Using Microsoft Outlook 2010

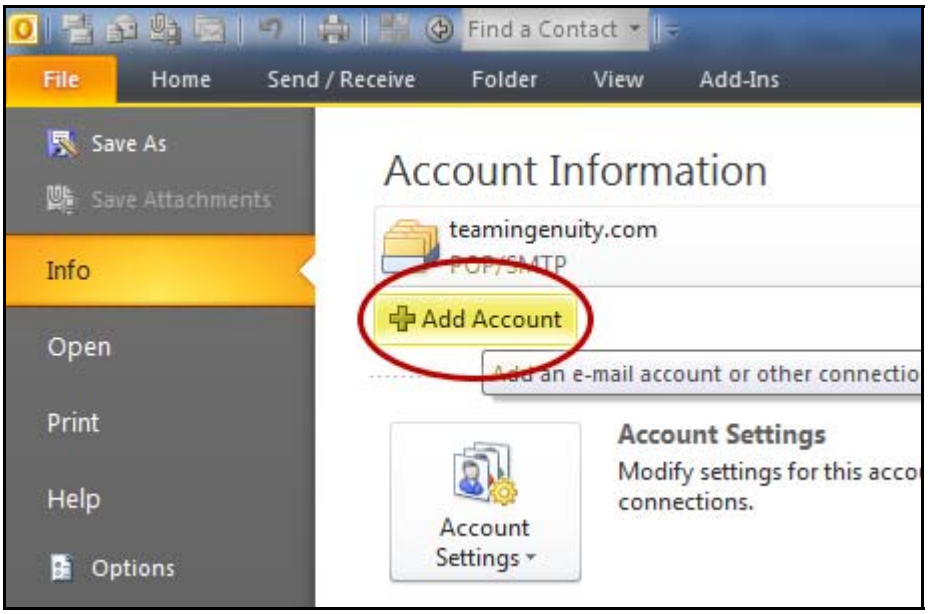
Configuring Microsoft Outlook 2010 to use Ingenuity's email services

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)

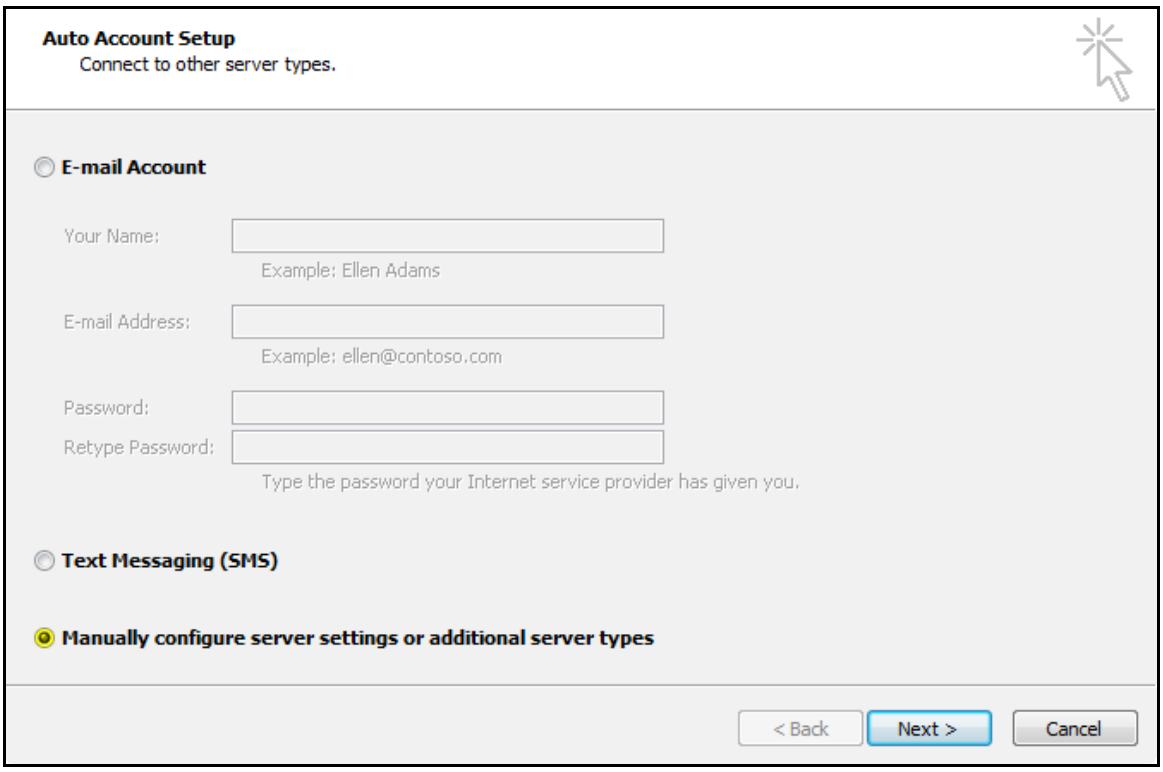
If you have questions or problems, you can email:
websupport@teamingenuity.com

If you can't use email call:
Mike Scott (205) 263-4577
Mack Baggette (205) 263-4543

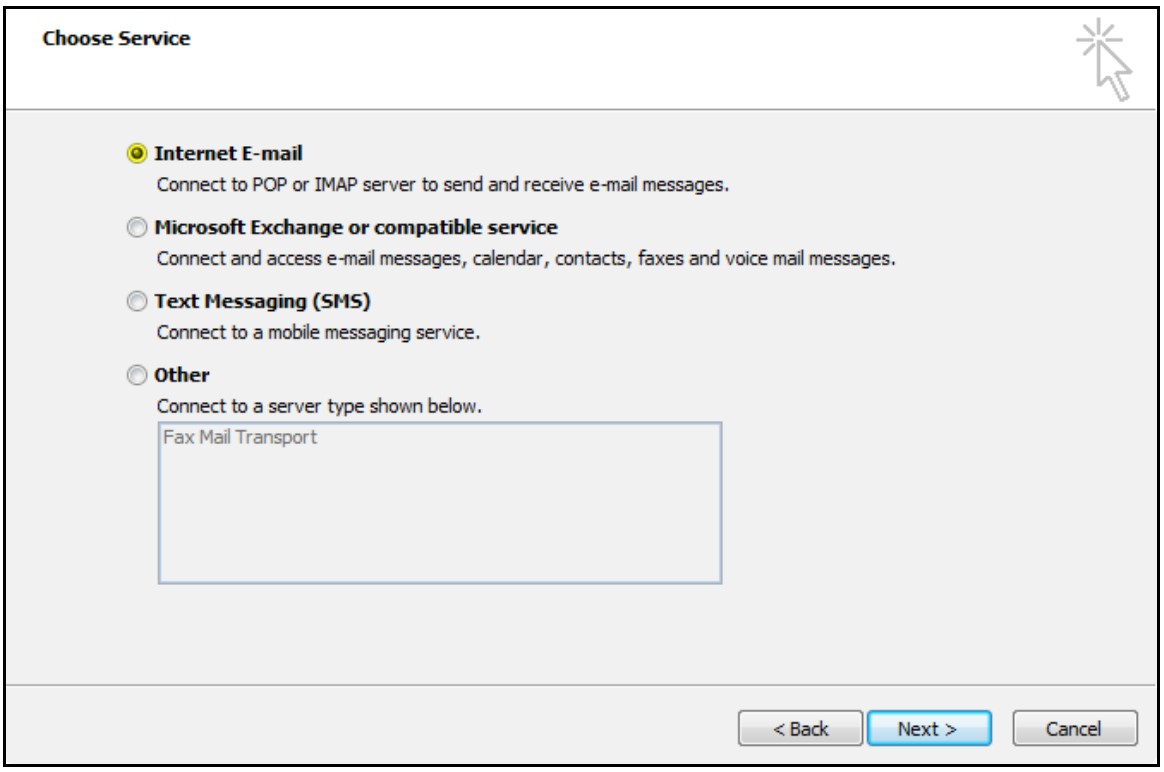
1. Open Outlook 2010.
2. Click the **File** menu, and select **Add New Account.**



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



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



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

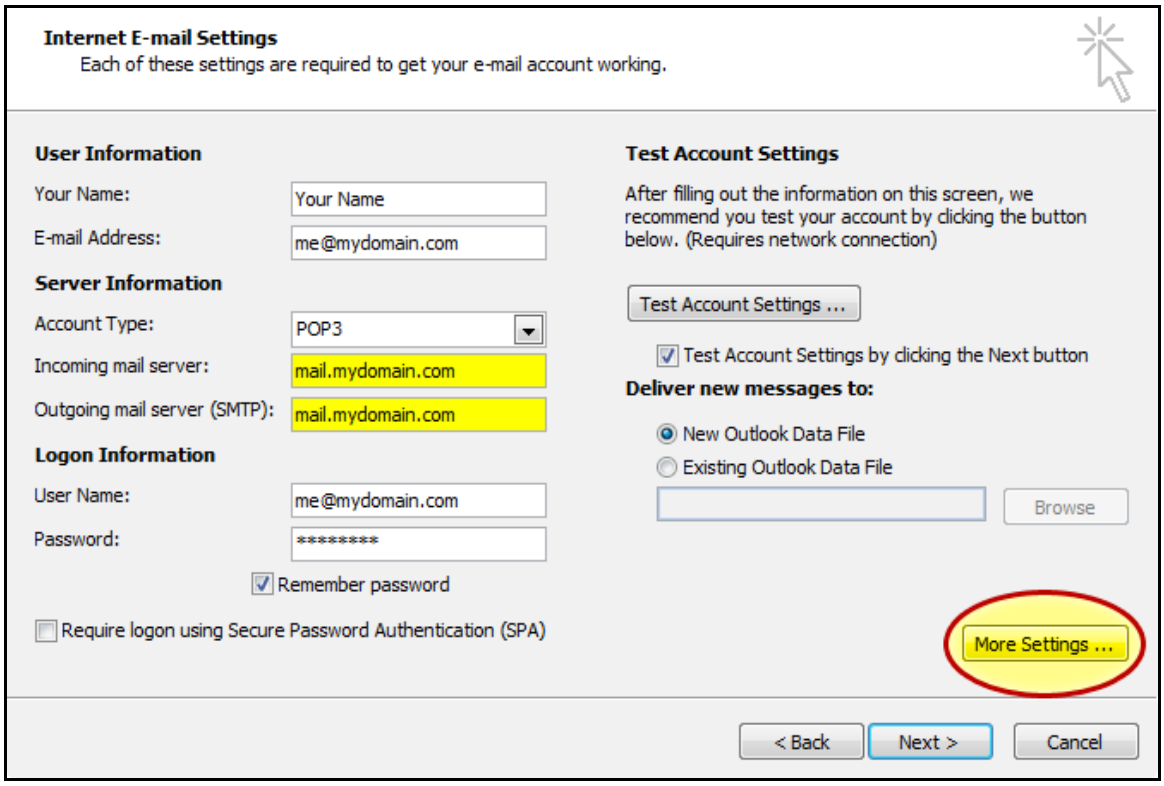
Incoming mail server (POP3): mail.mydomain.com

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

Logon Information

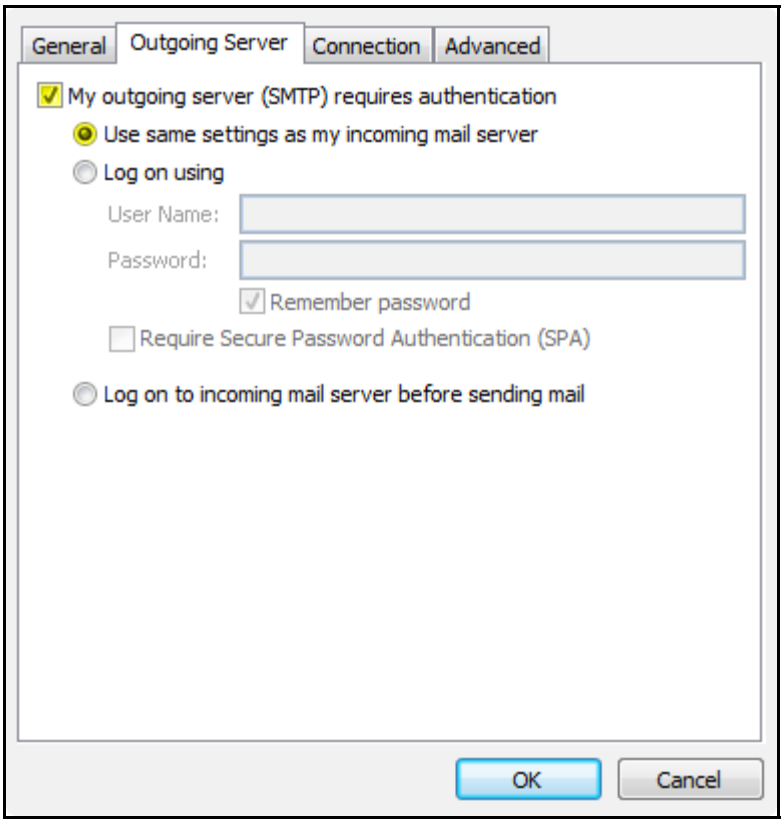
User Name: Enter your full email address (*username@mydomain.com*)

Password: Enter your email password

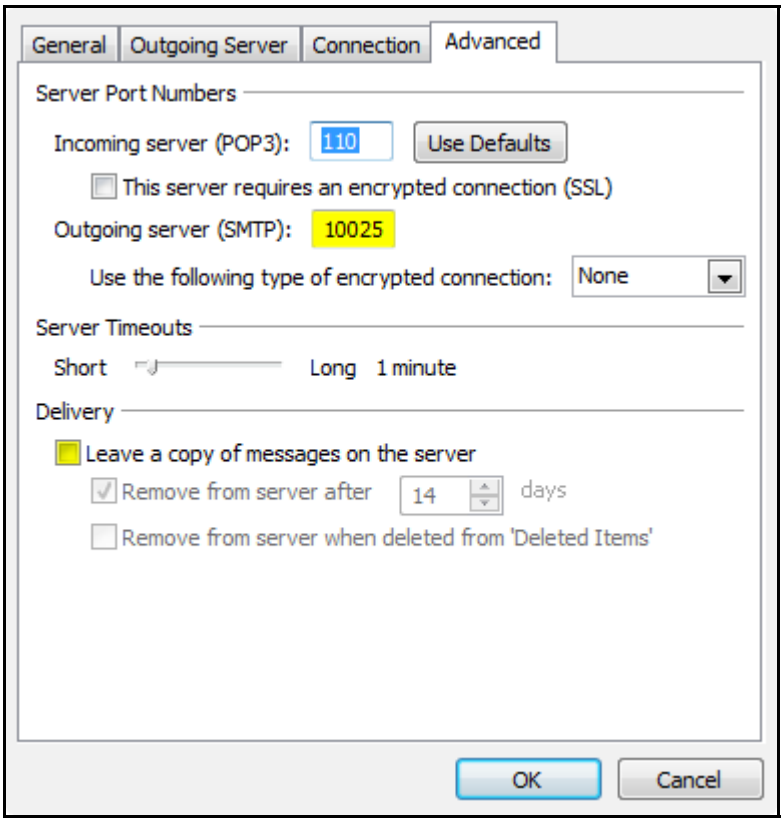


6. Click **More Settings...** and then click the **Outgoing Server** tab.

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



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



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