Microsoft Outlook 2010-2013

New email setup

Access the Account Settings:

- Open Microsoft Outlook (versions 2010 and 2013 have the same screenshots)
- Click File in the top left.
- Inside the Account Information window, click on the Account Settings button. This will bring up a drop-down menu. Click Account Settings inside this.



• From the Account Settings wizard, select New...



• From the Account Settings wizard, click New... to set up a new account



Click Manual setup or additional server types, then click Next.

Manual setup of an	account or connect to other server types.	1. A
Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
	Type the password your internet service provider has given you	ń.
) Manual setup or ad	fitional server types	

Click POP or IMAP, then click Next.

Add Account Choose Your Account Type					× ぞ
Office 365 Automatic setup for Email Address:	Office 365 accounts	.com			
O POP or IMAP Advanced setup for	POP or IMAP email accounts				
C Exchange ActiveSyn Advanced setup for	c services that use Exchange Ac	tiveSync			
		< Back	Next >	Cancel	Help

- Enter Your Name:
- Enter your Email Address:
- Select your account type (POP3 or IMAP) using the drop down arrow. IMAP is recommended.
- Enter your incoming mail server. If you have a Hamiltoncom address it will be mail.hamiltoncom.net. If you have a Futiva address is will be mail.futiva.net
- The outgoing mail server will be the same as what you entered above. Either mail.hamiltoncom.net or mail.futiva.net depending on your email address.
- Verify that the User Name is set to your entire email address. Ex. <u>example@hamiltoncom.net</u>
- Enter your password.
- Make sure Remember password is checked.

User Information		Test Account Settings
/our Name:	John Doe	After filling out the information on this screen, we
E-mail Address:	johndoe@domain.net	below. (Requires network connection)
Server Information		
Account Type:	IMAP or POP	Test Account Settings
incoming mail server:	see instructions	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	see instructions	
ogon Information		
Jser Name:	johndoe@domain.net	
Password:	*******	
	Remember password	

Advanced Settings

- SSL and TLS need to be enabled for new accounts. Click on the **More Settings** button. Then click on the Outgoing Server tab at the top.
- Make sure the box is checked and Use same settings is selected.
- Then click on Advanced tab at the top

My ou			
1000	itgoing server (SM	TP) requires authentication	
🖲 Us	e same settings as	s my incoming mail server	
OLO	g on using		
0	ser Name:		
Pa	issword:		
	Rem	nember password	
	Require Secure P	assword Authentication (SPA)	

- Verify the Incoming and Outgoing server ports match the partner's requirements. For POP3 the port is 995, or for IMAP the port is 993. The port for SMTP is 587.
- Click the box for **This server requires an encrypted connection** under incoming mail server
- Under outgoing server, click the drop down for encryption connection and select **STARTTLS**
- If you need to adjust the Delivery settings, uncheck options like Leave a copy of messages on the server. You can leave that option checked and adjust other settings like Remove from server after a certain number of days and Remove from the server when the Deleted items folder.

Seneral	Outgoing Server	Connection	Advanced		
Server P	ort Numbers				_
Incomi	ng server (POP3):	110	Use Defaults	1	
	This server require	es an encrypt	ted connection	(SSL)	
Outoo	na server (SMTP):	25		<u>.</u>	
11-	- the following the			None	
US	e the following typ	e or end ypte	a connection:	NONE	
Server T	îmeouts	ar 157-15	6.0		-
Short	r:1	Long 1 mir	nute		
Delivery	8 <u>.</u> A	1000			_
Lea	ive a copy of mess	ages on the s	server		
	Remove from serv	er after 🛐	io 🗼 days	ŝ.	
	Remove from serv	er when dele	ted from 'Delet	ed Items'	
- A	1987-1971 AN CONTRACTOR	ATT - JOAN DATA 1., ARBANZ		101201000000	

When finished, click OK.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click **Close** on this window and test your email to verify it is working.

Change E-mail Account	a Branne France S a	×
	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, dick Finish.	
	< Back Finish	