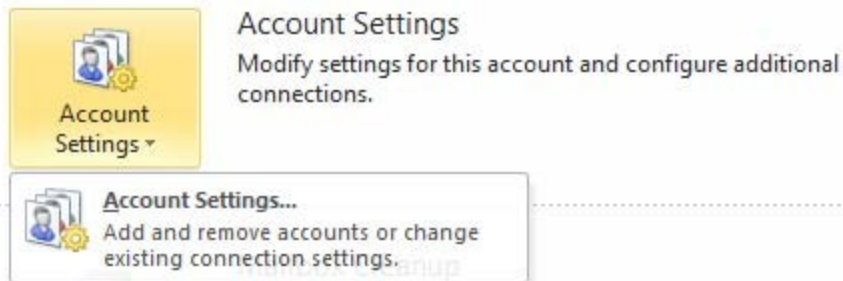




Outlook 2010 POP3 Email Account Configuration

1. Click the **File** menu and select **Account Settings**
2. Select **"Add and Remove Account or change existing connection settings"**

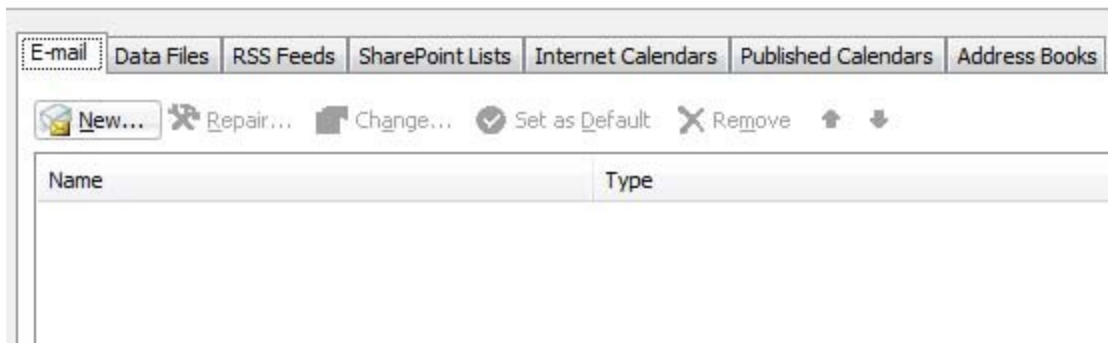
Add Account



3. **Click on the E-mail Tab then click "New..."**

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.





4. Click the **Manually configure settings or additional server types** and click next

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' screen. The title bar reads 'Add New Account'. Below the title bar, the text 'Auto Account Setup' is followed by 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below these options are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Next Choose "Internet Email" then click next

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' screen. The title bar reads 'Add New Account'. Below the title bar, the text 'Choose Service' is displayed. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange', 'Text Messaging', and 'Other'. The 'Internet E-mail' option is selected. Below these options are descriptions for each. Under the 'Other' option, there is a list box containing 'Fax Mail Transport'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.



6. Enter your name, your email address, your user name (**NOTE: your user name is your complete email address**) and password, as well as the incoming and outgoing servers that were provided to you in your **Erado Welcome Kit** and then click the "More Settings..." button

7. Click the **Outgoing Server** Tab and check **"My outgoing server (SMTP) requires authentication and use same setting as my incoming mail server"**



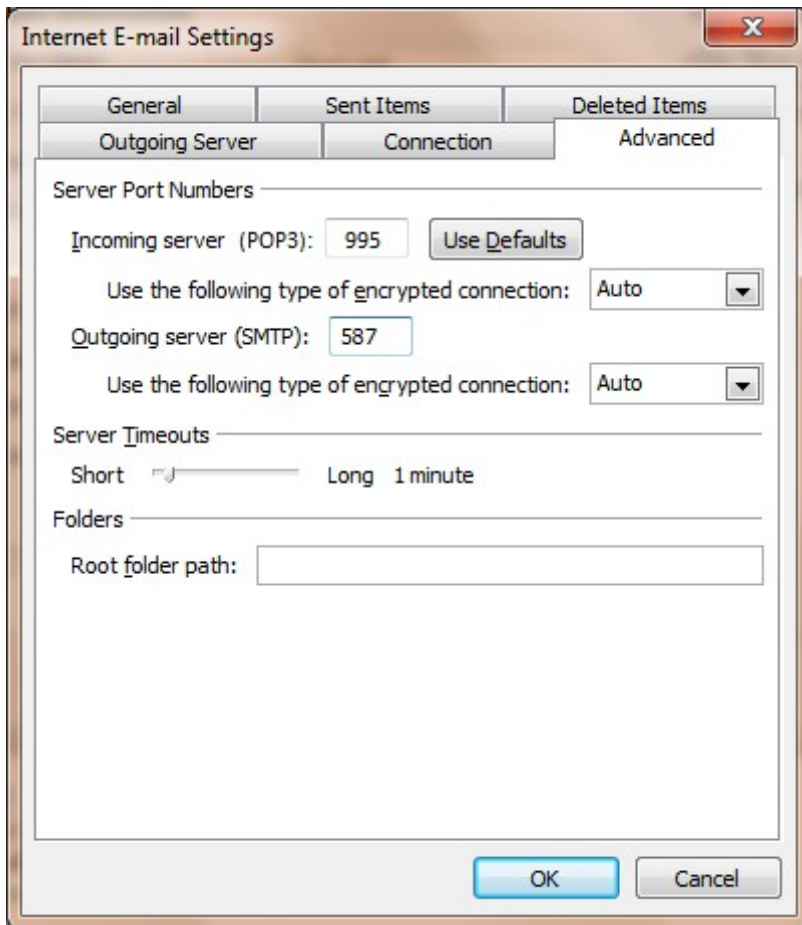
8. **Click the Advance Server Tab**

Set the incoming server **(POP3): 995** and

set Use the following type of encrypted connection to **"Auto"**

Set the outgoing server **(SMTP): 587** and

set Use the following type of encrypted connection to **"Auto"**



9. Click **OK** and choose **Finish**. Your account is now set up.