How to setup Outlook 2010 with an email client:

- To begin, you are going to want to have outlook already installed, and opened
- Once outlook is opened, in the top left corner, chose the file tab
- Under info, you should see the option for account settings, go ahead and open this as demonstrated below:

Deleted Items - Outlook Data File -	Microsoft Outlook
File Home Send / Receive Folder View	~ ?
Info Account Information No account available. Add an e-mail account to enable additional features. Info	
Info Open Frint Help Image: Doptions Image: The size of your mailbox by emptying Deleted Items and Clearup Tools →	
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• You should see the following window appear, select **New**:

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교 News Feed 교급 Outbox 중 RSS Feeds G Search Folders	Name	Repair Change Stateroin Loss Jineine Cont Repair Change Set as Default	Remove	Aduless books		No upcoming appointments.
						Arrange By: Flag: Due Date Arrange By: Flag: Due Date Arrange By: Flag: Type a new task Type a new task There are no items to show in this view.
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Items: 0		V		Send/Receive		□ 00% → · · · · · · · · · · · · · · · · · ·

• If you are just setting up a normal email such as gmail, or Hotmail, enter your info under E-mail Account and hit **Next** to complete setup:

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Outlook Data File Dibox Drafts Sent Items Deleted Items Duck E amil	Account Settings 83 E-mail Accounts You can add or remove an account. You can select an account and change its settings.	19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9
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Outbox	Add New Account	No upcoming appointments.
나당 HSS Feeds 다음 Search Folders	Auto Account Setup Click Next to connect to the mail server and automatically configure your account settings.	
Mail Calendar Calendar Contacts Contact	E-mail Account Your Name: Idn Jacob Example: Ellen Adams E-mail Address: John 123 @website.com Example: ellen @contoso.com Password: ******** Retype Password your Internet service provider has given you. Text Messaging (5MS) Manually configure server settings or additional server types Cancel	Arrange By: Flag: Due Date
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• If you are setting up an email through a client such as PMT for example, choose Manually configure server settings or additional server types

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File Home Send / Receive	Folder View	A ?
New New E-mail Items * New Delete	Reply Reply Forward More * All Respond Quick Steps	egorize Follow Up → Up → Find a Contact → W Address Book ♥ Filter E-mail → Find
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Outlook Data File	Account Settings	19 20 21 22 23 24 25 26 27 28 29 30 1 2
Drafts	E-mail Accounts You can add or remove an account. You can select an account and change its settings.	3 4 5 6 7 8 9
Junk E-mail	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
News Feed	Add New Account	No upcoming appointments.
ស្រ្ត RSS Feeds ឆ្លៃ Search Folders	Auto Account Setup Connect to other server types.	×.
	E-mail Account	Arrange By: Flag: Due Date
	Your Name: Example: Ellen Adams	Type a new task There are no items to show in this
	E-mail Address; Example: ellen@contoso.com	view.
	Password	
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	Type the password your Internet service provider has given you.	
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• Choose Internet E-mail for POP or IMAP servers

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• Enter your information including the incoming and outgoing servers (usually mail.yourwebsite.com), and whether you are setting up POP or IMAP (IMAP is recommended) then choose the option **More Settings**

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File Home Send / Receive	Folder View	^ ?
New New E-mail Items * New Delete	Reply Forward More to: ? To Manager Imager Image	
 Favorites Inbox - Outlook Data File Sent Items Deleted Items 	Search Inbox (Ctrl+E) P Arrange By: Date Newest on top T There are no items to show in this view.	April 2015 Su Mo Tu We Th Fr Sa 29 30 31 1 2 3 4 5 6 7 8 9 10 11
 Outlook Data File Inbox Drafts Sent Items Deleted Items 	Account Settings E-mail Accounts You can add or remove an account. You can select an account and change its settings.	12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9
두 Junk E-mail News Feed [] Outbox 다 SSS Feeds 두 Search Folders	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Add New Account Add New Account X Internet E-mail Settings Each of these settings are required to get your e-mail account working. Internet E-mail Settings	Vo upcoming appointments.
Mail Calendar	User Information Test Account Settings Your Name: John E-mail Address: John@pmt.org Server Information Test Account Settings Account Type: MAP Incoming mail server: mail_pmt.org Outgoing mail server: mail_pmt.org User Name: John Password: ******** @ Remember password More Settings Require logon using Secure Password Authentication (SPA) More Settings	re By: Flag: Due Date A
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• In more settings, chose the tab Outgoing Server, and if your server requires authentication, which most do, select this box



• Hit OK, then hit Next

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File Home Send / Receive	Folder View	A ?
New New E-mail Items * New Delete	Image: Construction of the second of the	v sk v
E-mail Items* Delete • Favorites • Favorites • Inbox - Outlook Data File • Outlook Data File • Outlook Data File • Outlook Data File • Deleted Items • Outlook Data File • Seart Items • Outlook Data File • Seart Feed • Search Folders	All Respond Quick Steps rs Move Tags Find Search Inbox (Ctrl=E) P Arrange By: Date Newest on top Image: Search Inbox (Ctrl=E) P Arrange By: Date Newest on top Image: Search Inbox (Ctrl=E) P Read The end Read Search Inbox (Ctrl=E) P Arrange By: Date Newest on top Image: Search Inbox (Ctrl=E) P Read Search Inbox (Ctrl=E) P Account Settings Image: Search Inbox (Ctrl=E) P Read Search Inbox (Ctrl=E) P Add New Account Image: Search Inbox (Ctrl=E) Nove Read Search Inbox (Ctrl=E) Add New Account Image: Search Inbox (Ctrl=E) Read Search Inbox (Ctrl=E) F Marce Incomet E-mail Settings Each of these settings are required to get your e-mail account working. Image: Search Inbox (Ctrl=E) Image: Search Inbox (Ctrl=E) Vour Name: John Incoming mail server: (SMTP): Imal.pmt.org	April 2015 Su Mo Tu We Th Fr Sa 29 30 31 1 2 3 4 5 6 7 8 9 [0] 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 No upcoming appointments. rrange By: Flag: Due Date Type a new task There are no items to show in this view.
Mail Calendar Contacts Tasks Rems: 0	Password: Remember password Require logon using Secure Password Authentication (SPA) More Settings < Back Next > Cancel Send/Receive error	<u>ب</u> ۱ (۵۹ 100% (۲۰۰۰)
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• If done properly, the next screen will say complete, and should look like this:



• Your email is now hooked up, and you should see an email from outlook that confirms the email is setup properly and is working.

