leave a copy of messages on the server**.
- check the box **Remove from server after 14 days**.



8. Click **OK**

9. Click **Next**. Click **Finish**.