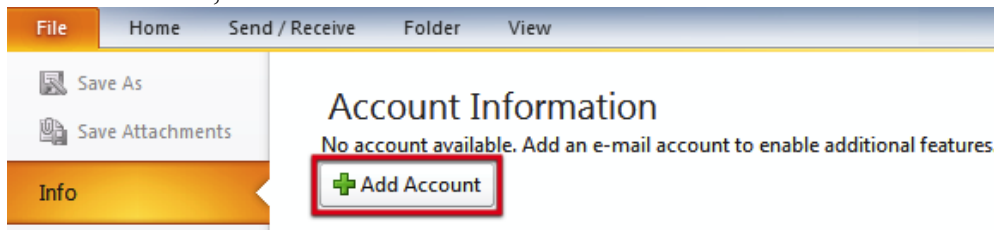
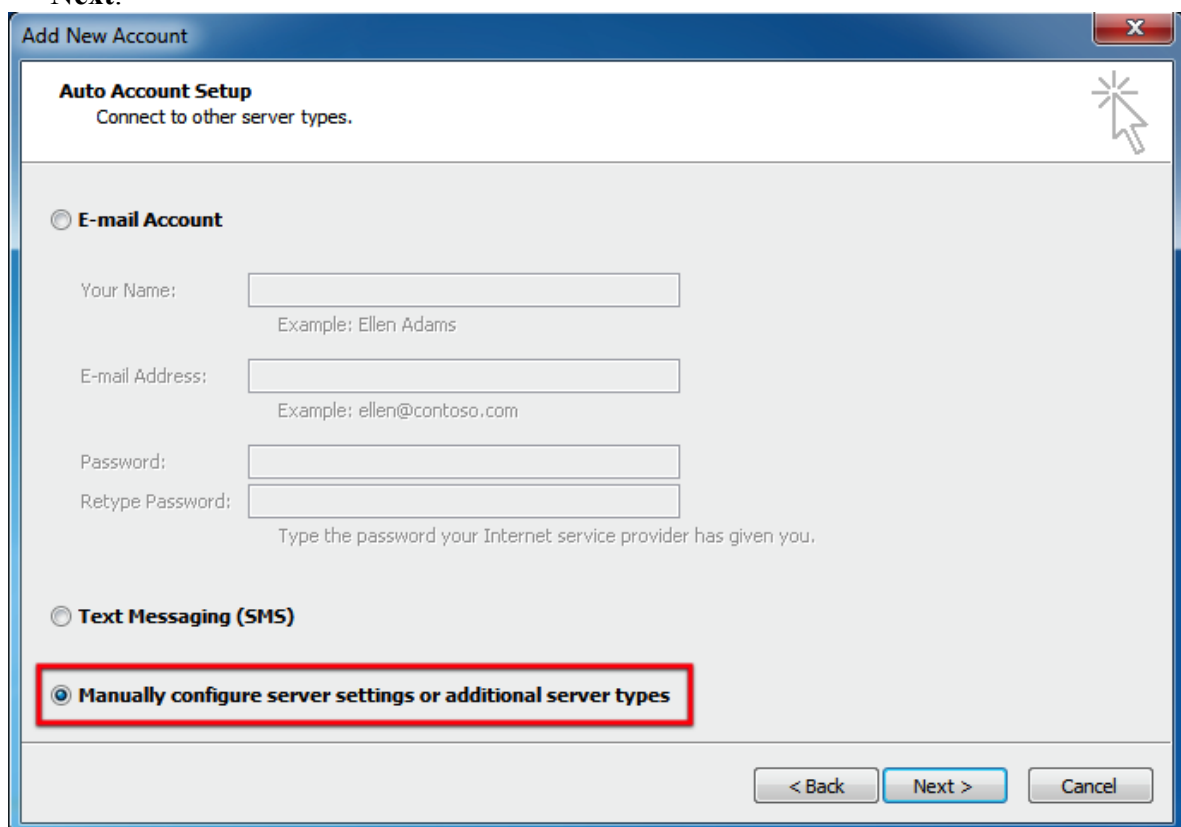


Setting up an email account in Outlook 2010

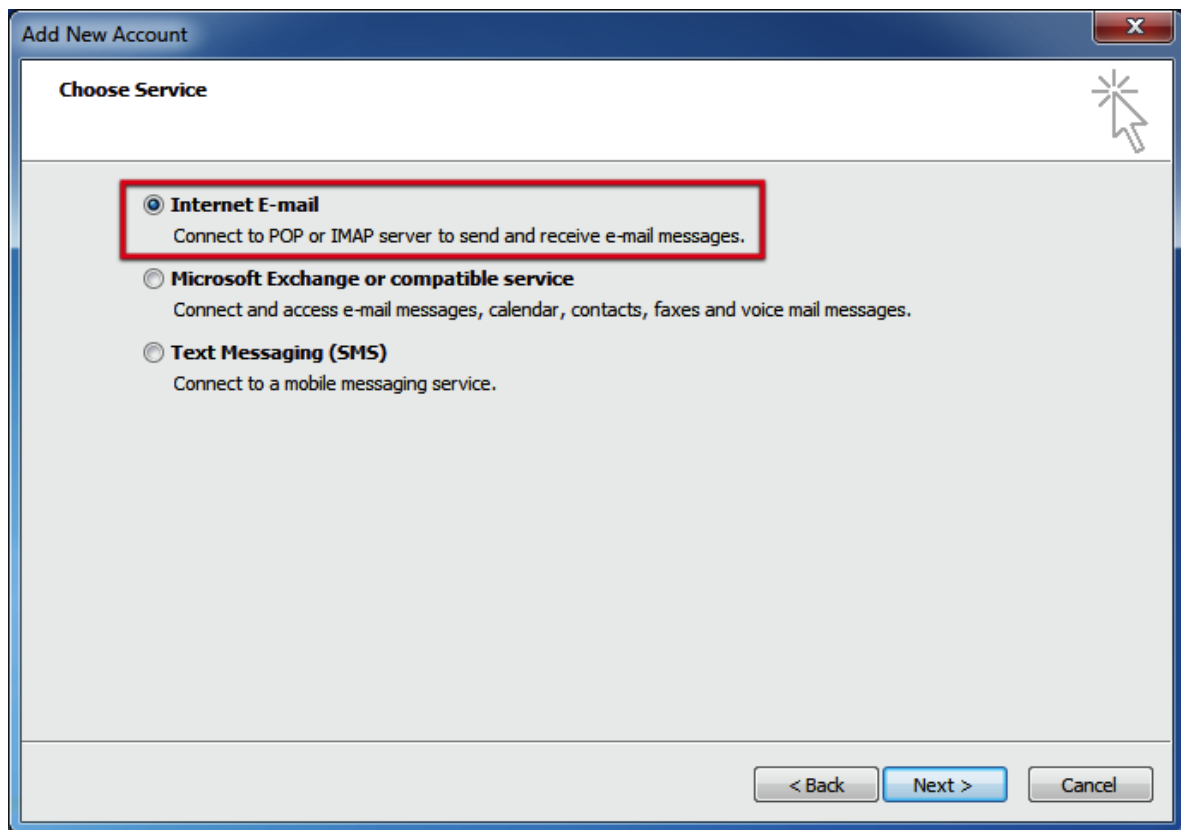
1. Open Outlook 2010.
2. From the **File** menu, click **Info** and select **Add Account**.



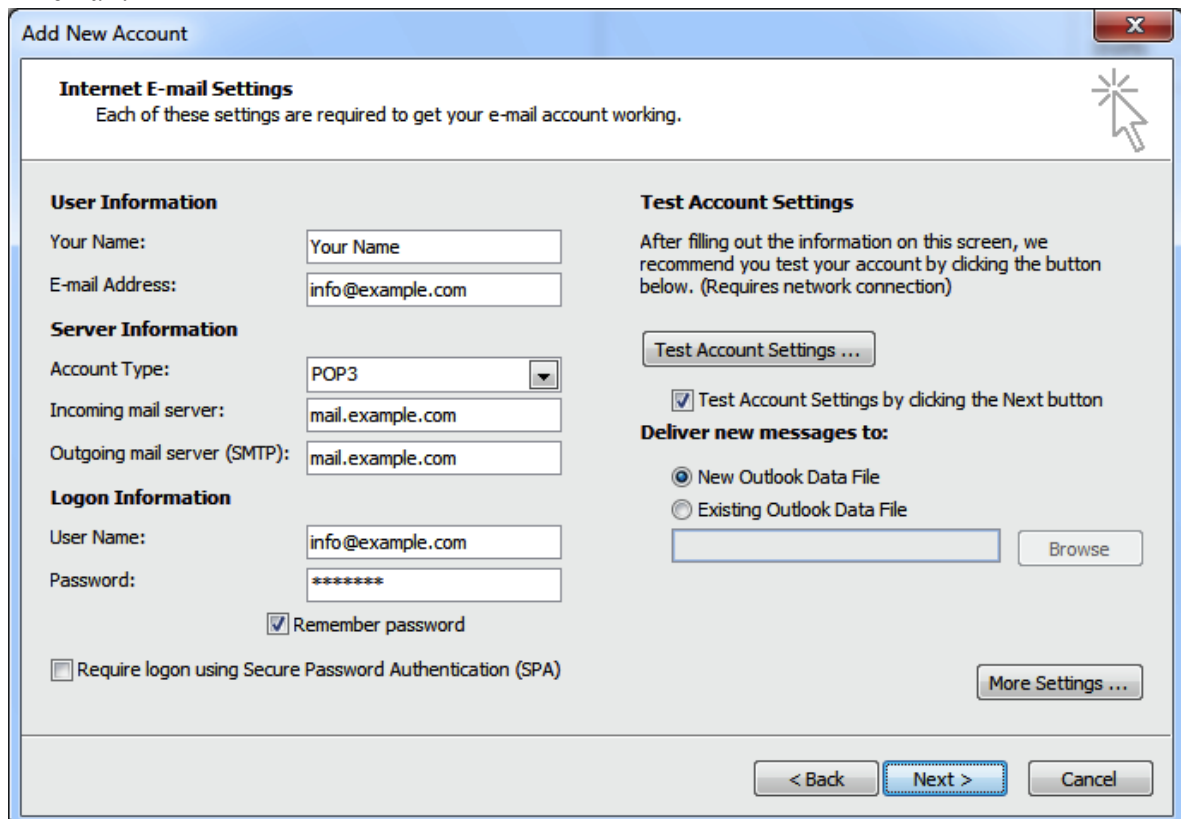
3. Next, select **Manually configure server settings or additional server types** and click **Next**.



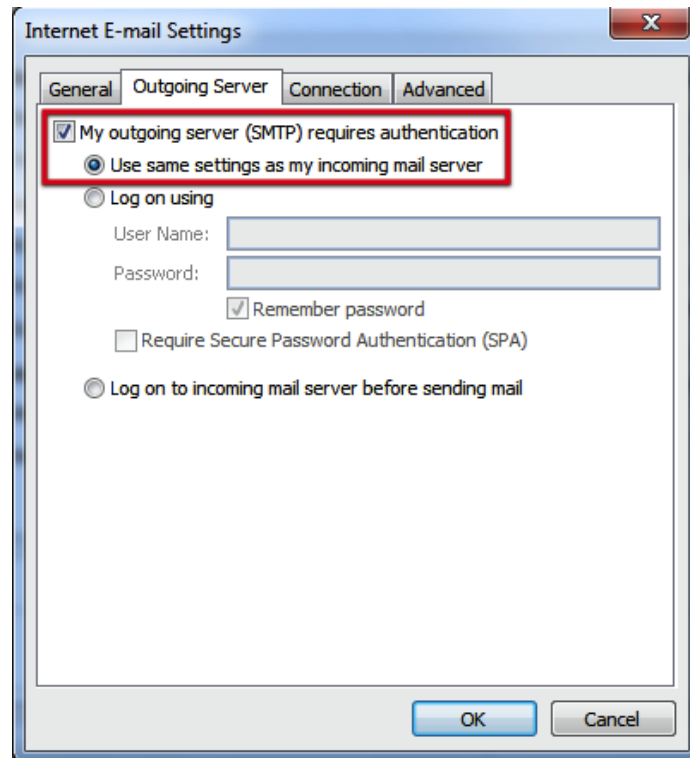
4. Select **Internet Email** and click **Next**.



5. Fill out your email account details, similar to those in the image below, as provided in our email.



- Next, select **More Settings...** and under the **Outgoing Server** tab ensure that **My outgoing server (SMTP) requires authentication** is ticked. Choose **Use same settings as my incoming mail server**.



- Next, select the **Advanced** tab (pictured top-right in the image above), and ensure that the **Server Port Number** for **Outgoing Mail** is set as '587' (typically this is '25' by default). Click **OK** to save changes and close the window.
- Once completed, click **Next** and then **Finish**.