

Outlook 2010&2013

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

A. Step 1. Create a new profile

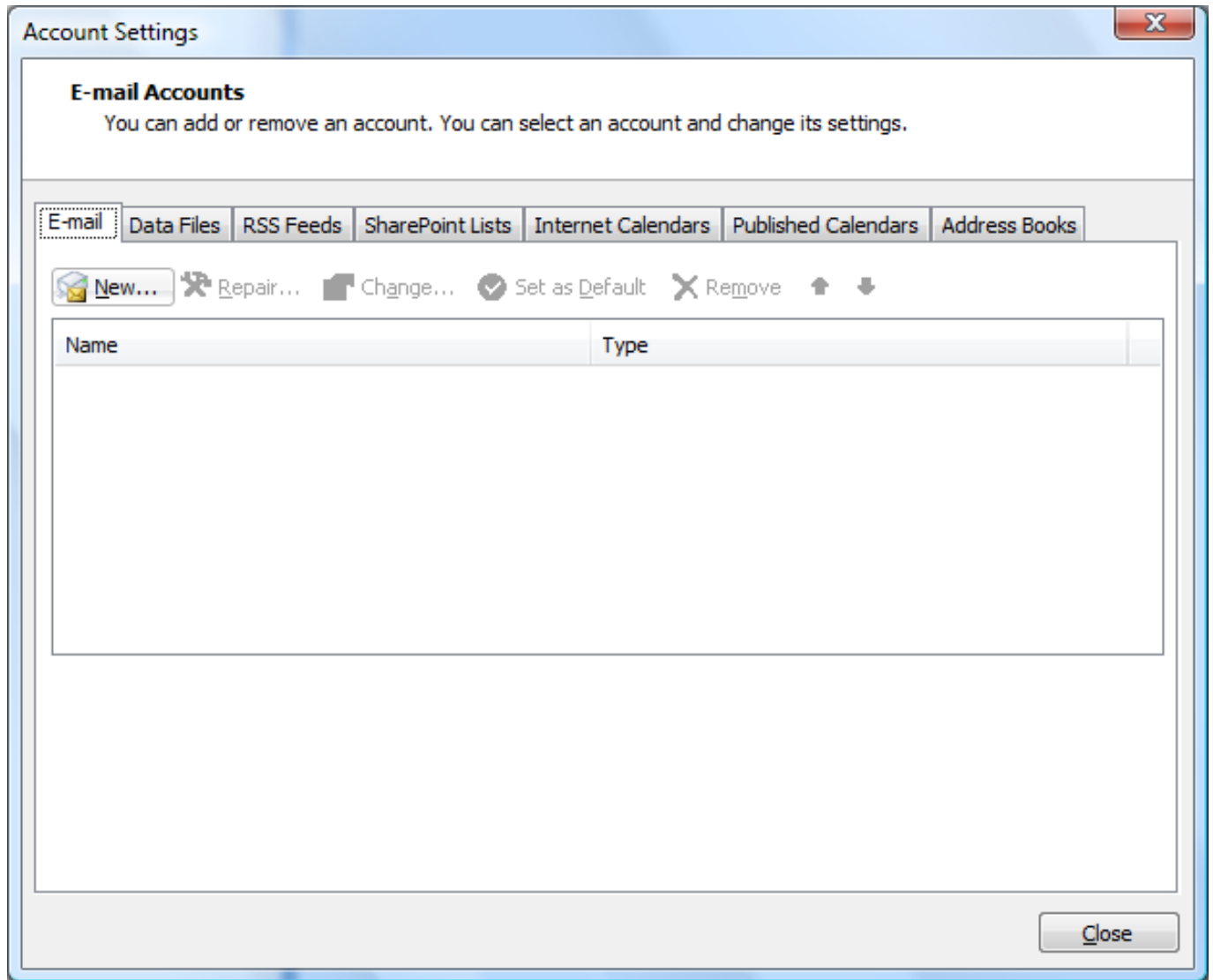
1. Open Microsoft Outlook 2010. Select "Account settings..." from under "File"

(If you already have an account setup, continue on to ["Step 2. Configuring/Modifying SMTP \(outgoing mail\) server."](#))



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

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

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Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

Password:

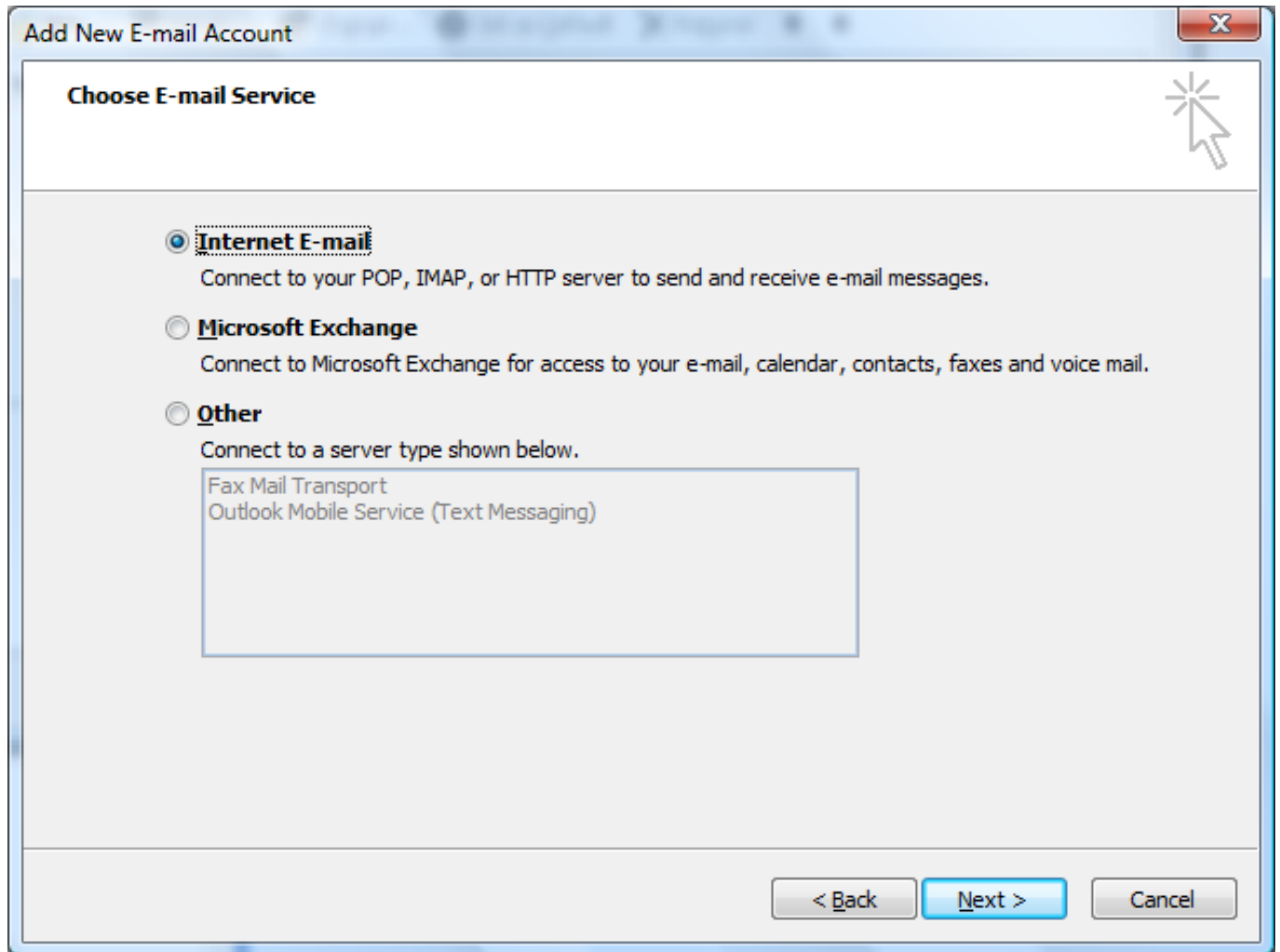
Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back Next > Cancel

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

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

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Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 ...

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

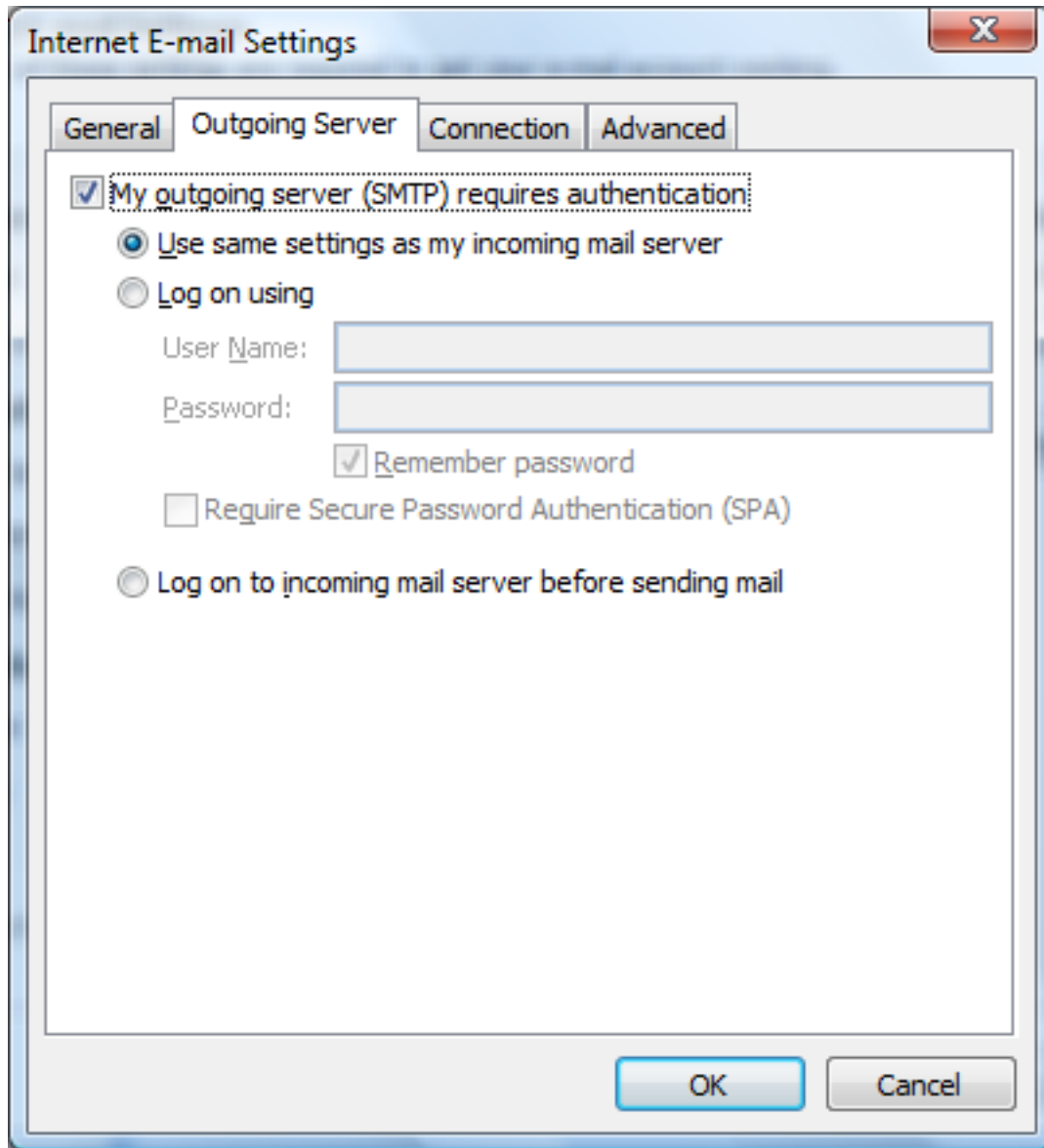
Logon Information

- 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"

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

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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 10 days

☐ Remove from server when deleted from 'Deleted Items'

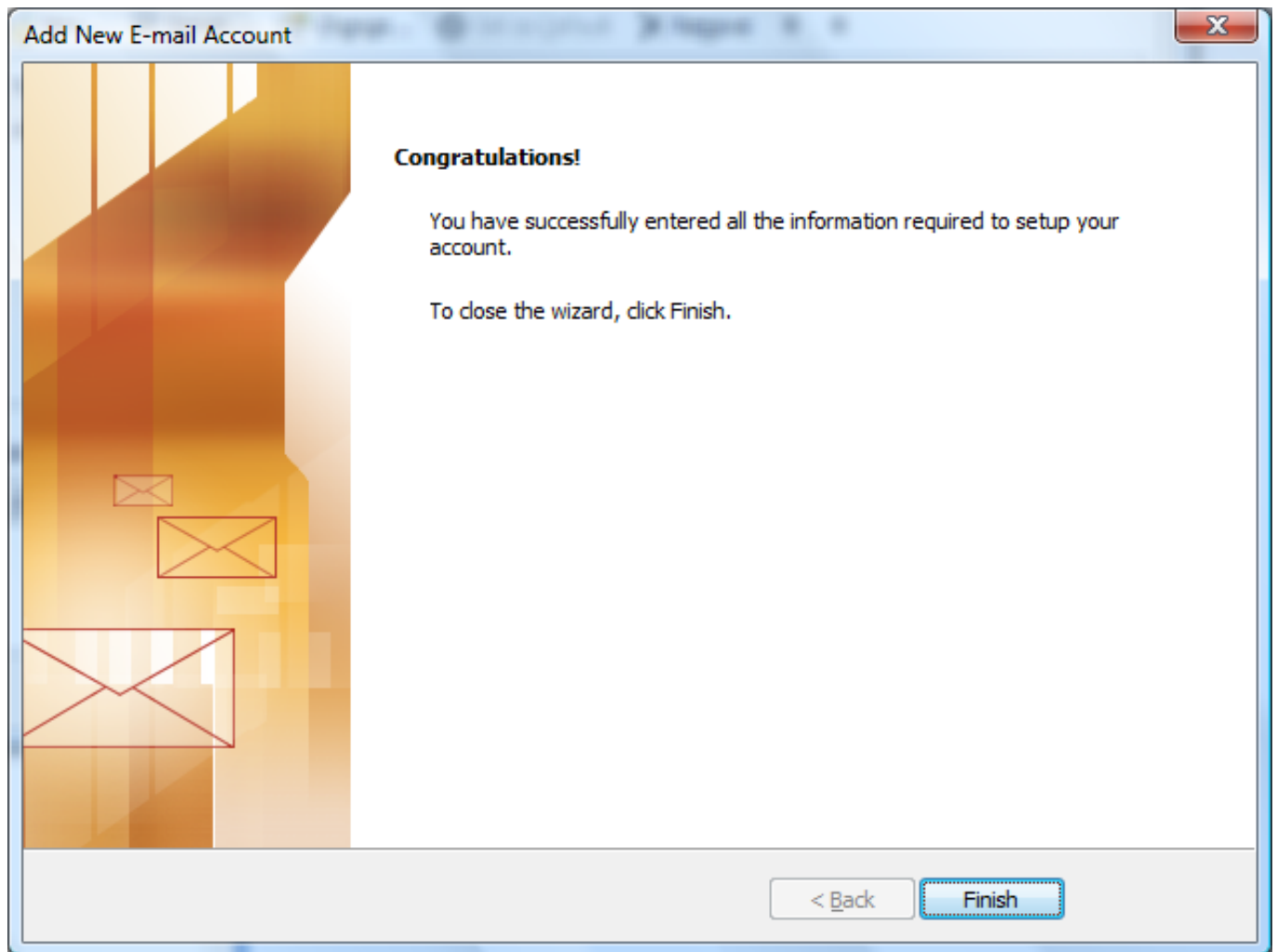
OK Cancel

- 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

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

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

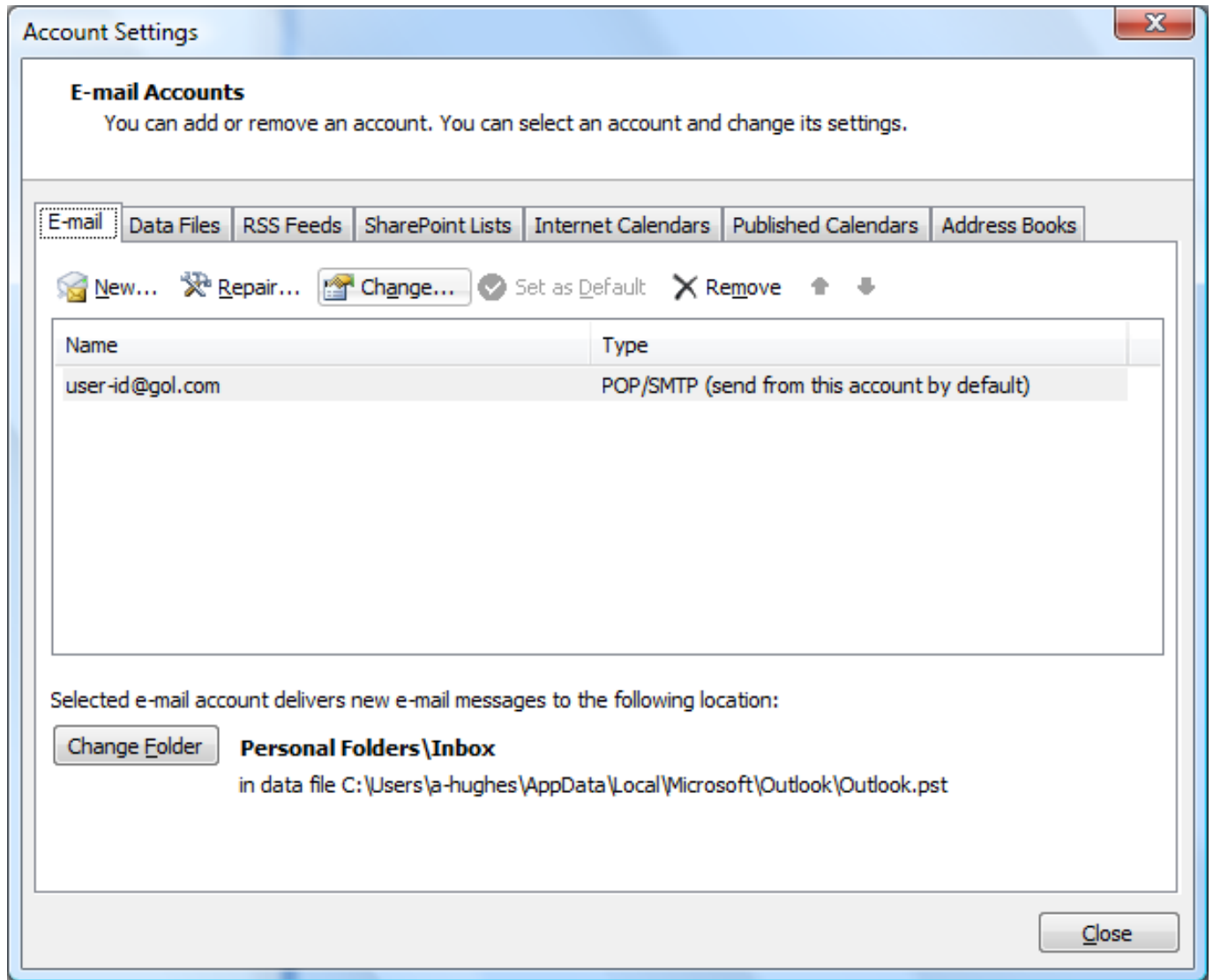
1. Select "Account settings..." from under "File"

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

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

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Add New E-mail Account

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

User Information
Your Name:
E-mail Address:

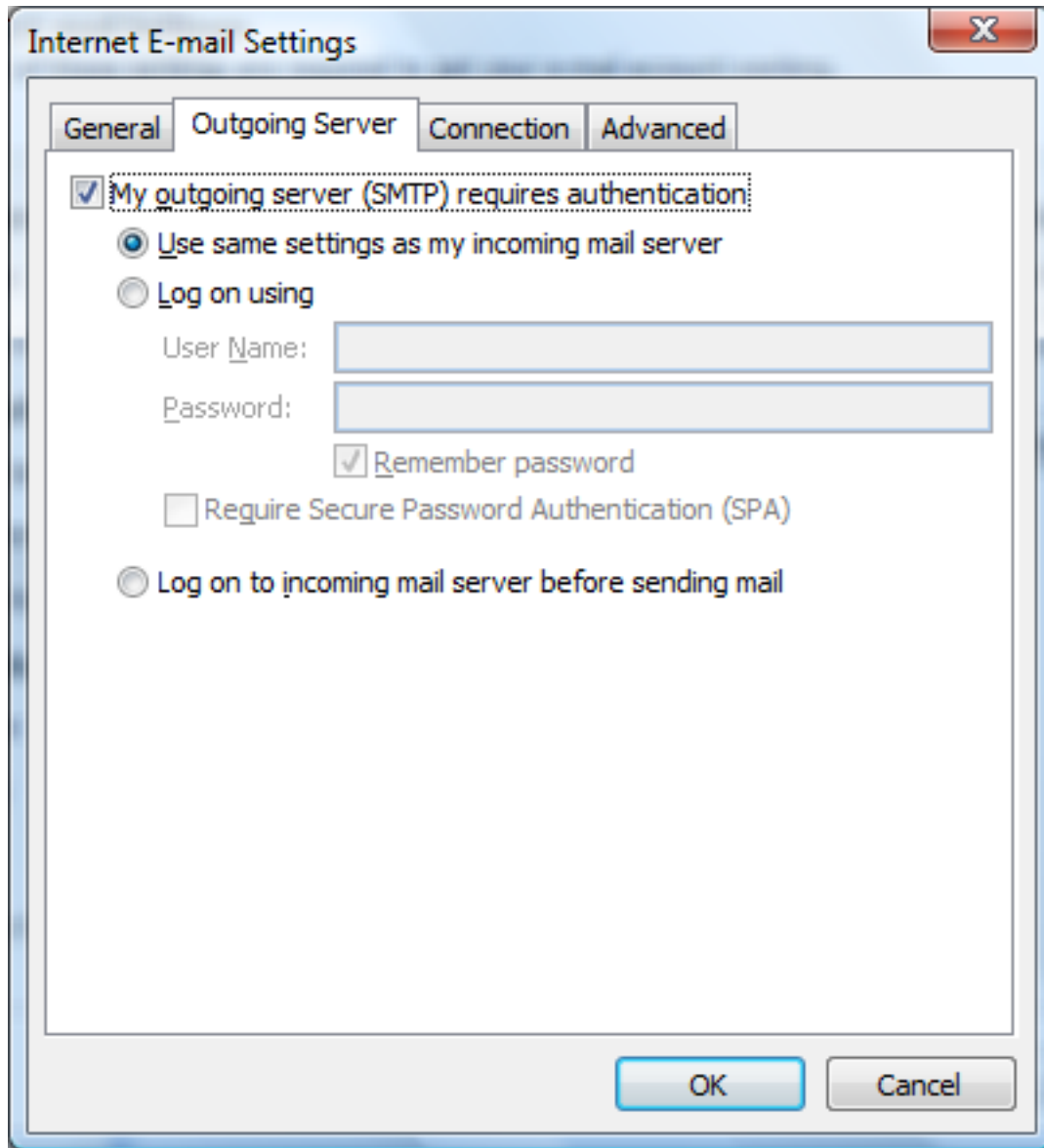
Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
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)

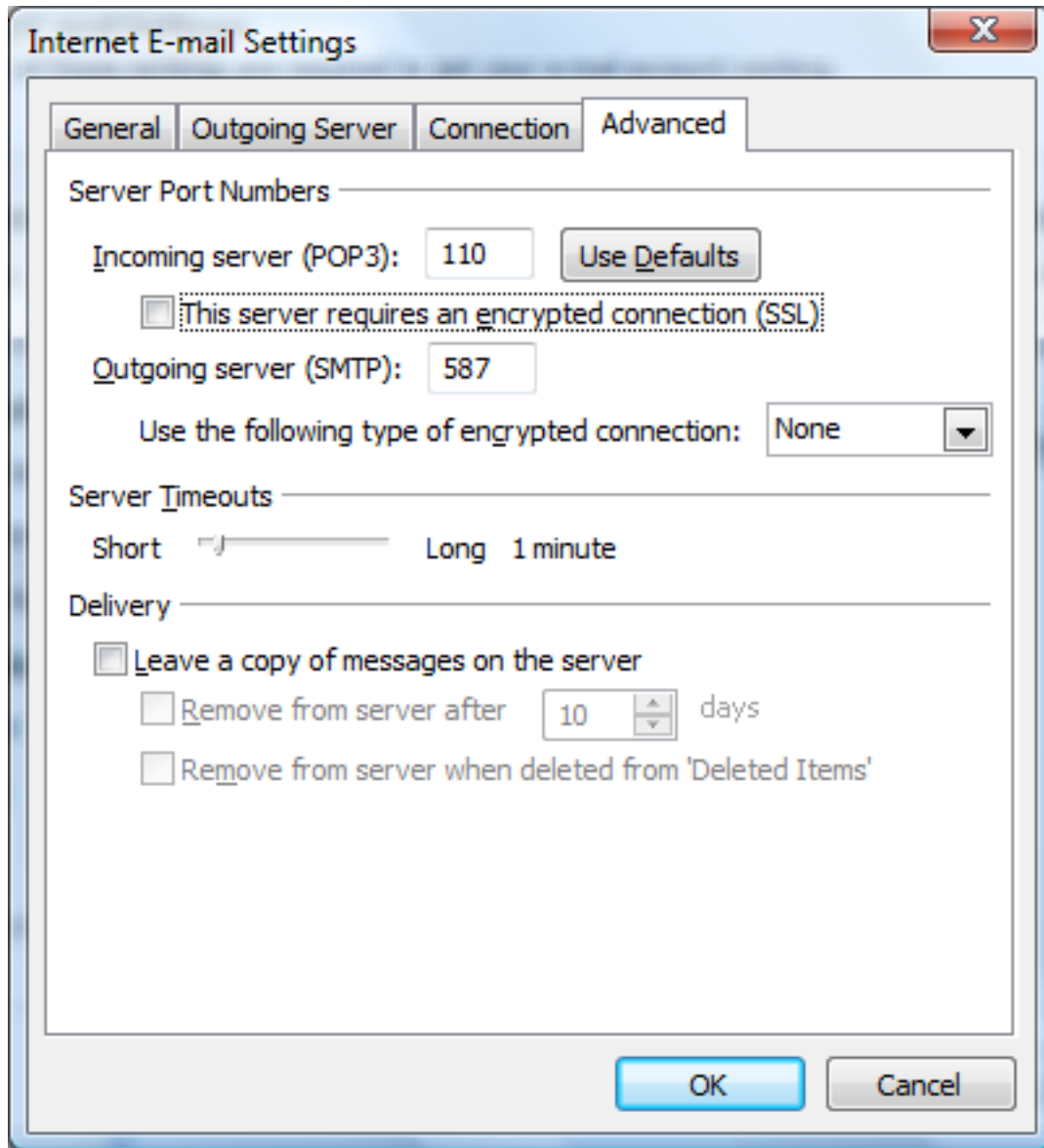
4. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"

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

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- 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.

Unique solution ID: #1065

Author: Support

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