

Using Microsoft Outlook 2010

Configuring Microsoft Outlook 2010 to use Ingenuity's email services

NOTE: Before setting up Outlook 2010 you should access your account via WebMail and change your password from the default. (See the WebMail Instructions document)

If you have questions or problems, you can email:

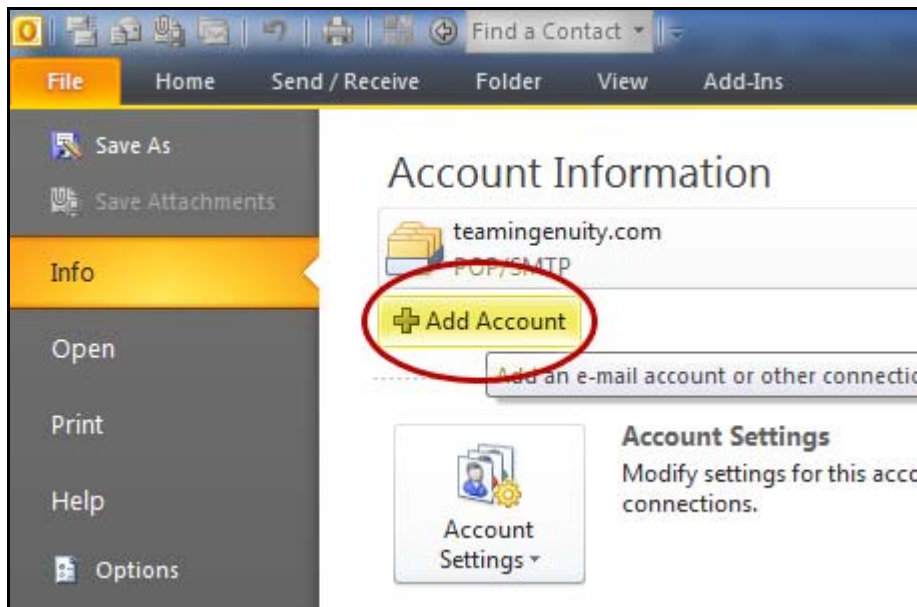
websupport@teamingenuity.com

If you can't use email call:

Mike Scott (205) 263-4577

Mack Baggette (205) 263-4543

1. Open Outlook 2010.
2. Click the **File** menu, and select **Add New Account**.



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

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.

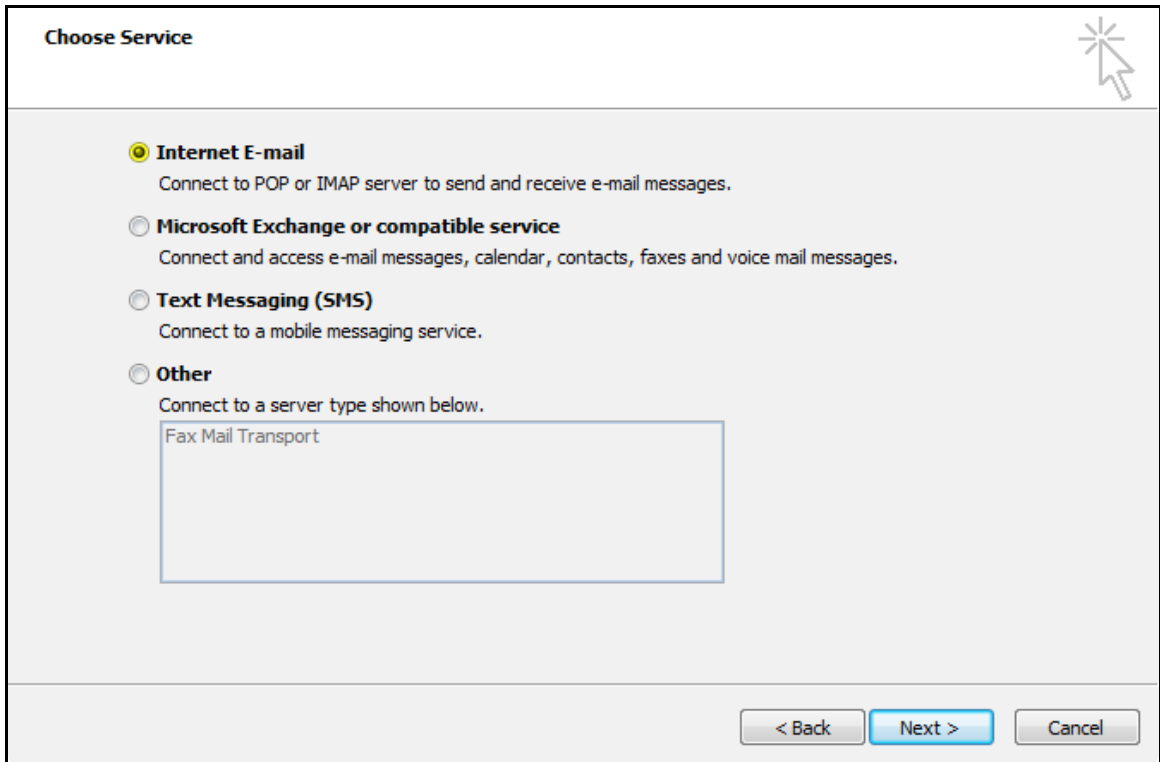
Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

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4. Choose **Internet Email** by clicking the radio button, and click **Next**.



Choose Service

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.

Other
Connect to a server type shown below.

Fax Mail Transport

< Back Next > Cancel

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5. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@mydomain.com*)

Server Information

Incoming mail server (POP3): mail.mydomain.com

Outgoing mail server (SMTP): mail.mydomain.com

Logon Information

User Name: Enter your full email address (*username@mydomain.com*)

Password: Enter your email password

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)

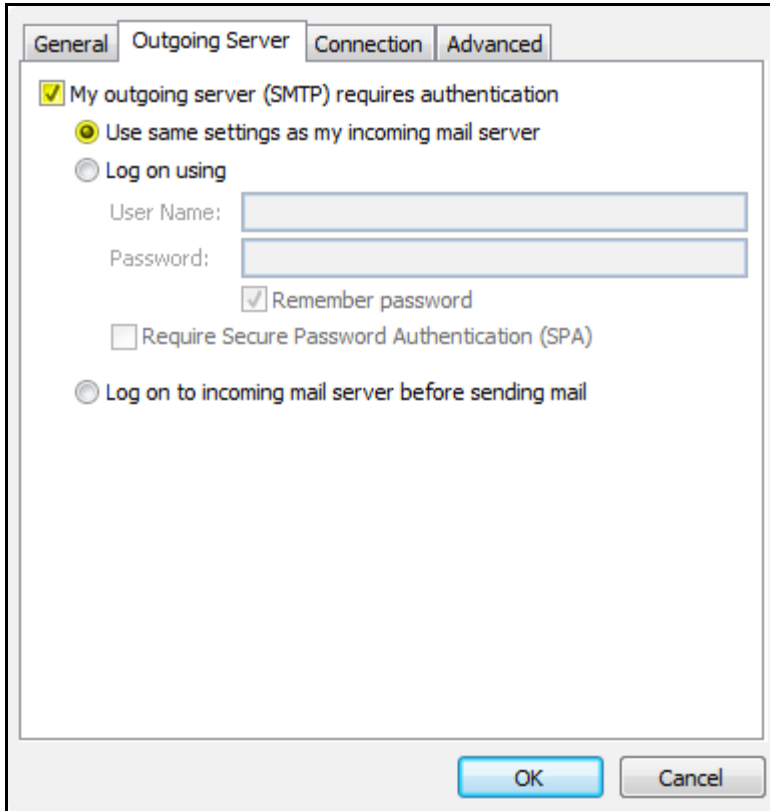
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

6. Click **More Settings...** and then click the **Outgoing Server** tab.

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7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



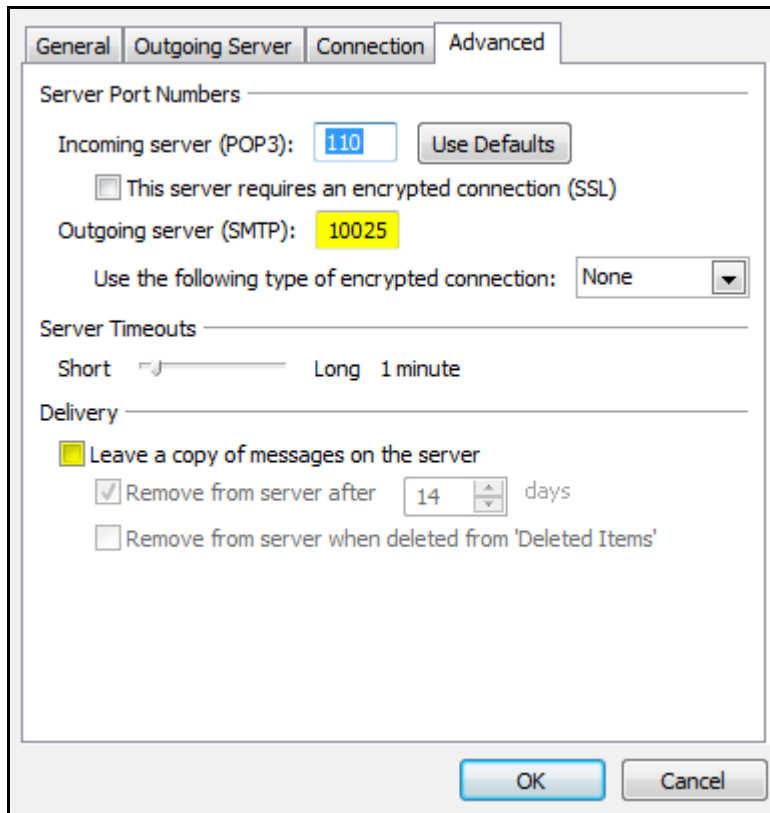
The image shows a screenshot of the 'Outgoing Server' settings dialog box in Microsoft Outlook 2010. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. The settings are as follows:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)
 - Log on to incoming mail server before sending mail

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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8. Click the **Advanced** tab and enter **10025** in the **Outgoing server (SMTP)** box.



The screenshot shows the 'Advanced' tab of the 'Outgoing Server' settings dialog box. The 'Server Port Numbers' section has 'Incoming server (POP3):' set to 110 and 'Outgoing server (SMTP):' set to 10025. There is a checkbox for 'This server requires an encrypted connection (SSL)' which is unchecked. Below it, 'Use the following type of encrypted connection:' is set to 'None'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has a checked checkbox for 'Leave a copy of messages on the server', a checked checkbox for 'Remove from server after' with a value of 14 days, and an unchecked checkbox for 'Remove from server when deleted from 'Deleted Items''. 'OK' and 'Cancel' buttons are at the bottom.

9. Click **OK**.
10. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
11. Click **Next**, and then click **Finish**.