**Email Setup for Microsoft Outlook 2010**

There are two ways to start the wizard. The first is to click on Add Account below the Account Information Heading. The second is to press the button called Account Settings, the difference between the two is that the first will open the Auto Account Setup Wizard where as the Account Settings Button will open the Email Accounts overview window first. If you have any experience using Outlook both windows will look familiar to you. That starts the wizard which will guide you through the process. You have two choices: Fully automatic and the manual way, but for GLBB e-mail, we'll skip right to the Manual setup:
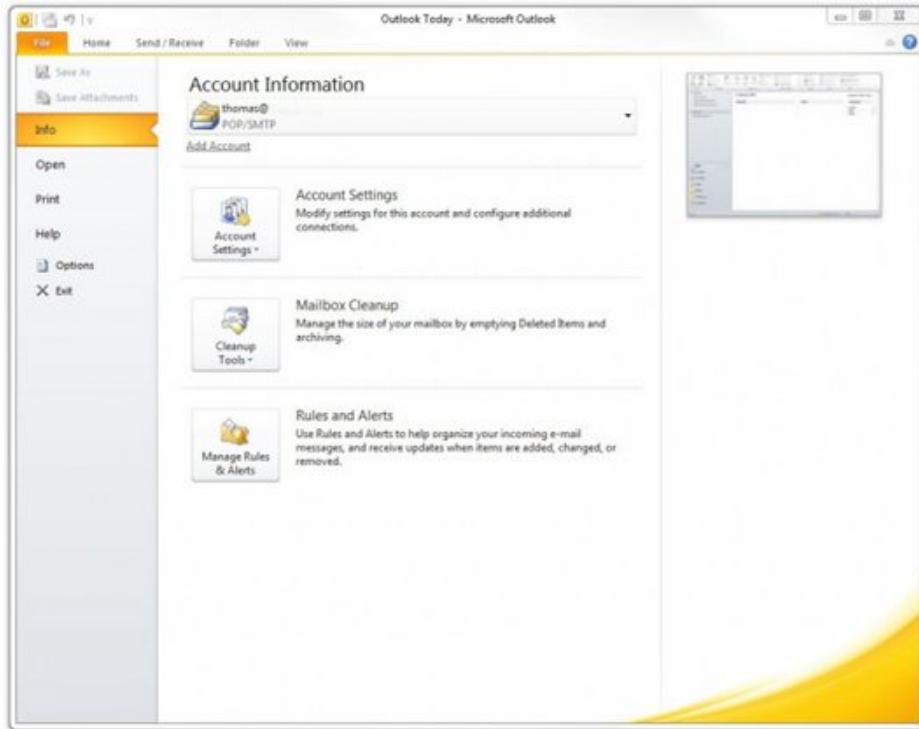
1.   Choose *Manually configure server settings or additional server types* and then Click **the next** button.

2. In the next Window, fill out all the necessary information as needed. Name, Email, Account Type, incoming and outgoing sever as well as the Logon information. If you don't have all this, you can get it from your ISP or network manager.

3. Server Information, choose the type of account that you wish to use. POP3 or Imap.
4. Under Deliver new message to: check the "New Outlook Data File"
5. Click the More Settings button.
6. Click the **Outgoing Server tab**.

My outgoing server (SMTP) requires authentication	Check this
Use same settings as my incoming email server	Check this

7. Click the **Advanced** tab, and check your settings are as follows:

Incoming Server (POP):	110
Incoming Server (Imap)	143
Outgoing Server (SMTP):	587

8. Click Ok to close the more settings window.
9. Click Finish. You are Done!!
10. Back in the main window; click *Send /Receive* to check for new email.