- 1. Open Outlook on your computer.
- 2. Click the File menu at the top of the screen.

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File	me Send / R	eceive	Folder	View											۵ (?
New New E-mail Items *	₩ Clean Up +	Delete	Reply	Reply Forward All	🏨 Meeting 🍋 More -	Move to: ? Team E-mail Reply & Delete	← To Manager ✓ Done ✓ Create New		Move OneNo	te Unread/ Categori Read	ze Follow Up -	Find a Conta	act ▼ Book mail ▼		
4 Envorites	Delete	<		Respond		Qu	ick steps	1 ₃₁	Move	Tags		Find			
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3. Click Add Account.



4. Select Manually configure server settings or additional server types then click Next.

Auto Account Setup Connect to other s	erver types.		÷
) E-mail <u>A</u> ccount			
Your Name:			
	Example: Ellen Adams		
E-mail Address:			
	Example: ellen@contoso.com		
Password:			
Retype Password;			
	Type the password your Internet service p	rovider has given you,	
) Te <u>x</u> t Messaging (9 Manually configur	5MS) e server settings or additional server ty	/pes	

5. Select Internet E-mail then click Next.

Add New Account	-		×
Choose Service			N.
Internet E-mail Connect to POP or IMAP server to send and receive e-mail message	s.		
Microsoft Exchange or compatible service			
Connect and access e-mail messages, calendar, contacts, faxes and	d voice mail message	s.	
Text Messaging (SMS)			
Connect to a mobile messaging service.			
© <u>O</u> ther			
Connect to a server type shown below.	_		
Fax Mail Transport			
	< <u>B</u> ack	Next >	Cancel

6. Under User Information section:

- a. Enter your name (as you want it to appear on your outbound email messages) in the Your Name field.
- b. Enter your full email address in the E-mail Address field and your email password in the Password field –

7. Under Server Information:

- a. Select IMAP in the **Account Type** drop down menu.
- b. Enter securemail.dewebworks.com in the **Incoming Mail Server** field pay close attention to spelling as a mistake can cause it not to validate.
- c. Enter securemail.dewebworks.com in the **Outgoing Mail Server** field pay close attention to spelling as a mistake can cause it not to validate.

8. Under Logon Information:

- a. Enter your full email address in the **Username** field pay close attention to spelling as a mistake can cause it not to validate.
- b. Enter your email password in the Password field pay close attention to spelling as a mistake can cause it not to validate.

9. Click More Settings.

Add New Account	-	
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	count working.
User Information		Test Account Settings
Your Name:	user	After filling out the information on this screen, we
E-mail Address:	user@domain.com	below. (Requires network connection)
Server Information		Test Associate Contract
Account Type:	IMAP 💌	Lest Account Settings
Incoming mail server:	securemail.dewebworks.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	securemail.dewebworks.com	
Logon Information		
<u>U</u> ser Name:	user@domain.com	
Password:	******	
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack Next > Cancel

10. Select the **Outgoing Server** tab. Check the **My outgoing server requires authentication** box. Ensure that **Use same settings as my incoming mail server** is selected.

Internet E-mail Settings					
General	Outgoing Server Connection Advanced				
My o O L	Itgoing server (SMTP) requires authentication se same settings as my incoming mail server				
0	og on using				
	lser <u>N</u> ame:				
ļ	assword:				
	✓ <u>R</u> emember password				
	Reguire Secure Password Authentication (SPA)				
01	og on to incoming mail server before sending mail				
	OK				

11. Select the **Advanced** tab.

- a. Enter 993 in the Incoming server (IMAP) field
- b. Select SSL in the Use the follow type of encrypted connection drop down menu
- c. Enter 465 in the **Outgoing server (SMTP)** Field.
- d. Select SSL in the Use the follow type of encrypted connection drop down menu
- e. Ensure the Leave a copy of messages on the server box is checked
- f. Press OK then press Next.

Add New Account	Internet E-mail Settings		×	
Internet E-ma Each of thes	General Outgoing Server	Sent Items Connection	Deleted Items Advanced	
User Information Your Name: E-mail Address: Server Informa	Server Port Numbers Incoming server (IMAP) Use the following ty Outgoing server (SMTP) Use the following ty): 993 Use Defau ype of encrypted connection): 465 ype of encrypted connection	n: SSL vn: SSL v	n on this screen, we punt by clicking the button nection)
<u>A</u> ccount Type: <u>I</u> ncoming mail serv <u>O</u> utgoing mail serv	Server <u>T</u> imeouts Short Folders	Long 1 minute		by clicking the Next button
Logon Informat <u>U</u> ser Name: <u>P</u> assword:	Root <u>f</u> older path:			
⊽ Re <u>q</u> uire logon			K Cancel	More Settings <u>N</u> ext > Cancel

How to setup an email account in Outlook 2010 12. When outlook has finished testing your settings, click Close.

est Account Settings		
Congratulations! All tests completed successfully. (Click Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test e-mail message	Completed	

13. You're all set! Click **Finish** to complete your email setup.

Add New Account	
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.
	Add another account
	< <u>B</u> ack Finish