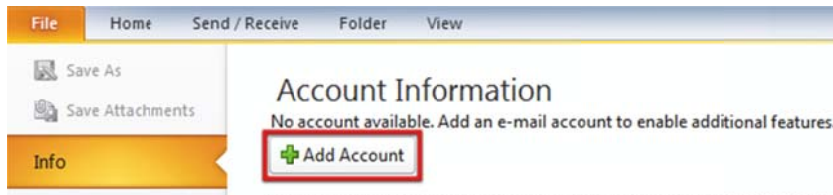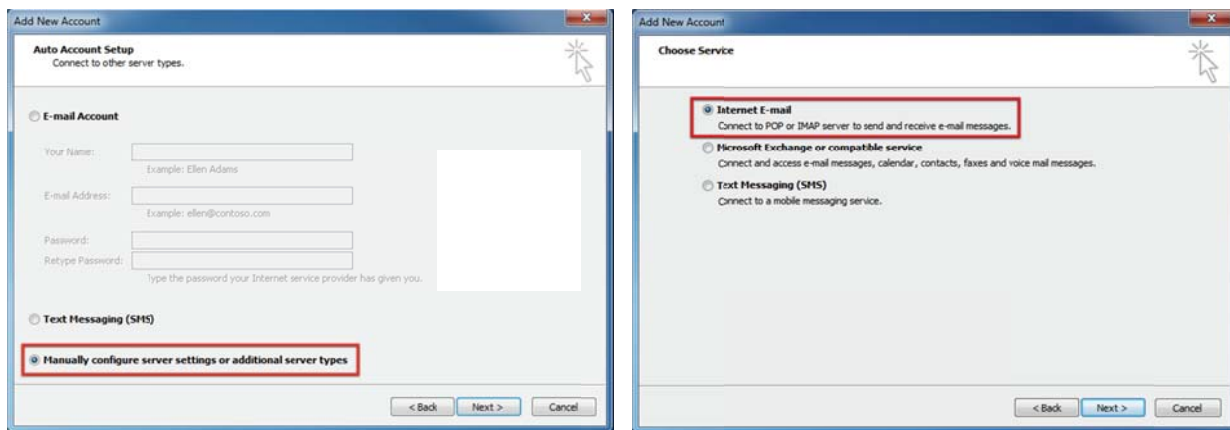# Setting Up MS Outlook 2010

1. Open Microsoft Office Outlook 2010.
2. Click the **File** menu and click **Add Account**.

3. Select **Manually configure server settings or additional server types**. Click **Next.**
4. Outlook will prompt you to choose your E-mail Service. Select **Internet E-mail**. Then click **Next**.

5. You are now asked to enter your email account details.
6. Enter your full name (e.g. **John Smith**). This name will be displayed before your email address when the receivers check your email from their email client.
7. Enter your full email address. For example, **info@example.com**
8. Select the Account Type **POP3/IMAP** (please see the **Table 1.1** below)

Table 1.1 : Which one to pick, **IMAP** or **POP3**?

|	
POP3 (Post Office Protocol)	• POP3 always downloads new emails from the mail server to your computer. It does not leave any copies unless you specify. • POP3 is suitable if you only access your email from one computer and if you do not need to access emails while you are away from your personal computer. • If you are on a new PC or using any email client software for the first time, this protocol will download only the new emails and you will not get any previous emails unless you arrange a backup. • POP3 will erase all of your emails automatically from the server after they are downloaded. If you use POP3, you do not have to worry about email space as long as you are using the default settings.
IMAP (Internet Message Access Protocol)	• IMAP copies the email from mail server. This protocol does not erase/download until you specify. • IMAP is better than POP3, if you require access to your emails while you are away from your personal computer. It leaves a copy of all emails, you will receive all the emails available as long as you do not delete them manually. • If you are on a new PC or using any email client software for the first time, this protocol will copy all the emails to your new PC. Once the download is done, it simply imports the new emails and will automatically synchronise with the new mail server. • IMAP does not delete any emails from the server, so you may reach to your email space quota, if you do not delete your emails manually. Reaching your email space quota can have an effect on receiving emails

Enter your **Incoming (POP3/IMAP) and Outgoing (SMTP) Mail Server** – Your Incoming and Outgoing Mail works with **mail.example.com** (use your hosting domain instead of **'example.com'**).

Table 1.2 :

Incoming Server: POP3 or IMAP	Outgoing Server: SMTP
mail.example.com	**mail.example.com**

> ⚠ Use your domain instead of 'example.com'.
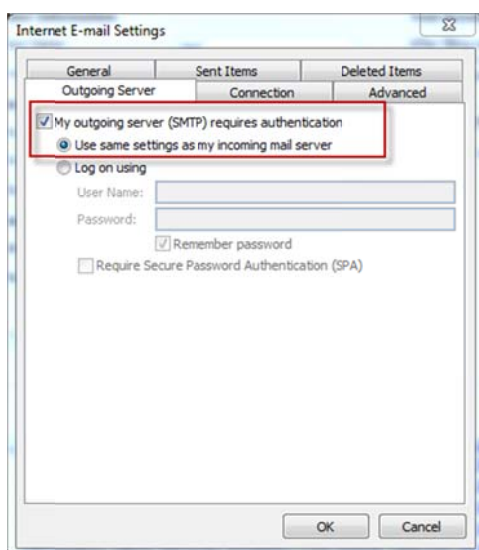> Eg: if your email is **jsmith@abc.com.au** then the server is **mail.abc.com.au**

6.5 For User Name, enter your full email address. For example: **info@example.com**.

6.6 Enter your email password
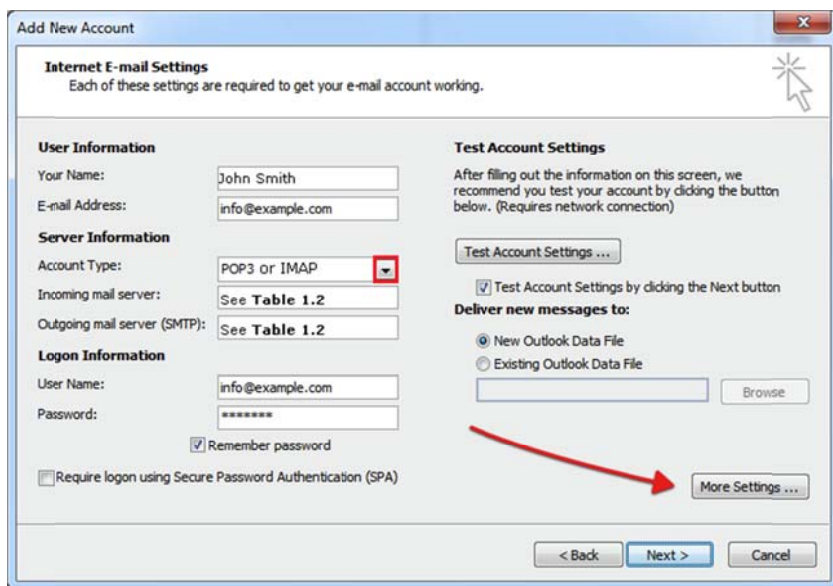
7. Click **More Settings**.

8. Click the **Outgoing Server** tab and then tick **'My outgoing server (SMTP) requires authentication'**. Then select **'Use same settings as my incoming mail server'**.
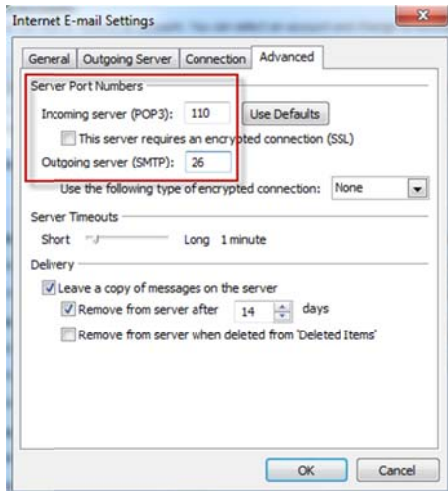
Click **Advanced** tab.

For **POP3 setting:**

Set the port for incoming server to **110** and set the port for outgoing server to **26** then Click **OK**.

For 'IMAP' setting:
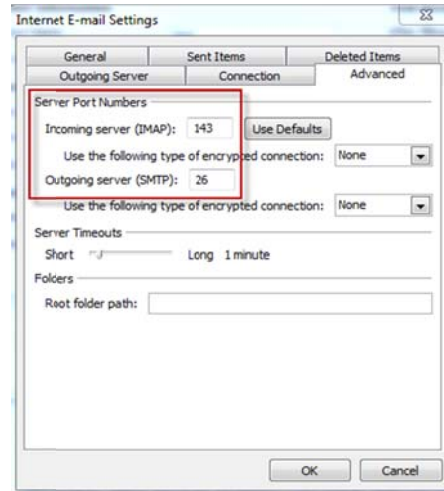
Set the port for incoming server to **143** and set the port for outgoing server to **26** then Click **OK**.

POP3   IMAP

9. Click **Next.** Outlook will test your settings. Click **Close.** Click **Finish** to complete the setup.