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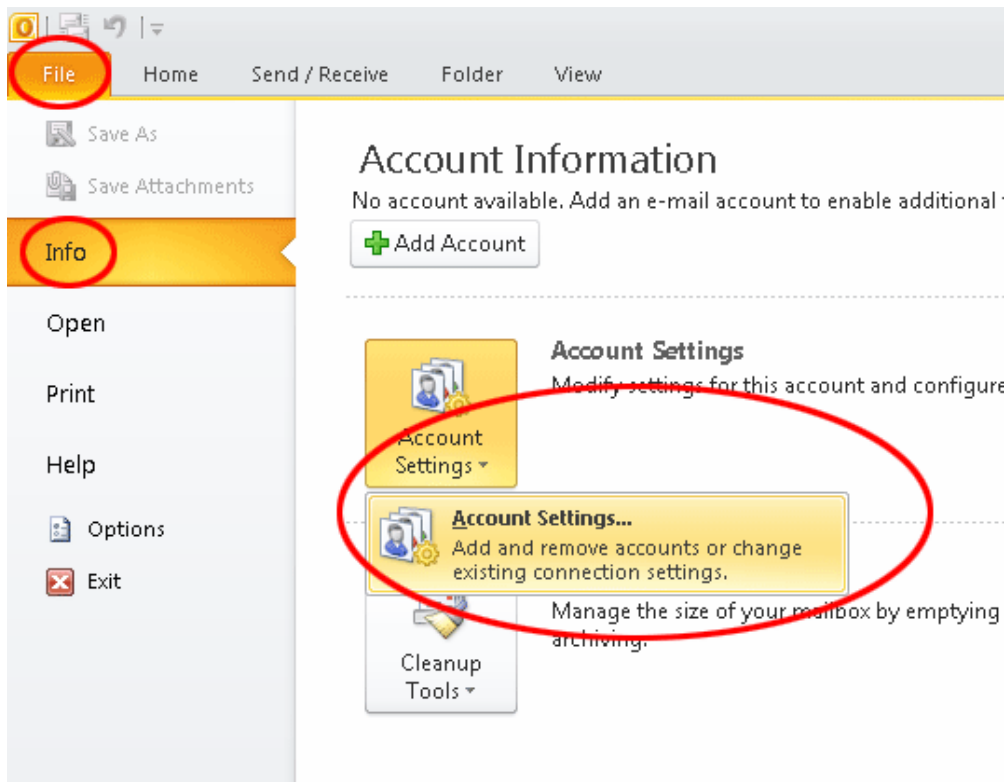
Outlook 2010 email setup tutorial

In the following examples replace the example information with the correct account information, i.e:

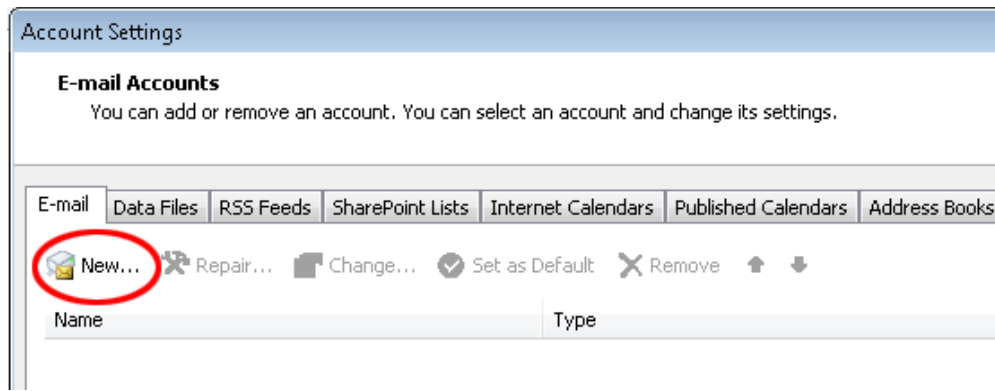
- John Smith = **<Your Name>**
- johnsmith@netregistry.net = **<your.email@yourdomainname.tld>**
- netregistry.net = **<yourdomainname.tld>**

To Setup an email account with Outlook 2010

1. In Outlook Express 2010, click **File** then select **Info** from the dropdown menu.
2. Click **Account Settings**.
3. Select the **Add and remove accounts** option from the drop down.



4. In the **Email** tab, click **New**. **Note:** If making changes to an existing account, under the Email tab you will see a list of email accounts that exist within Outlook, double click on the email account you wish to make changes to, then skip to step 6.



5. Select **Email Account** radio option and complete the following information:
Your Name: The name you wish displayed when people receive your emails
Email Address: The email address you are sending email from.
Password: The password used for this email account.
Re-type Password: The password used for this email account.
6. Select **Manually configure server settings or additional server types** then click **[Next]**.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

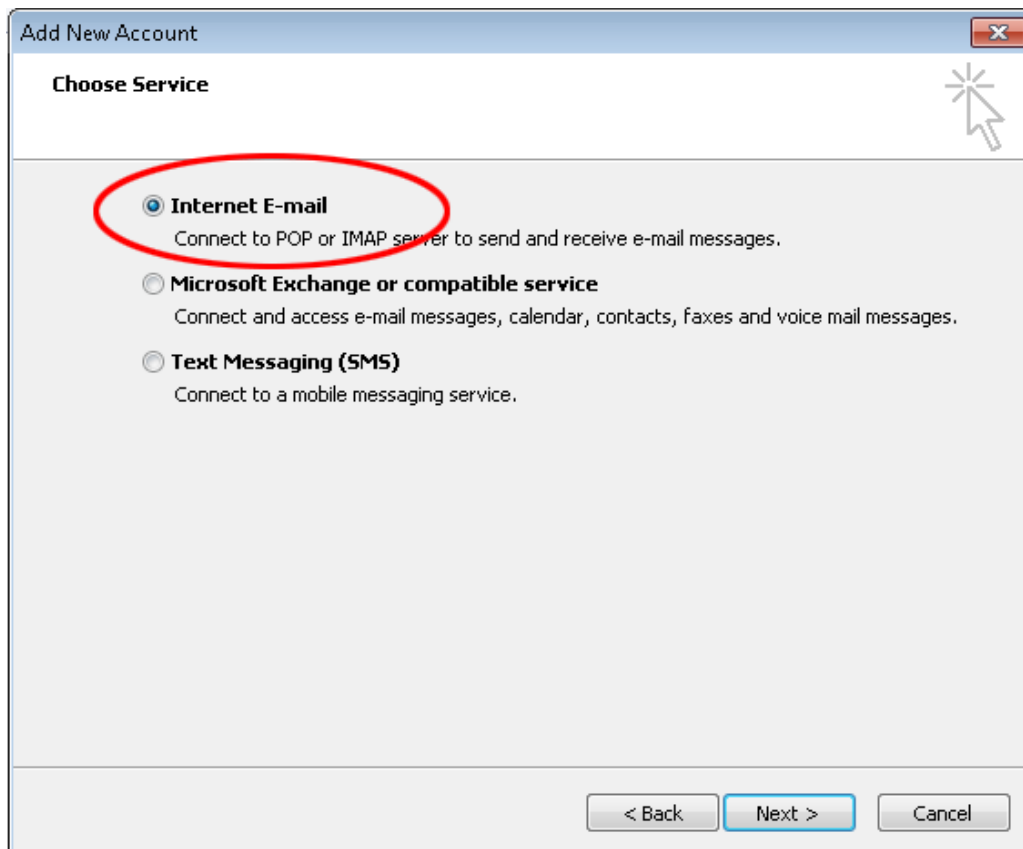
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

7. Select the **Internet Email** radio option and click **[Next]**.



8. Complete the Settings information: **Your Name:** The name you wish displayed when people receive your emails
Email Address: The email address you are sending email from.
Account Type: Select POP3 or IMAP from the drop down. POP is more common. Feel free to [read more about the differences here](#).
Incoming mail server: pop.netregistry.net or imap.netregistry.net (depending which account type you've selected).
Outgoing mail server: smtp.netregistry.net or your Internet Service Provider's (ISP) outgoing mail server.
User Name: Your full email address is required.
Password: The password used for this email account.

It is up to the end user to decide if they wish to create a new Outlook Data File or not, this choice does not affect the connection to our servers.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Smith
E-mail Address: johnsmith@example.co

Server Information
Account Type: POP3
Incoming mail server: pop.netregistry.net
Outgoing mail server (SMTP): smtp.netregistry.net

Logon Information
User Name: johnsmith@example.co
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

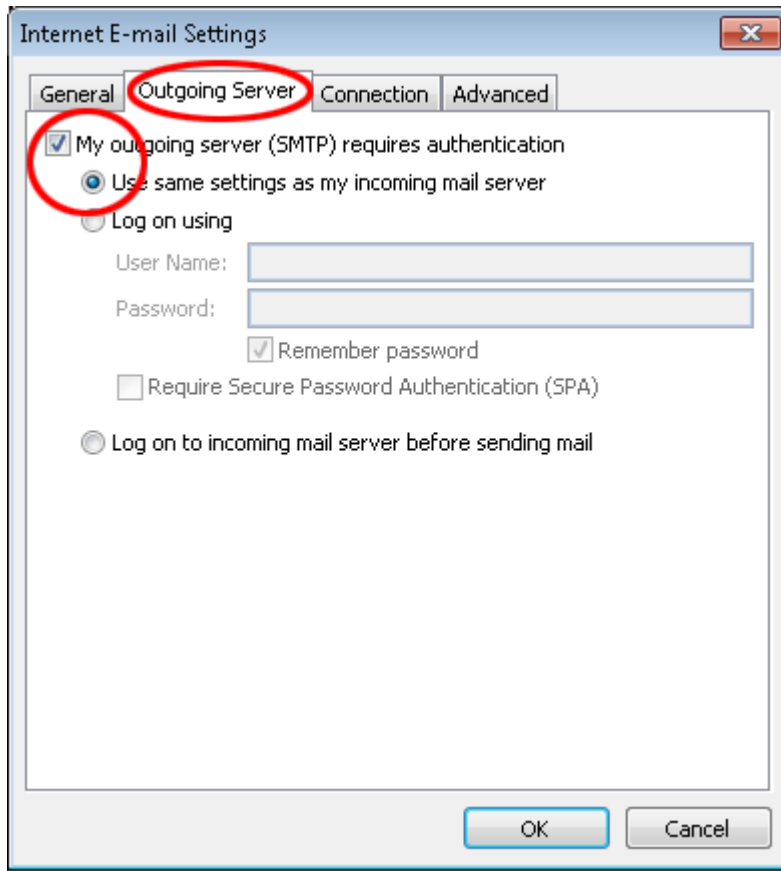
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File
Browse

More Settings ...

< Back Next > Cancel

9. Click **[More Settings]** button located in the bottom right corner.
10. Select the **Outgoing Server** tab.

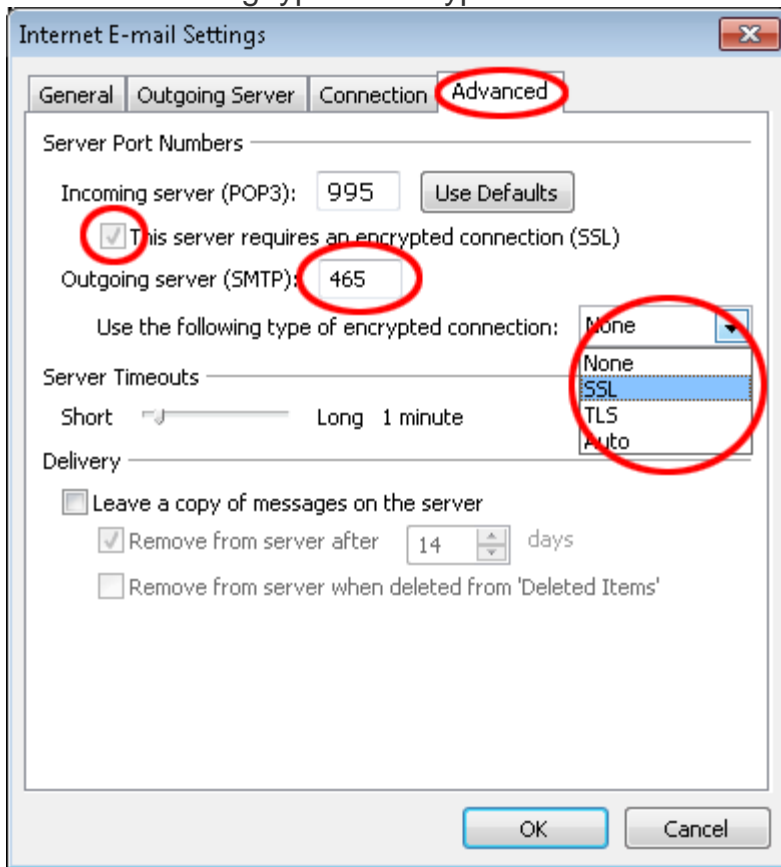


11. Select **My outgoing mail sever (SMTP) requires authentication** and **Use same settings as incoming mail server**.
12. Select the **Advanced** tab. **With SSL Encryption**
This server requires an encrypted connection (SSL) = **Selected**.
Change the Outgoing server (SMTP) number to **465**.
Use the following type of encrypted connection = **SSL**.

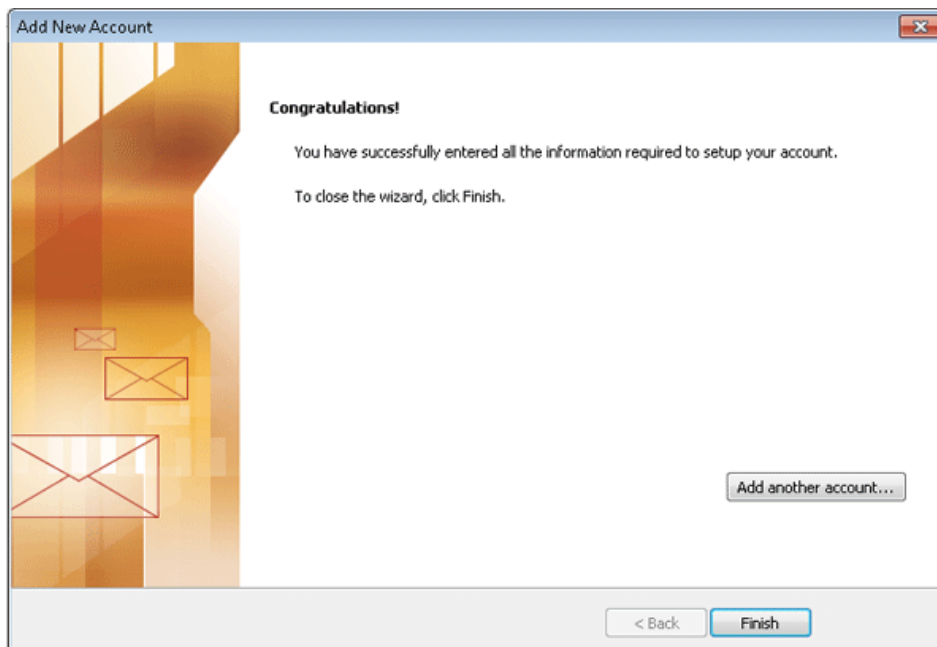
Without SSL Encryption

This server requires an encrypted connection (SSL) = **Unselected**.
Change the Outgoing server (SMTP) number to **587**.

Use the following type of encrypted connection = **None**.



13. Click **[OK]**.
14. Click **[Next]** then **[Finish]**.



This completes the setup of your email account in Outlook 2010.