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

0 - 9 -		Outlook Today - Microsoft Outlook
File Home Send	/ Receive Folder	View
Save As	Account I	nformation able. Add an e-mail account to enable additional feat
Info	- Add Account	
Open	Add	Id an e-mail account or other connection. Account Settings
Print		Modify settings for this account and configure additional connections.
Help	Settings *	

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

Auto Account Setup Connect to other se	×.	
© E-mail Account		
Your Name: [		
E-mail Address:	Example: Ellen Adams	
Durana [	Example: ellen@contoso.com	
Retype Password:		
	Type the password your Internet service provider has given you.	
Text Messaging (S	MS)	
Manually configure	e server settings or additional server types	

2. Select Internet E-mail and click Next.

Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
Text Messaging (SMS) Connect to a mobile messaging service.
Connect to a server type shown below.
Fax Mail Transport

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

Add New Account				
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accou	unt working.		
User Information		Test Account Settings		
Your Name:	Your Name	After filing out the information on this screen, we		
E-mail Address:	purname@username.plus.com	below. (Requires network connection)		
Server Information		Test Account Settings		
Account Type:	POP3	rescrictourcoctargan		
Incoming mail server:	mail.plus.net	Test Account Settings by clicking the Next button		
Outgoing mail server (SMTP):	relay.plus.net	Deliver new messages to:		
Logon Information		New Outlook Data File		
User Name:	username	C Existing Outlook Data File		
Password:	*****	Drowse		
<b>V</b> 1	Remember password			
Require logon using Secure Password Authentication (SPA)				
		< Back Next > Cancel		

- 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 (<u>step 4</u>) 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.