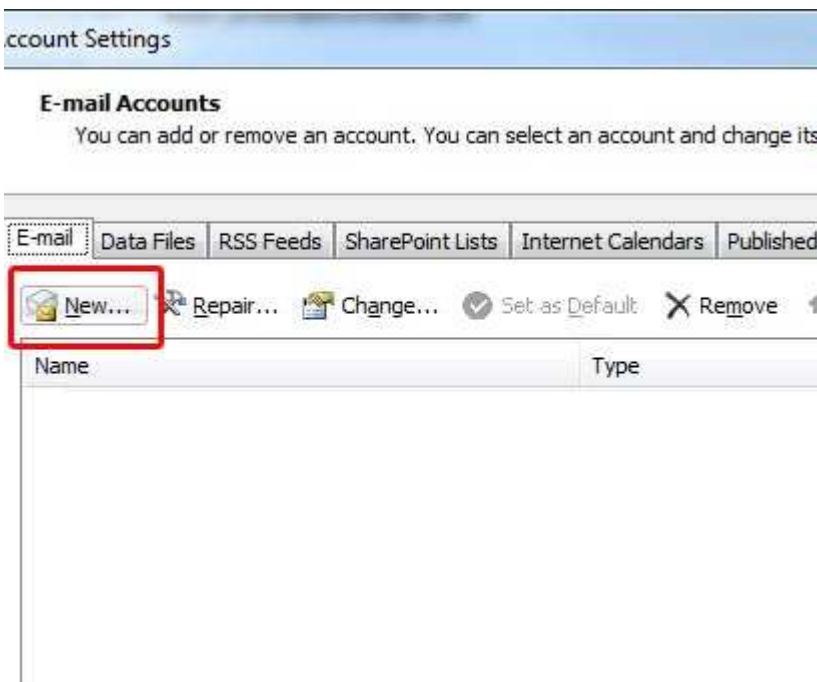


How to add additional email accounts using Outlook 2010

Step 1. Open Outlook 2010 and click *File* at the top, then *Info* down the side, then *Account Settings*.



Step 2. On the Email tab, click on the *New* button near the top.



Step 3. Near the bottom, select the button that says, “Manually configure server settings or additional server types.”

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title is 'Auto Account Setup' with the subtitle 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected and highlighted with a red rectangular box. Below the 'E-mail Account' option, there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.').

Step 4. Select the first option “Internet E-mail”.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title is 'Choose Service'. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Internet E-mail' option is selected and highlighted with a red rectangular box. Below 'Internet E-mail' is the description 'Connect to POP or IMAP server to send and receive e-mail messages'. Below 'Microsoft Exchange or compatible service' is the description 'Connect and access e-mail messages, calendar, contacts, faxes and tasks'. Below 'Text Messaging (SMS)' is the description 'Connect to a mobile messaging service.'

Step 5. Enter your name under User Information. The 'E-mail Address' field is what you want the email address to be (example: john.doe@yourdomain.com). Make sure you use your domain name after the @ symbol. Under 'Server Information' both Incoming Mail and Outgoing Mail server should be set to: mail.securitylabs.com. Make **the User Name the same as the E-mail Address**. Choose a password that you will use to log in to the account with. Before clicking the Next button, choose the *More Settings...* button.

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: john@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: mail.securitylabs.com
Outgoing mail server (SMTP): mail.securitylabs.com

Logon Information
User Name: john@yourdomain.com
Password: ****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on the recommend you test your account by below. (Requires network connection)

 Test Account Settings by clicking
over new messages to:

Both should be: mail.securitylabs.com

Before clicking next, click this button

Step 6. Choose the *Outgoing Server* tab and check "My outgoing server (SMTP) requires authentication" then hit OK.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

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

Step 7. Click Finish to complete the new email setup.