

Getting Started

Add a New Email Account in Outlook 2010 or 2013

- 1 Navigate to your Account Settings:
 - Open Outlook 2010 or 2013
 - Click the File menu (top left)
 - Click +Add Account

| 1 🖬 🧐 🕞 | | Outlook Today - Microsoft Outlook |
|-----------------------------|-----------------------|--|
| File Home Sen | d / Receive Folder | View |
| Save As Save Attachments | Account I | nformation Ible. Add an e-mail account to enable additional features. |
| Info | Add Account | |
| Open | | A |
| Print | 2 | Modify settings for this account and configure additional connections. |
| Help | Account Settings * | |
| Doptions | | |
| 🔀 Exit | Cleanup Tools * | Mailbox Cleanup Manage the size of your mailbox by emptying Deleted items and archiving. |

- 2 The Add New Account window will open:
 - Enter Your Name
 - Enter Your full E-mail Address
 - Enter Your Password
 - Click Manually configure server settings or additional server types and click Next >

| Add New Account | | |
|---|--|--------|
| Auto Account Setu Click Next to conn | p ect to the mail server and automatically configure your account settings. | ž |
| E-mail Account | | |
| Your Name: | Example: My Email | |
| E-mail Address: | Example: myemail@domain.ext | |
| Password: Retype Password: | | |
| | Type the password your Internet service provider has given you. | |
| 💮 Text Messaging (| SMS) | |
| 🛇 Manually configu | re server settings or additional server types | |
| | < Back Next > | Cancel |

- 3 The Add New Account window will change and require you to Choose Service:
 - Select Internet E-mail
 - Click Next >

| Add New Account | | |
|-----------------|---|--------|
| Choose Service | | × |
| () Int | ernet E-mail | |
| © Mic | rosoft Exchange or compatible service | |
| Col | nect and access e-mail messages, calendar, contacts, taxes and voice mail messages. | |
| Cor | nect to a mobile messaging service. | |
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| | | |
| | | |
| | < Back Next > | Cancel |



Getting Started

Add a New Email Account in Outlook 2010 or 2013 (cont.)

- 4 Enter your Internet Email Settings:
 - Make sure your name and email address are correctly entered.
 - Click the Account Type drop-down and select IMAP
 - In the Incoming mail server field enter: mail.homesc.com
 - In the Outgoing mail server (SMTP) field enter: smtp.homesc.com
 - Ensure your full email address (ex: myemail@ homesc.com) is in the User Name box and enter in your email password.
 - In the Test Account Settings, check the Test Account Settings by clicking the Next button box but don't click Next.
 - Click More Settings...



- 5 Internet Email Settings continued:
 - Click the Outgoing Server tab
 - Make sure that the box for My outgoing server (SMTP) requires authentication is checked

- Select the Use same settings as my incoming mail server field.

| General | Ser | nt Items | 0 | eleted Items |
|--------------------|----------------------|---------------------------------|-------------------------|--------------|
| Outgoing Server | | Connection | | Advanced |
|]My outgoing serve | er (SMTP) i | equires authen | tication | |
| Ose same sett | ings as my | incoming mail s | erver | |
| Log on using | | | | • |
| User Name: | | | | |
| Password: | | | | |
| | Z Daman | | | |
| | ✓ Remem | ber password | | |
| Require Se | cure Pass | ber password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | word Authentic | ation (SF | PA) |
| Require Se | cure Pass | word Authentic | ation (SF | PA) |
| Require Se | cure Pass | word Authentic | ation <mark>(</mark> SF | PA) |
| Require Se | cure Pass | ber password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | per password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | iber password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | iber password word Authentic | ation (SF | YA) |
| Require Se | cure Pass | ber password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | ber password word Authentic | ation (SF | PA) |
| Require Se | cure Pass | ber password word Authentic | ation (SF | PA) |
| Require Se | ✓ Remem cure Pass | ber password word Authentic | ation (SF | PA) |

- Click the Advanced tab
- Find the Incoming Server (IMAP) drop-down list and select SSL
- Find the Outgoing server (SMTP) drop-down list and select SSL
- Find the Outgoing server (SMTP) field and enter 465 (you may need to change the number in this field)
- In the Incoming mail field, make sure that 993 is entered for IMAP
- Click **OK** you will be returned to the previous window



Getting Started

Add a New Email Account in Outlook 2010 or 2013 (cont.)

6 Click Next >

| Add New Account | | × |
|---|------------------------------------|---|
| Internet E-mail Settings Each of these settings ar | e required to get your e-mail acco | punt working. |
| User Information | | Test Account Settings |
| Your Name: | Jane Doe | After filing out the information on this screen, we |
| E-mail Address: | janedoe@domain.net | below. (Requires network connection) |
| Server Information | | Test Associate Collinson |
| Account Type: | IMAP 💌 | Test Account Settings |
| Incoming mail server: | see instructions | Test Account Settings by dicking the Next button |
| Outgoing mail server (SMTP): | see instructions | |
| Logon Information | | |
| User Name: | janedoe@domain.net | |
| Password: | ••••• | |
| 📝 F | lemember password | |
| Require logon using Secure | Password Authentication (SPA) | More Settings |
| | | < Back Next > Cancel |

- 7 The **Test Account Settings** window will appear and it will process the test automatically.
 - If you experience an error, double-check all steps for accuracy, make sure your Internet connection is active, and try again.

8 Once your account settings are confirmed by the system, you are finished! Click **Close** to exit the setup window.

| ongratulations! All tests completed successfully. C | lick Close to continue. | Stop |
|---|-------------------------|-------|
| | | Close |
| Fasks Errors | | |
| Tasks | Status | |
| ✓ Log onto incoming mail server (IMAP) | Completed | |
| ✓ Send test e-mail message | Completed | |

Congratulations, your Outlook 2010 or 2013 email is now set up!