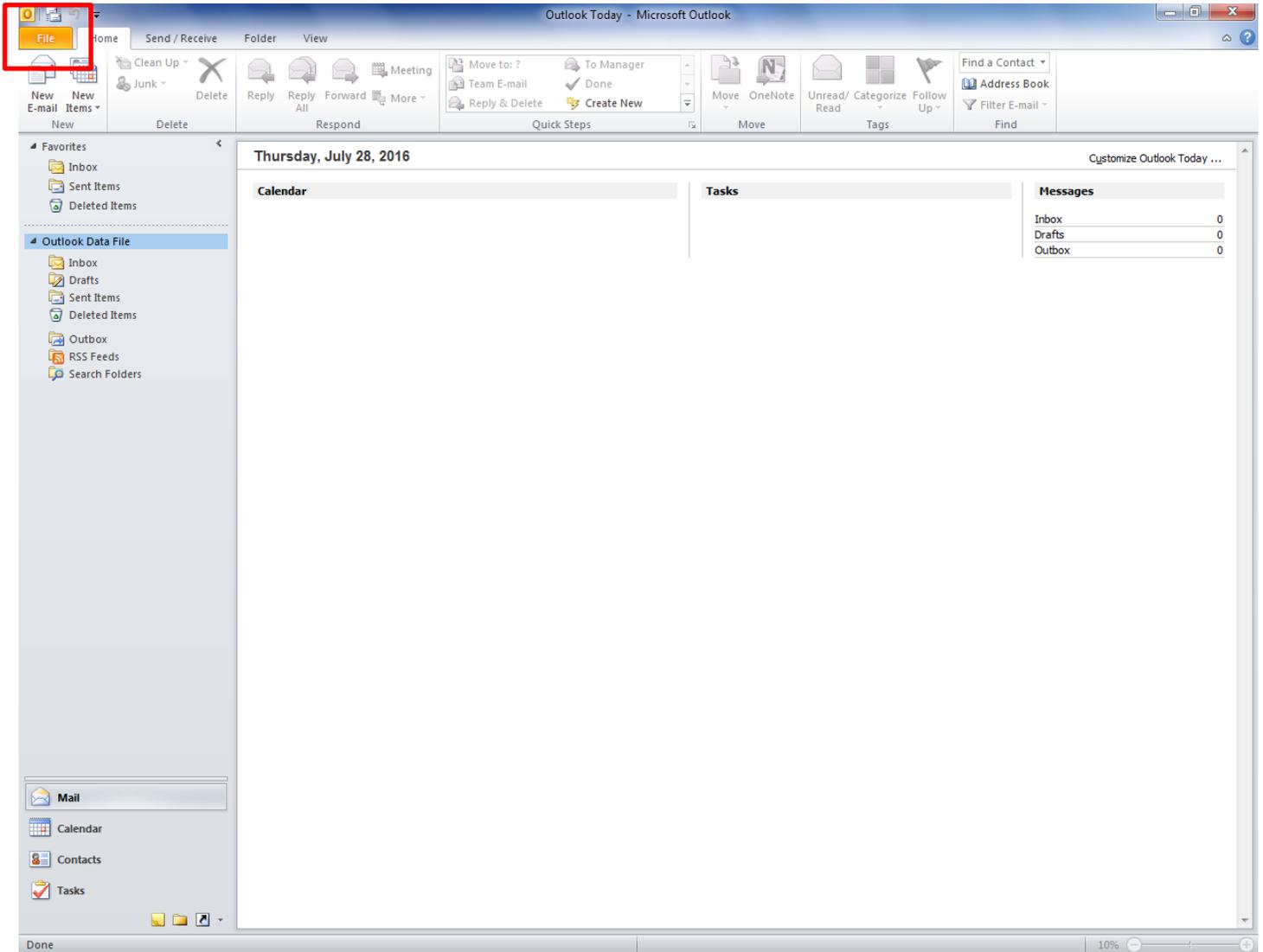


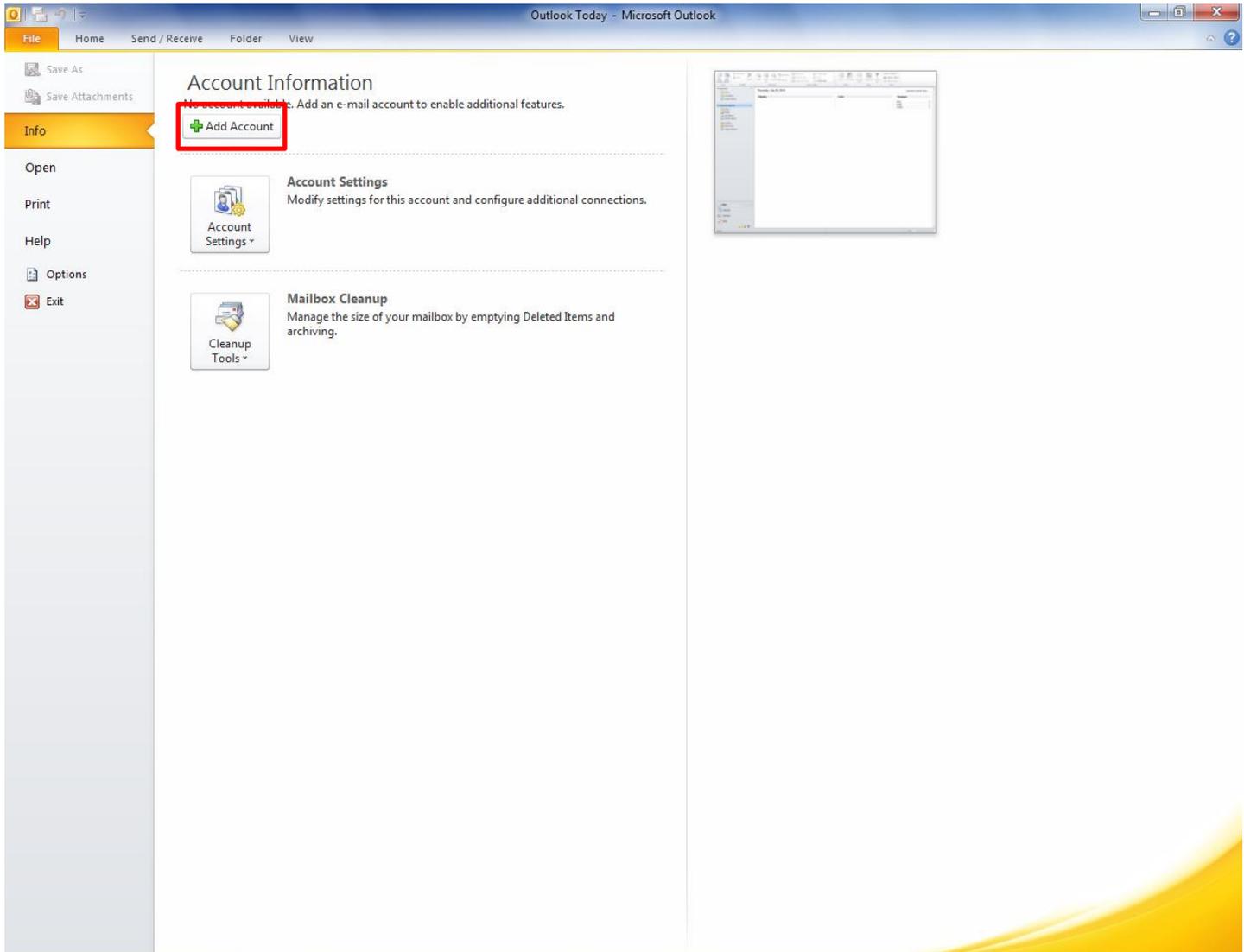
How to setup an email account in Outlook 2010

1. Open Outlook on your computer.
2. Click the **File** menu at the top of the screen.



How to setup an email account in Outlook 2010

3. Click **Add Account**.



How to setup an email account in Outlook 2010

4. Select **Manually configure server settings or additional server types** then click **Next**.

Add New Account

Auto Account Setup
Connect to other server types.

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.

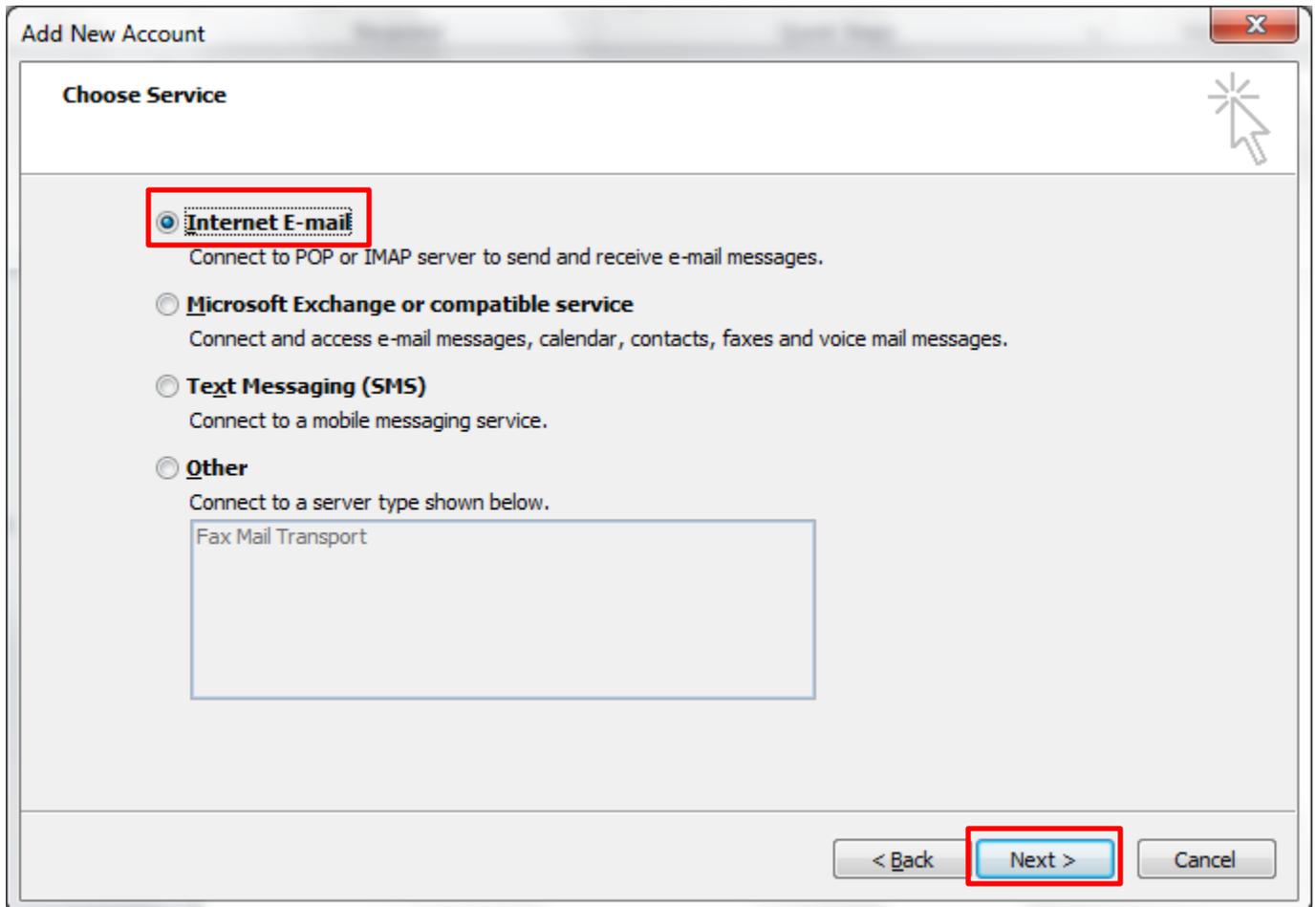
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

How to setup an email account in Outlook 2010

5. Select **Internet E-mail** then click **Next**.



How to setup an email account in Outlook 2010

6. Under **User Information** section:
 - a. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field.
 - b. Enter your full email address in the **E-mail Address** field and your email password in the Password field –
7. Under **Server Information**:
 - a. Select IMAP in the **Account Type** drop down menu.
 - b. Enter securemail.dewebworks.com in the **Incoming Mail Server** field – pay close attention to spelling as a mistake can cause it not to validate.
 - c. Enter securemail.dewebworks.com in the **Outgoing Mail Server** field – pay close attention to spelling as a mistake can cause it not to validate.
8. Under **Logon Information**:
 - a. Enter your full email address in the **Username** field – pay close attention to spelling as a mistake can cause it not to validate.
 - b. Enter your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate.
9. Click **More Settings**.

Add New 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)

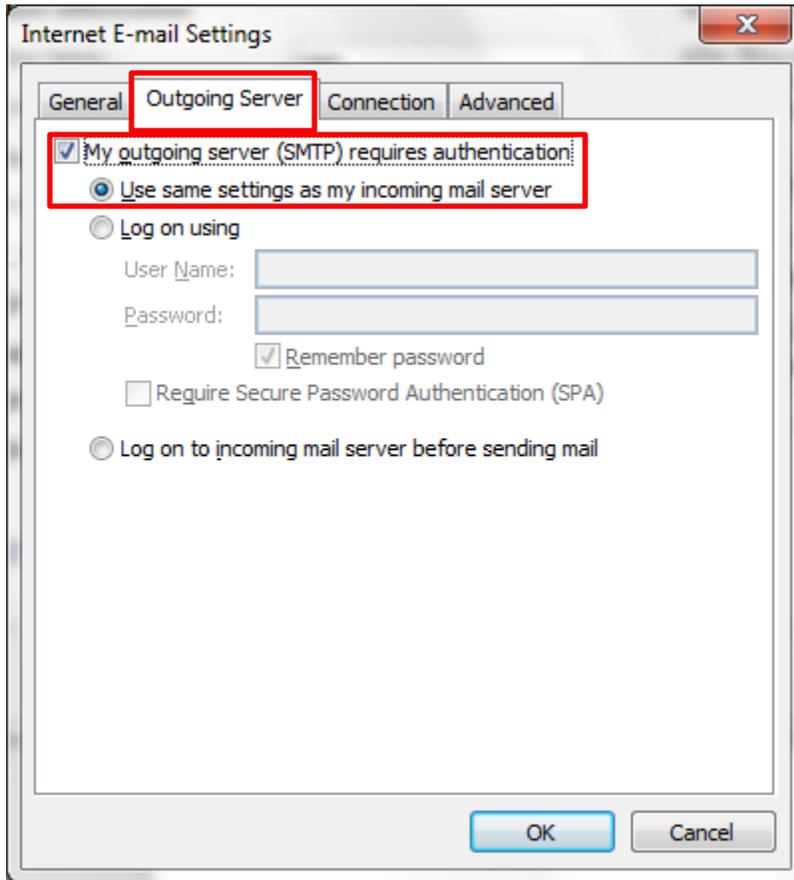
Test Account Settings

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 by clicking the Next button

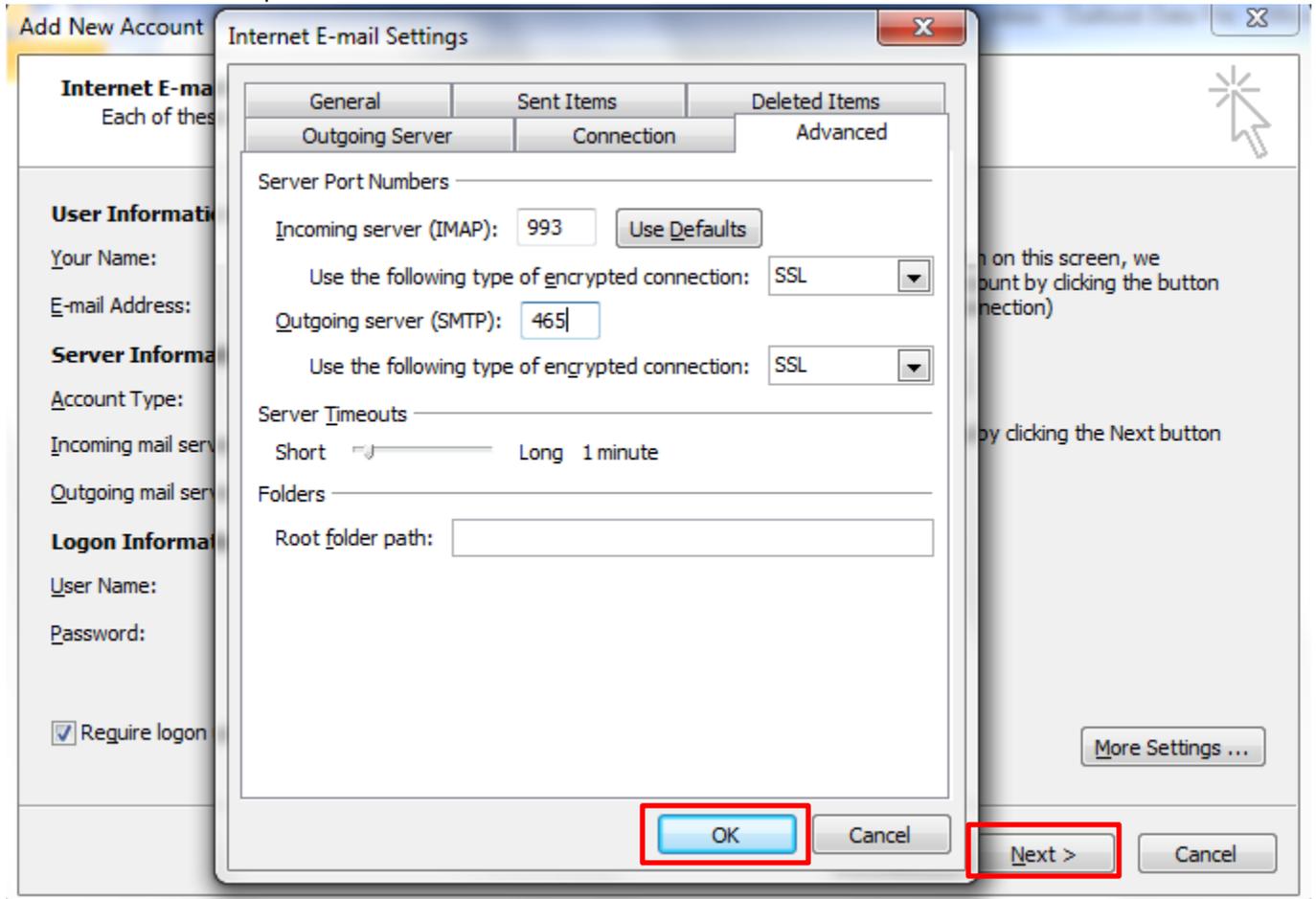
How to setup an email account in Outlook 2010

10. Select the **Outgoing Server** tab. Check the **My outgoing server requires authentication** box. Ensure that **Use same settings as my incoming mail server** is selected.



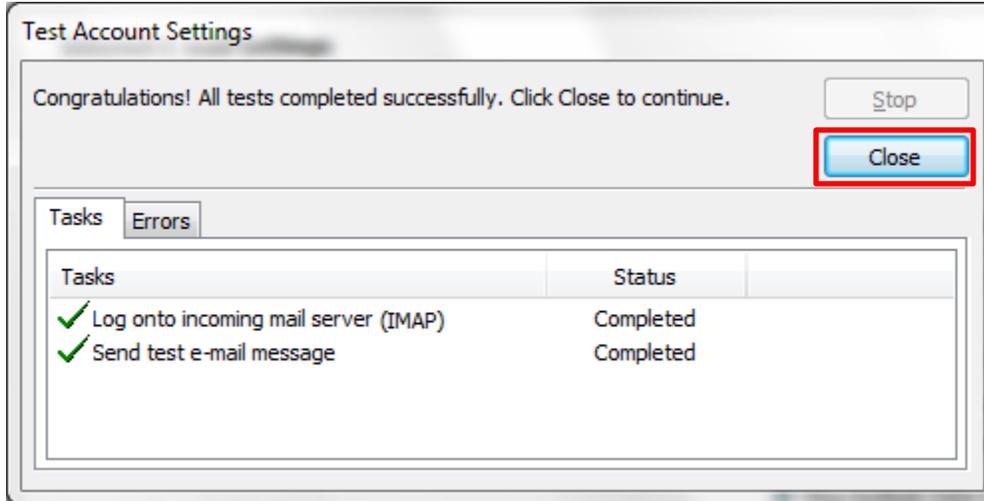
How to setup an email account in Outlook 2010

11. Select the **Advanced** tab.
 - a. Enter 993 in the **Incoming server (IMAP)** field
 - b. Select SSL in the **Use the follow type of encrypted connection** drop down menu
 - c. Enter 465 in the **Outgoing server (SMTP)** Field.
 - d. Select SSL in the **Use the follow type of encrypted connection** drop down menu
 - e. Ensure the **Leave a copy of messages on the server** box is checked
 - f. Press **OK** then press **Next**.



How to setup an email account in Outlook 2010

12. When outlook has finished testing your settings, click **Close**.



13. You're all set! Click **Finish** to complete your email setup.

