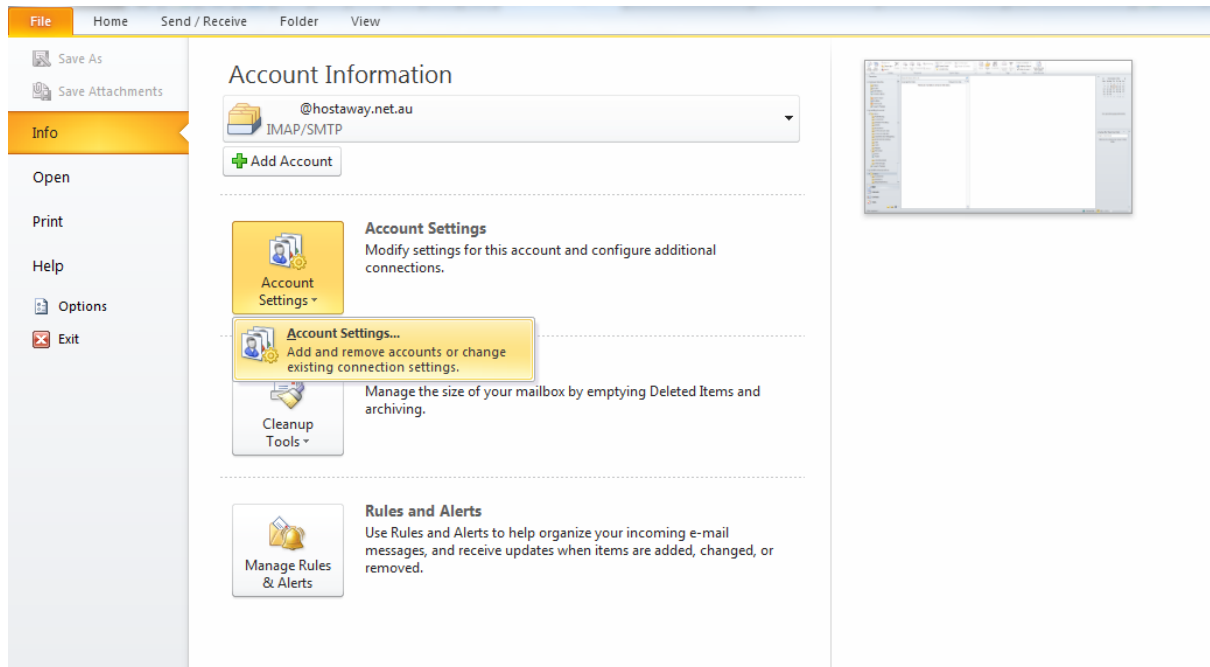
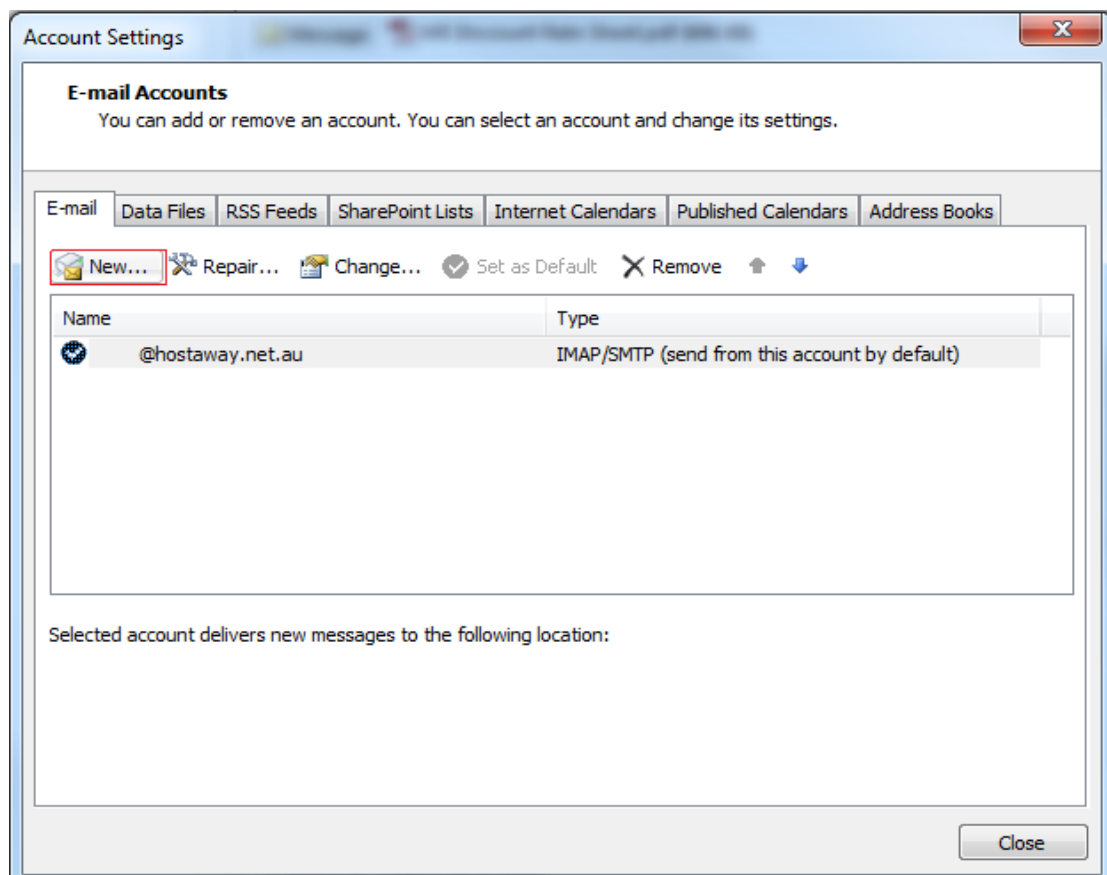


Configuring E-Mail in Outlook 2010

1. First we need to access the account settings, this menu can be found by clicking on File then clicking the “Account Settings” box followed by the second “Account Settings...” dropdown as shown in the image below.



2. Next we need to select the new email account button as shown by the red box in the image below



3. Select the option “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' and the subtitle is 'Auto Account Setup' with the instruction '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 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:'. 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'.

4. Select the option “Internet E-Mail” and click Next

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and the subtitle 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 box. Below it, the text reads 'Connect to POP or IMAP server to send and receive e-mail messages.' The other two options are unselected. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. This screen will require a list of information from you. We've listed below what you need to enter for each field.

Your Name: Your name for Outlooks account records (ex. John Doe)

E-mail Address: The email address you wish to add (ex. johndoe@hostaway.net.au)

Account Type: If you only need to access the email from 1 device please use POP3. However if you want to access this email account on multiple devices (extra computers, mobile phone, laptop) then you will want to select IMAP.

Incoming mail server: This is where Outlook goes to get your emails. Please set this to mail.hostaway.net.au as per the example.

Outgoing mail server: This is where Outlook goes to send emails and should be set to match your ISP (Internet Service Provider) A list of common providers mail servers are listed below.

AAPT : mail.aapt.net.au

Bigpond : mail.bigpond.com

Dodo : smtp.dodo.com.au

iiNet : mail.iinet.net.au

Internode: mail.internode.on.net

iPrimus smtp.iprimus.com.au

Optus : mail.optusnet.com.au

TPG : mail.tpg.com.au

If your ISP isn't listed above you should be able to find the mail server on their website or by giving them a call.

User Name: Your user name will be the same as your email address (ex. johndoe@hostaway.net.au)

Password: The password you specified when creating your email account.

Once everything is filled in please click the Next Button

Add New Account

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: johndoe@hostaway.net.au

Server Information

Account Type: POP3

Incoming mail server: mail.hostaway.net.au

Outgoing mail server (SMTP): mail.yourisp.com.au

Logon Information

User Name: johndoe@hostaway.net.au

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)

Test Account Settings ...

Test Account Settings by clicking the Next button

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

6. If everything went smoothly you should see two green ticks on the popup box to tell you that Outlook could connect to and send from your new e-mail address. Close the dialog box and click finish to finalize the new account. (If you didn't get both green ticks then you will need to go back and amend the values from step 5)

