



OUTLOOK 2010

MANUAL

SETTING UP AN E-MAIL ACCOUNT IN OUTLOOK 2010

PREPARATION

Before using this manual, please make sure you have the following:

- ✓ You have created an email address using your Customer Area.
- ✓ You can log in using webmail.
- ✓ Your plan allows POP or IMAP access.
- ✓ The outgoing server of your internet provider.
- ✓ Gather your username/password for your email.

STEPS IN OUTLOOK 2010

- Step 1** Open your Outlook 2010.
- Step 2** Click on the top left icon 'File'.
- Step 3** Click on 'Info' and then click on 'add account'.
- Step 4** Click on 'Manually configure server settings'.
- Step 5** Select 'Internet Email', then click 'next'.
- Step 6** Fill in your data, select 'Imap' or 'POP'. If you want to sync your email between different devices, use IMAP. If you want to download your email locally, use POP3.
- Step 7** For the incoming server, fill in the following: `imap.yourdomain.tld`. For the domain `monkeybusiness.nu`, for example, use `imap.monkeybusiness.nu`. Your user name is your full email address. Fill in the password you supplied when choosing your email address.
- Step 8** Fill in the outgoing server details. These details are from your current Internet Service Provider.
- Step 9** Click on Next. Your Settings will be verified.