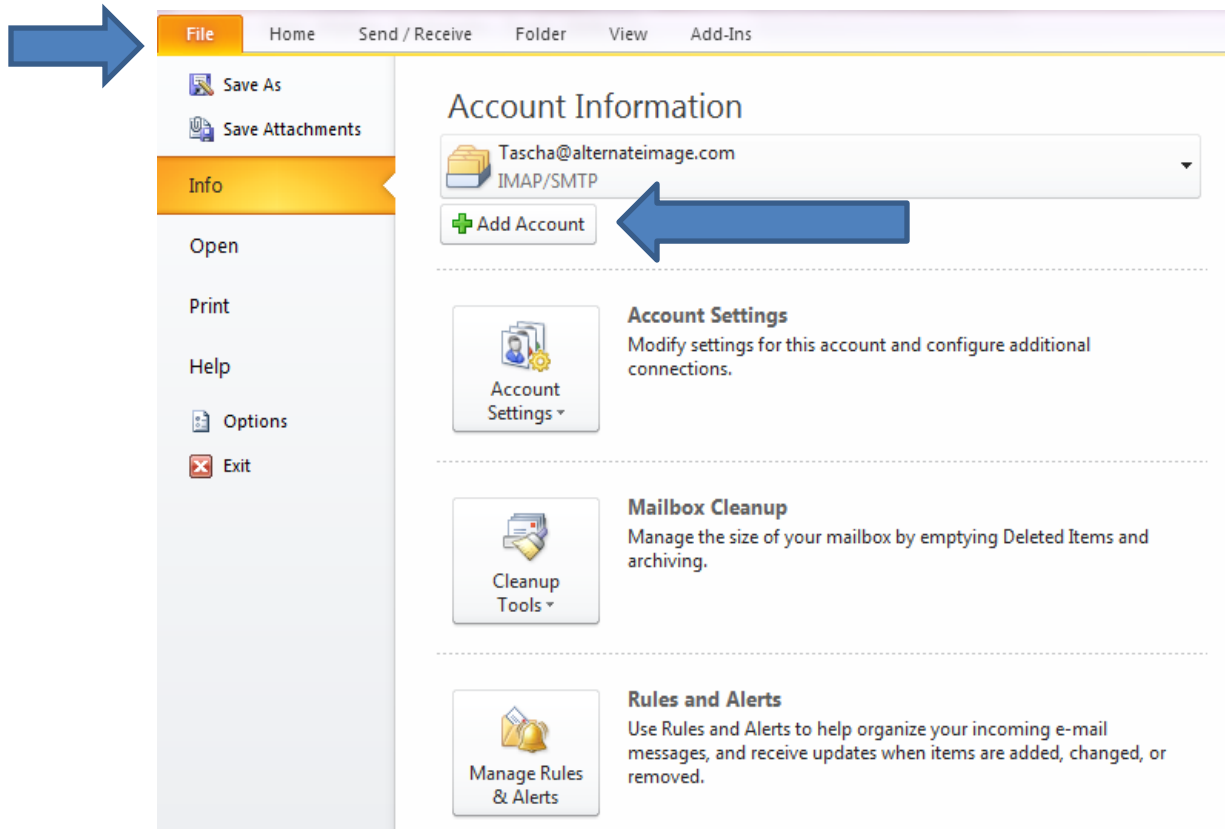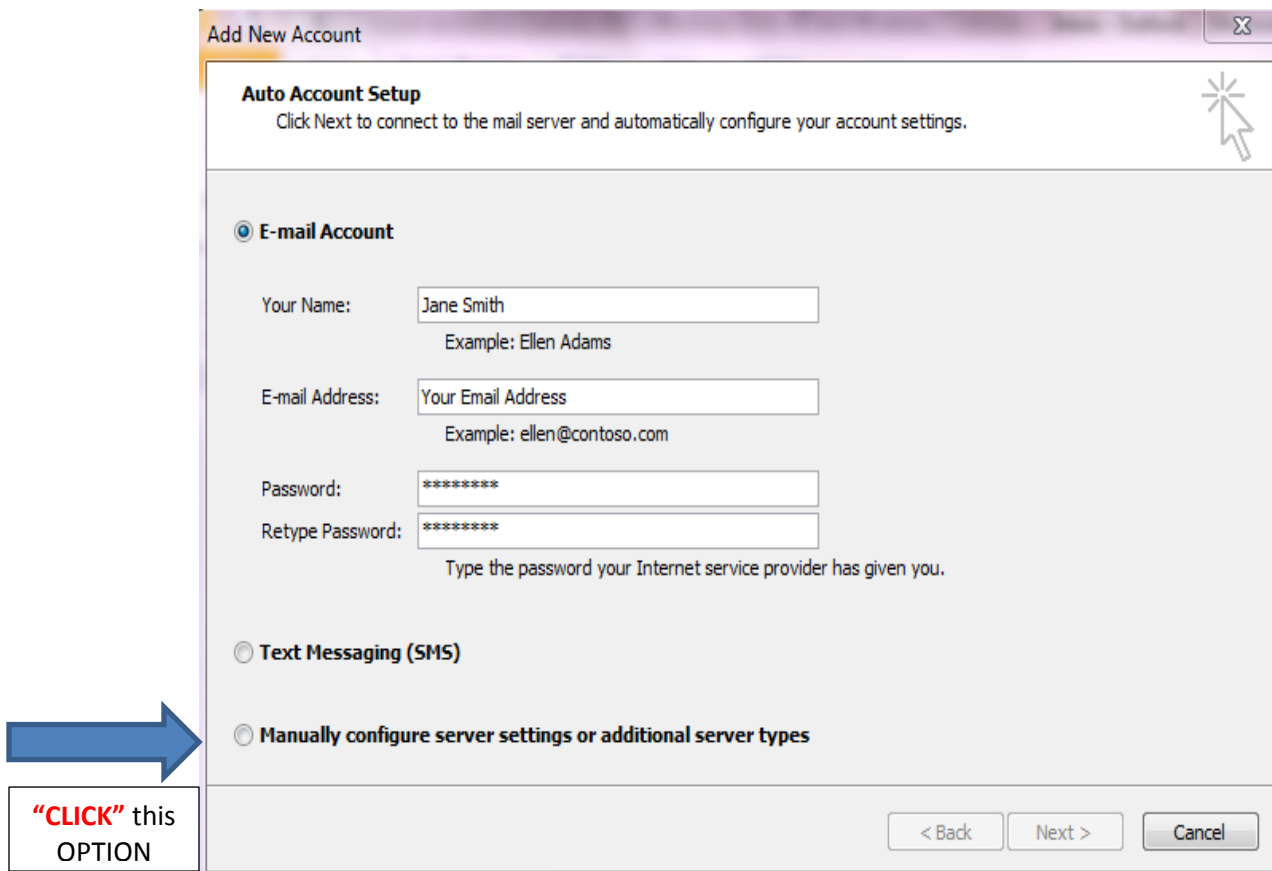# Alternate Image

Setting Up Your E-Mail Account in Microsoft Outlook 2010

1.) In Microsoft Outlook, Click on the file tab and then click **+ Add Account**

2.) The following screen will pop up:

Under **"E-Mail Account",** type in the following information:

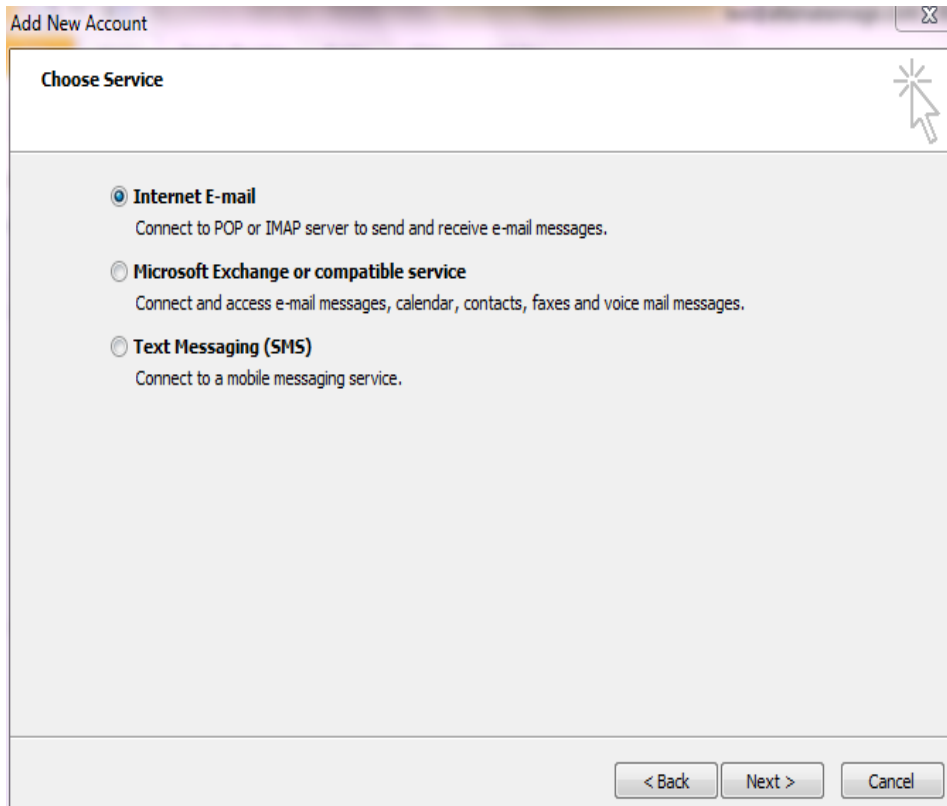**Your Name**: (This is your display name that people will see)

E-mail Address: (Type in your complete email address)

Password: (This is your email password that was given to you at set up)

Retype Password: (This is your email password that was given to you at set up)

Select: **"Manually Configure Server Settings"** and click **NEXT**

3.) The following screen will appear:

Select **"Internet E-Mail"** and click **NEXT**

4.) The following screen will appear:

Type in the following information:

Type in the following information:
User Information:
Your Name: First and Last name
E-Mail Address: Enter your e-mail address

Server Information:
Account Type: IMAP
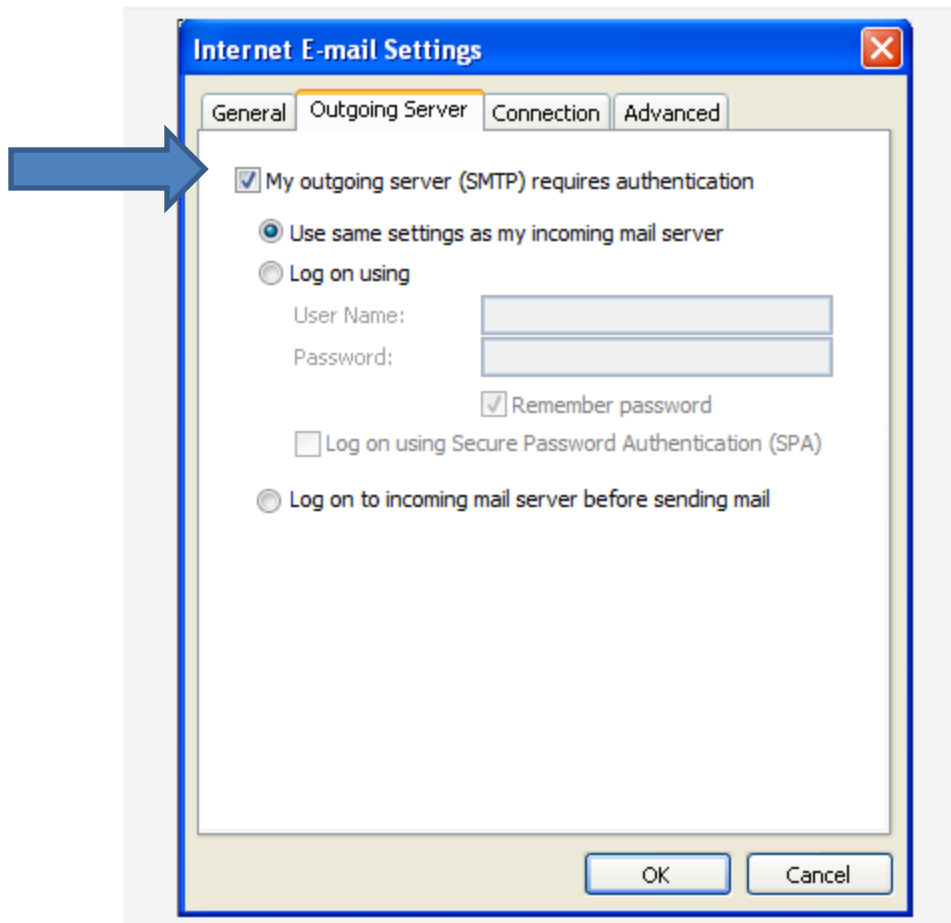**Incoming Mail Server**: aimailbox.com
Outgoing Mail Server (SMTP): aimailbox.com

Logon Information:
User Name: Enter your e-mail address, again
Password: Enter the password you set up for your e-mail account


Click "More Settings" (The following box will appear on next page)

On Internet E-Mail Settings window, select the "**Outgoing Server**" tab.

Select "**My outgoing server (SMTP) requires authentication**."

If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.
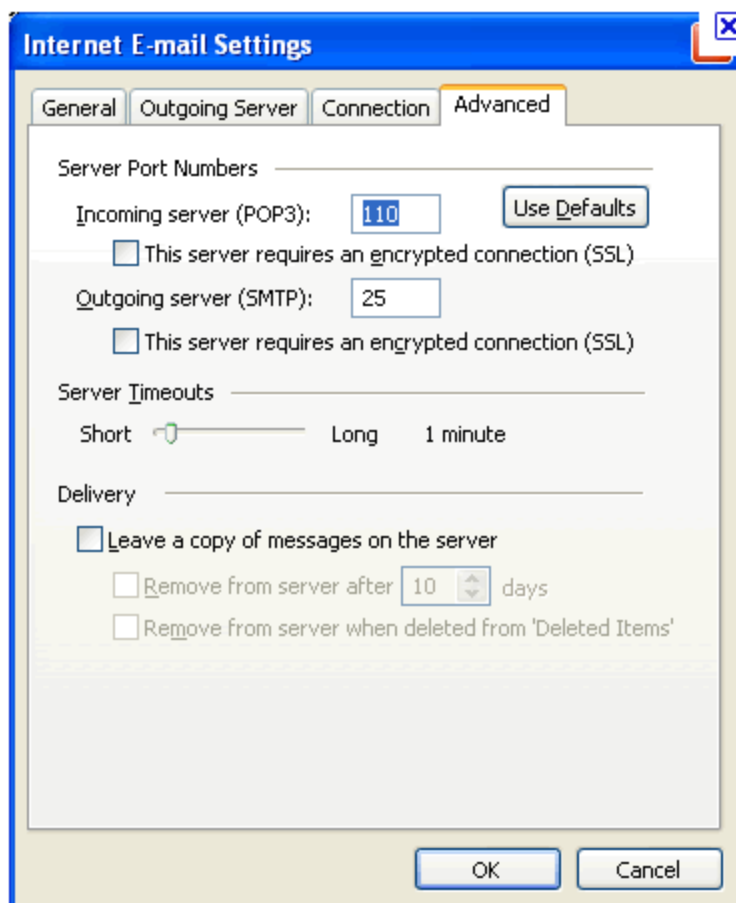
Select the "**Advanced**" tab and *change* the **Incoming Pop3 to _110_ and the Outgoing SMTP to _25_**.

"Click" **OK**.

You will be brought back to this screen.
Then **"CLICK NEXT"**

_____

5.) This box will appear:

Once it shows **CHECK MARKS** and **COMPLETED** in STATUS click **CLOSE**

6.) Last screen to appear:
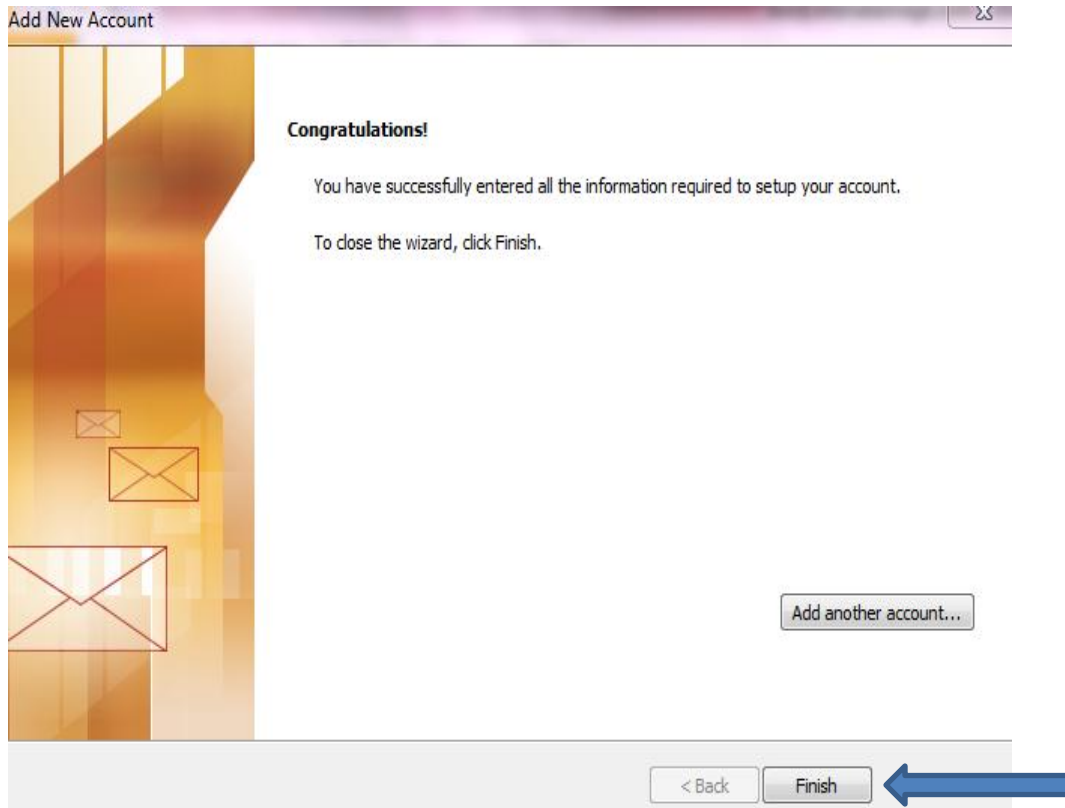
CONGRATULATIONS – Click **FINISH** and you are DONE with SET UP!

ATTENTION: Some systems will require you to reboot your computer in order for the settings to save.