Outlook 2010&2013 Q. How do I setup my account in Microsoft Outlook 2010?

A. Step 1. Create a new profile

1. Open Microsoft Outlook 2010. Select "Account settings..." from under "File"

(If you already have an account setup, continue on to <u>"Step 2.</u> <u>Configuring/Modifying SMTP (outgoing mail) server."</u>)

Save As	Account In	formation
Info		•
Open	Add Account	
Print Help	Account Settings •	Account Settings Modify settings for this account and configure additional connections.
× Add and a change ex	Settings emove accounts or isting connection settings.	Mailbox Cleanup
	Cleanup Tools +	Manage the size of your mailbox by emptying Deleted Items and archiving.
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

2.Click on "New..." to add your email account

Account Settings							×
E-mail Accounts You can add or remove an	account. You can s	select an acco	unt and o	change its	settings.		
E-mail Data Files RSS Feeds	SharePoint Lists	Internet Cal	endars	Published	Calendars	Address Books	
<u>∭a</u> ew 🎌 <u>R</u> epair 🖝	Ch <u>a</u> nge 📀 S	5et as <u>D</u> efault	🗙 Re	move 1	+		
Name		Туре					
							lose

3. Check the "Manually configure server settings or additional server types" box here and then click "Next"

d New E-mail Accoun	t 0	₩
-		R
Your Name:		
	Example: Barbara Sankovic	
E-mail Address:		
	Example: barbara@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you,	
Manually configure s	erver settings or additional server types	
	< <u>B</u> ack <u>N</u> ext > C	ancel

4. Select the "Internet E-mail" option and then click "Next"

Add New E-mail Account	X
Choose E-mail Service	×
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.	
Microsoft Exchange	
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail	
© <u>O</u> ther	
Connect to a server type shown below.	
Fax Mail Transport Outlook Mobile Service (Text Messaging)	
< <u>Back</u> <u>Next</u> > C	ancel

5.Enter your "Internet E-mail Settings" as shown below;

Add New E-mail Account	Oriented Xe	
Each of these settings ar	e required to get your e-mail accou	nt working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	user-id@gol.com	button below. (Requires network connection)
Server Information		Task Assure Satisas
Account Type:	POP3	Lest Account Settings
Incoming mail server:	popmail.gol.com	
Outgoing mail server (SMTP):	mail.gol.com	
Logon Information		
<u>U</u> ser Name:	user-id@gol.com	
Password:	******	
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

User Information

- Your Name: Your Name
- E-mail Address: Your email address (user-id@gol.com)

Server Information

- Account Type: POP3
- Incoming mail server: popmail.gol.com
- Outgoing mail server (SMTP): mail.gol.com

Logon Information

- User Name: user-id@gol.com
- Password: Your Rakuten Broadband Premium account password
- Remember password: check
- Log on using Secure Password Authentication (SPA): Do not check

Click on the "More Settings..." button after entering the information

6. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"

General Outgoing Server Connection Advanced
My outgoing server (SMTP) requires authentication
Use same settings as my incoming mail server
○ Log on using
User <u>N</u> ame:
Password:
Reguire Secure Password Authentication (SPA)
Log on to incoming mail server before sending mail
OK Cancel

7. Select the "Advanced" tab and then configure the screen as follows:

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None
Server Timeouts
Short J Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server after 10 Udys
Remove from server when deleted from Deleted Items
OK Cancel

- Incoming server (POP3): 110

- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: None

Click "OK" to return to the "E-mail Accounts" screen and then click "Next"

8. Click the "Finish" button to complete the setup of your account



Step 2. Configuring/Modifying SMTP (outgoing mail) server

Note: If you have already completed Step 1, you do not not need to complete Step 2 to send and receive email.

1.Select "Account settings..." from under "File"



2. Select your email account and then click on "Change..."

Account Settings	X
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
New 🔆 Repair 😭 Change 📀 Set as Default 🗙 Remove 🕈 🛡	
Name Type	
user-id@gol.com POP/SMTP (send from this account by default)	
Selected e-mail account delivers new e-mail messages to the following location:	
Change <u>Folder</u> Personal Folders\Inbox	
in data file C: \Users\a-hughes\AppData\Local\Microsoft\Outlook\Outlook.pst	
	se

3. Click on the "More settings..." button

d New E-mail Account Internet E-mail Settings Each of these settings ar	e required to get your e-mail accoun	t working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	user-id@gol.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3 👻	lest Account Settings
Incoming mail server:	popmail.gol.com	
Outgoing mail server (SMTP):	mail.gol.com	
Logon Information		
<u>U</u> ser Name:	user-id@gol.com	
Password:	******	
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

4. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"

General Outgoing Server Connection Advanced
My outgoing server (SMTP) requires authentication
Use same settings as my incoming mail server
○ Log on using
User <u>N</u> ame:
Password:
Reguire Secure Password Authentication (SPA)
Log on to incoming mail server before sending mail
OK Cancel

5. Select the "Advanced" tab and then configure the screen as follows:

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None
Server Timeouts
Short Long 1 minute
Delivery
Leave a copy of messages on the server Remove from server after to days
Remove from server when deleted from 'Deleted Items'

- Incoming server (POP3): 110
- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: None

Click "OK" to return to the "E-mail Accounts" screen and then click "Next" and "Finish" to save the changes.

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