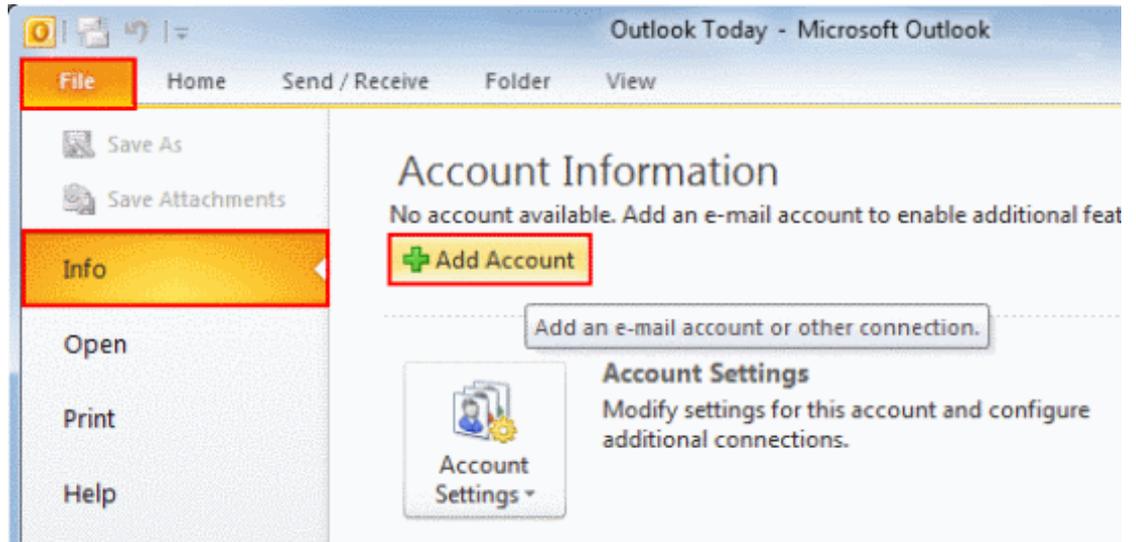
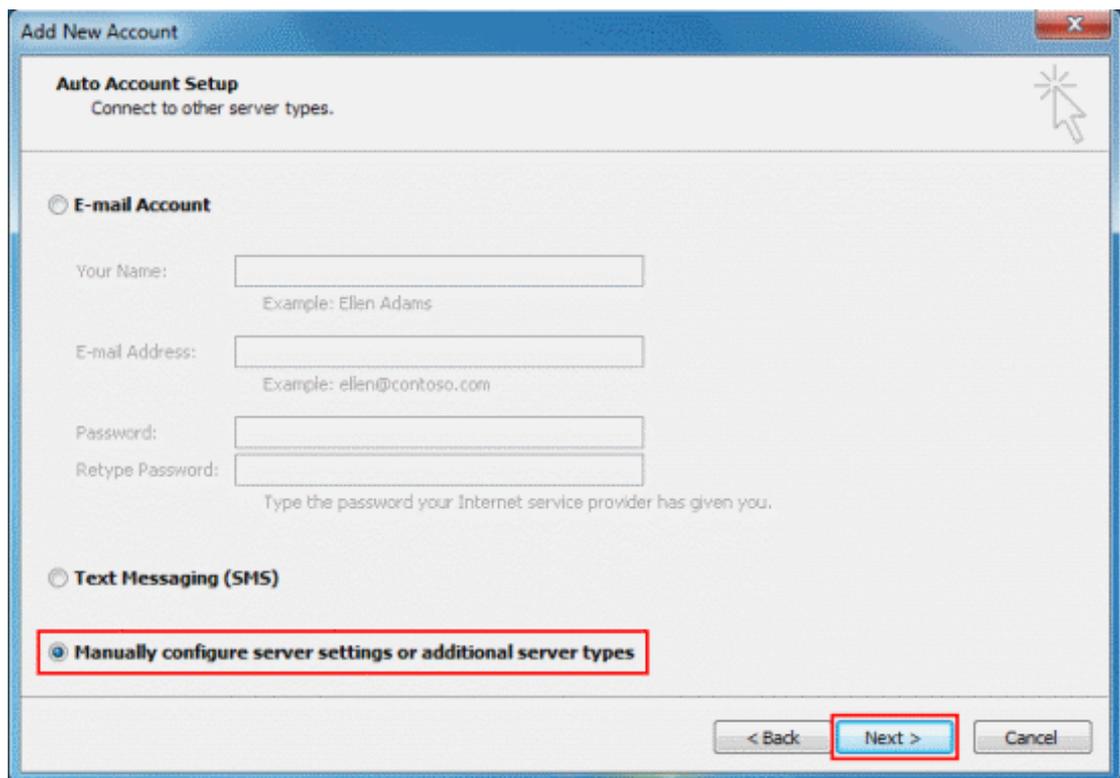


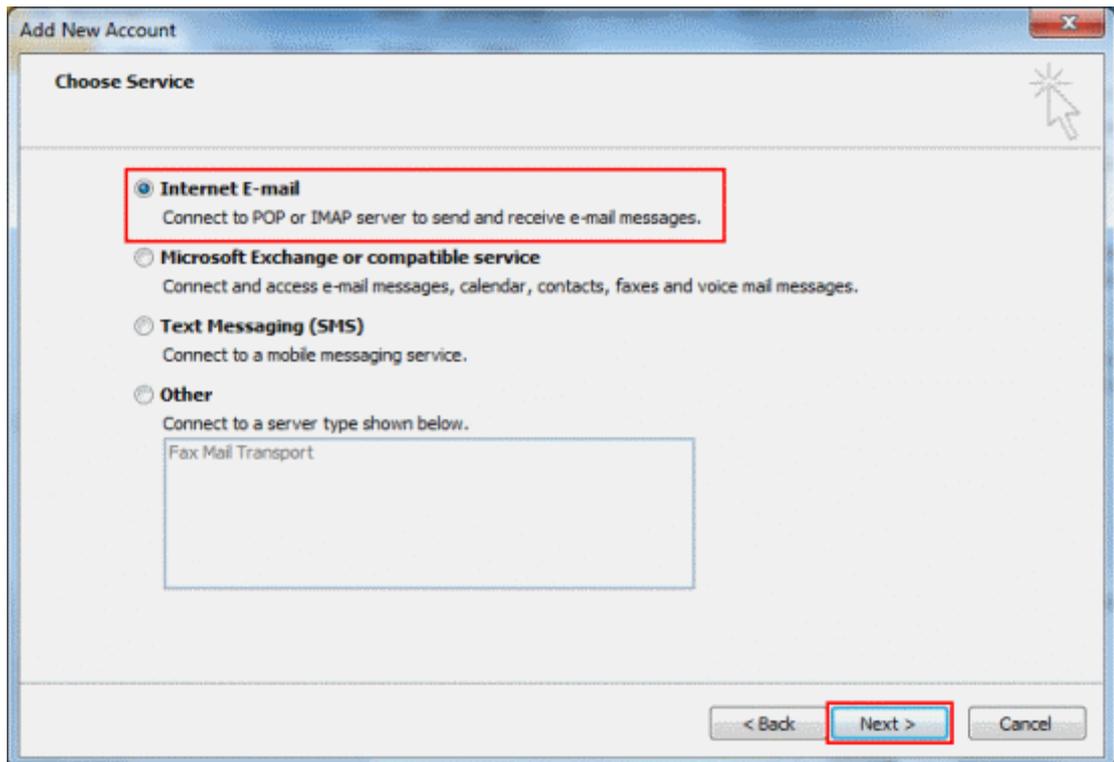
Click the **File** tab, make sure **Info** is selected from the left menu and click **Add Account**.



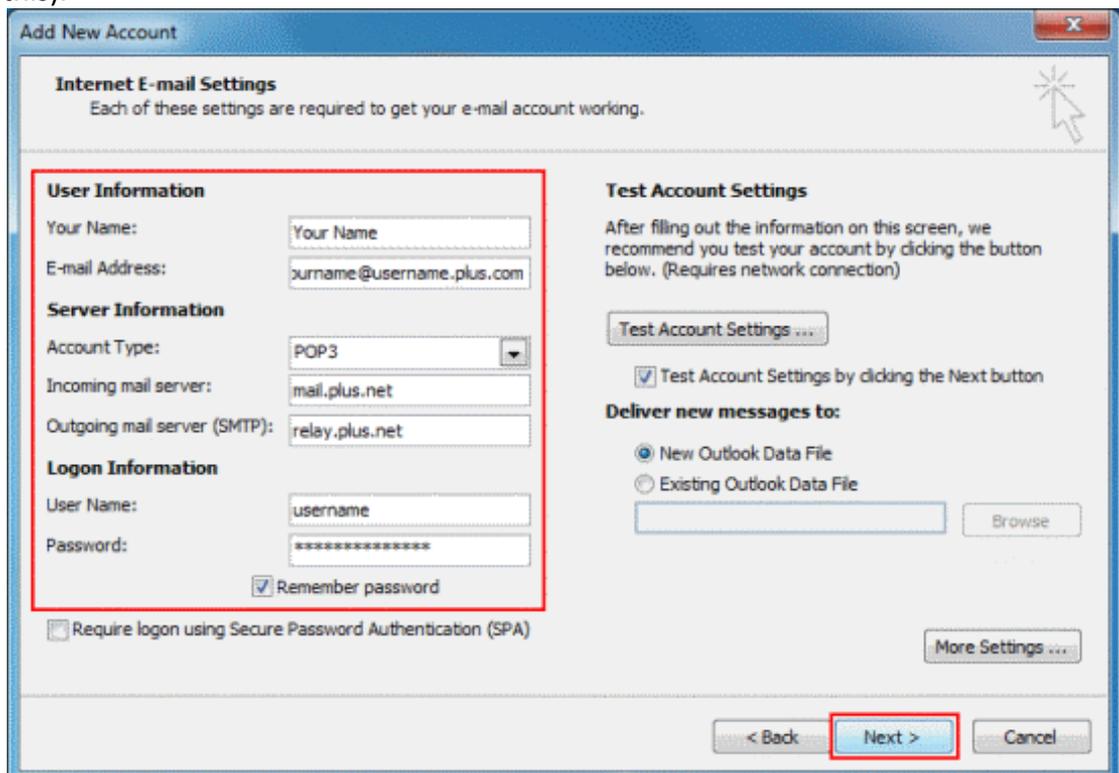
1. Select **Manually configure server settings or additional server types** and click **Next**.



2. Select **Internet E-mail** and click **Next**.



3. Fill in your account details (see below the screenshot if you need help with this).



- **Your Name:** Enter your name (or the name you'd like people to see when you send them email)
- **E-mail Address:** Enter the address you're setting up
- **Account Type:** Select either **POP3** or **IMAP** from the dropdown list
- **Incoming mail server:** mail.yourdomain.com
- **Outgoing mail server (SMTP):** mail.yourdomain.com

- **User name & Password:** Use the username and password for this email address
 - Click **Next** when you've finished entering these details.
4. Outlook will now test the settings you've entered. Click **Close** when it's finished.
 - If the test is successful, that's all you need to do, click **Finish**
 - If the test fails you'll be taken back to the **Internet E-mail Settings** screen ([step 4](#)) to fix the problem
 5. Click the **Send/Receive** button (it's at the top left side of the Outlook 2010 window as shown in the image below) and your email will be downloaded to your Inbox.



That's all you need to do. If you have any questions about your email service or you experience any problems, please see the **Related Articles** at the bottom of the page.