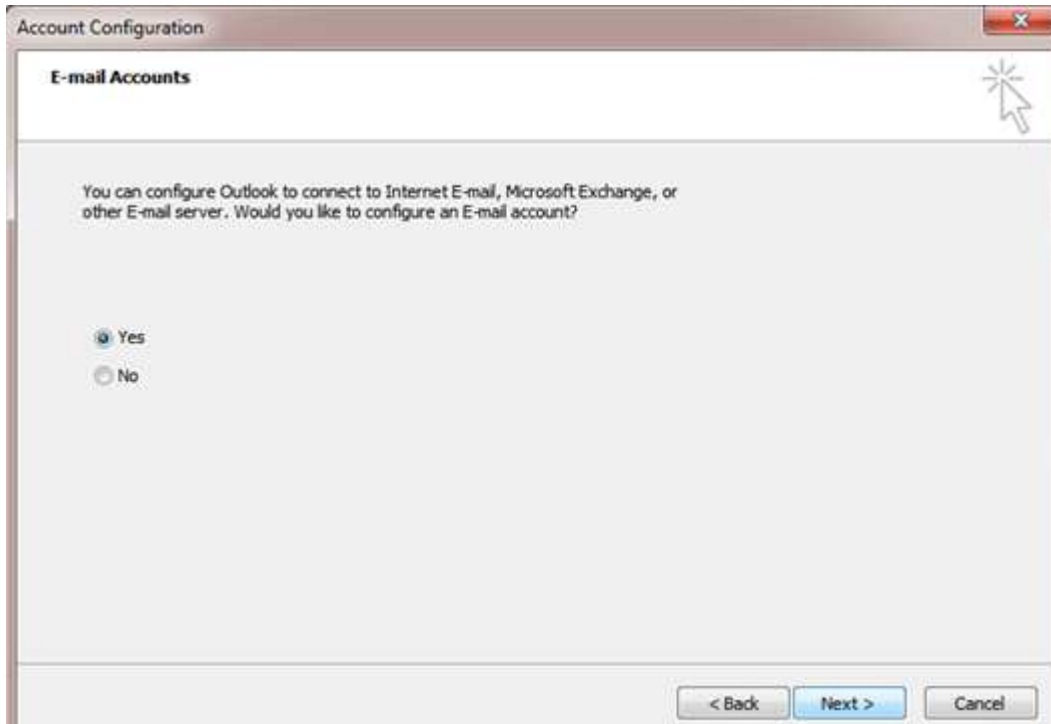


# Outlook 2010

If you are starting the **Microsoft outlook 2010** for the first time, you will be seeing the following startup screen, just click **Next** and choose Yes in the next screen where they ask **would you like to configure an email account?**



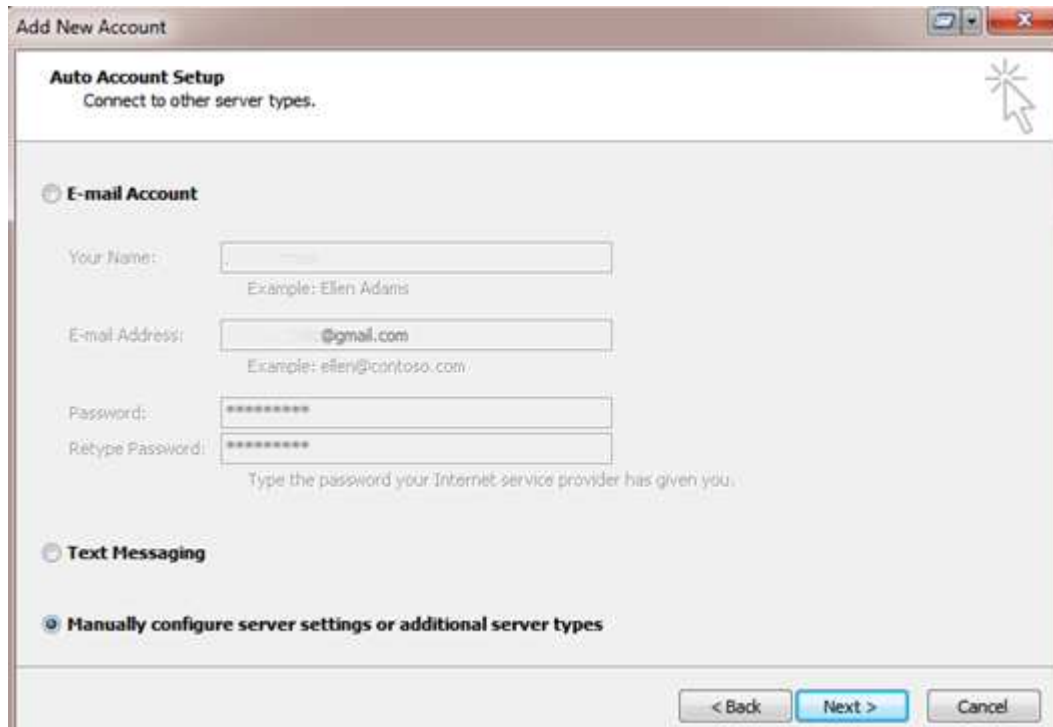


**Note:** If you already have another email account or if you have chosen No in the earlier case and has already gone through the initial outlook startup settings before, follow this screenshot else continue to the next one.

Click the **Office** button on the top left corner and go to the **Office Backstage**. Under **Info** → **Account Information** → Click **Account Settings** and Click on **Add Account**.

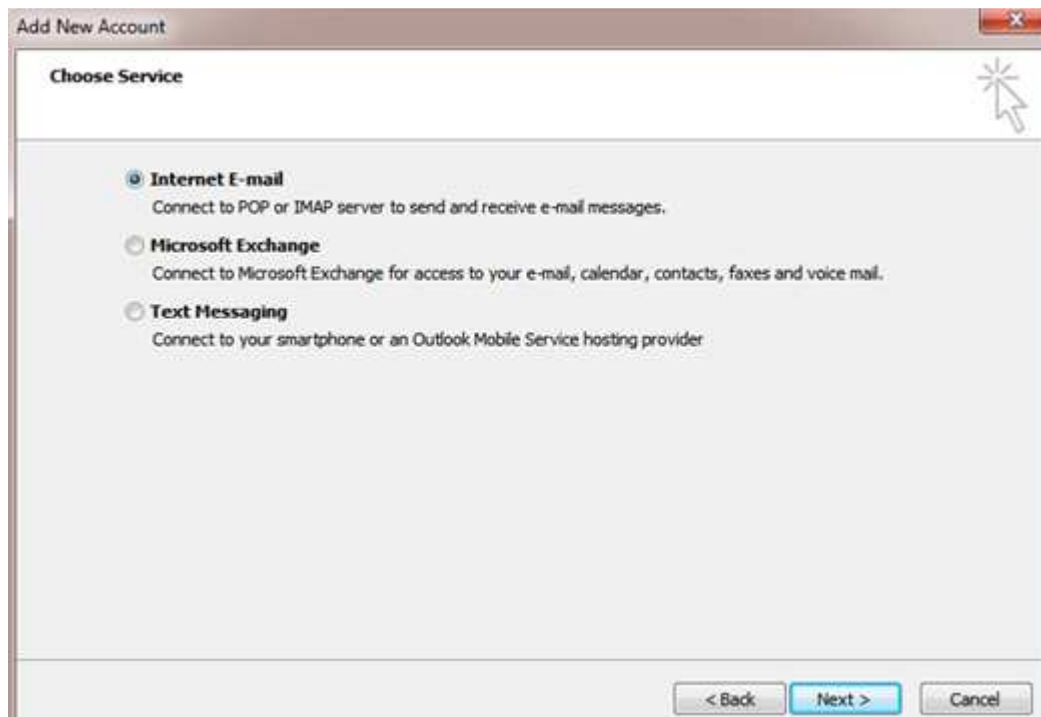


On the **Add New Account** screen, just choose **Manually configure server settings or additional server types** and click Next.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. 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 the radio buttons, there are input fields for 'Your Name', 'E-mail Address', 'Password', and 'Retype Password'. The 'Your Name' field has an example 'Ellen Adams'. The 'E-mail Address' field has an example 'ellen@contoso.com'. The 'Password' and 'Retype Password' fields are masked with asterisks. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Choose **Internet E-mail**, connect to POP or IMAP server to send and receive e-mail messages and click Next.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account'. Below the title bar, the text 'Choose Service' is displayed. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange', and 'Text Messaging'. The 'Internet E-mail' option is selected. Below the radio buttons, there are three descriptions: 'Internet E-mail' (Connect to POP or IMAP server to send and receive e-mail messages.), 'Microsoft Exchange' (Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.), and 'Text Messaging' (Connect to your smartphone or an Outlook Mobile Service hosting provider). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Here give the User information, enter your Name, your **full email address including your @domainname.com**

- Under **Server Information**,
  - Account Type – **IMAP** or **POP**
  - Incoming mail server – **imap.bluetie.com** or **pop.bluetie.com**
  - Outgoing mail server (SMTP) – **smtp.bluetie.com**
  - Also enter the logon information, enter your **user name** (entire email address) and enter the **password**.

**Add New Account**

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

**User Information**  
Your Name:   
E-mail Address:

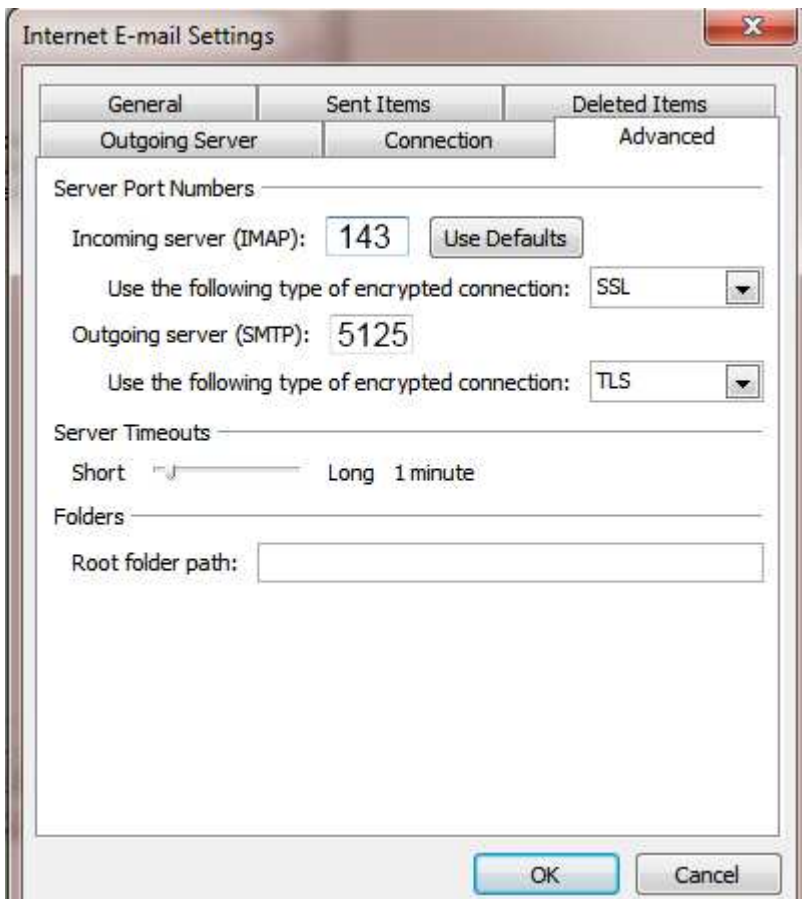
**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- **NOTE:** Now don't click Next yet, click on **More settings** above it.

- In the **Internet email settings**, go to **Advanced Tab** to change the **server port numbers**.
- Change outgoing server (SMTP) to **5125**.
  - Incoming Server (POP) **110**
  - Incoming Server (IMAP) **143**



- Now go to **Outgoing server tab** and check **My outgoing server (SMTP) requires authentication** and choose Use same settings as my incoming mail server.



Click **Ok** and **Finish**.

Note: If you add multiple accounts, each account will have its own Inbox by default.

