Add a new Mailbox to Outlook 2010

We will have previously already supplied you with items marked in **BLUE.**
If you don't have them <u>contact us</u>.

1. Open Outlook

2. File > Account Settings > Account Settings

3. "Email" Tab > NEW

4. Choose Service > Email Account > NEXT

5. At foot of page, select "Manually configure server settings" > NEXT

6. On Choose Service Page > Select Internet Email > NEXT

7. On Internet Email Settings page:

   <u>User Information</u>:
   Add your name (This will be display on the 'From' line of emails you send)
   Add your **email address**.

   <u>Server Information</u>:
   Type > POP3
   Incoming Server: **mail.yourdomain.co.uk**
   Outgoing Server: **mail.yourdomain.co.uk**

   <u>Logon Information</u>:
   User name: Your full **email address**
   Password: The **password** we have given you
   Tick "Remember Password"

BEFORE clicking NEXT, click the "More Settings…" button

> Select Outgoing Server Tab
> Tick "My Outgoing Server Requires Authentication"
> Select "Use same settings as my incoming server"
> Click OK > NEXT

The system tests sending outgoing and incoming messages > Close > FINISH

If both tests were NOT successful Go To (3) above and select Email Tab "CHANGE" to review and amend your settings.