

Access from Microsoft Office Outlook 2010

To set up Microsoft Office Outlook 2010:

1. Open Microsoft Office Outlook 2010.
2. Go to **File > Info > Add Account**.
3. Select the checkbox **Manually configure server settings or additional server types**. Click **Next**.

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

4. Select the **Internet Email** option and click **Next**

Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

5. Specify the following:
- Your name.
 - Your email address.
 - **Account type.** If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on email messages you receive, provided SpamAssassin is enabled on the server.
 - **Incoming mail server.** Type your domain name. For example, example.com.
 - **Outgoing mail server (SMTP).** Type your domain name. For example, example.com.
 - **User Name.** Specify your full email address. Example: johndoe@example.com.
 - **Password.** This password probably coincides with the password you use for logging in to Plesk.
 - **Require logon using Secure Password Authentication (SPA).** Leave this option cleared.

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: mail@example.com

Server Information
Account Type: POP3
Incoming mail server: example.com
Outgoing mail server (SMTP): example.com

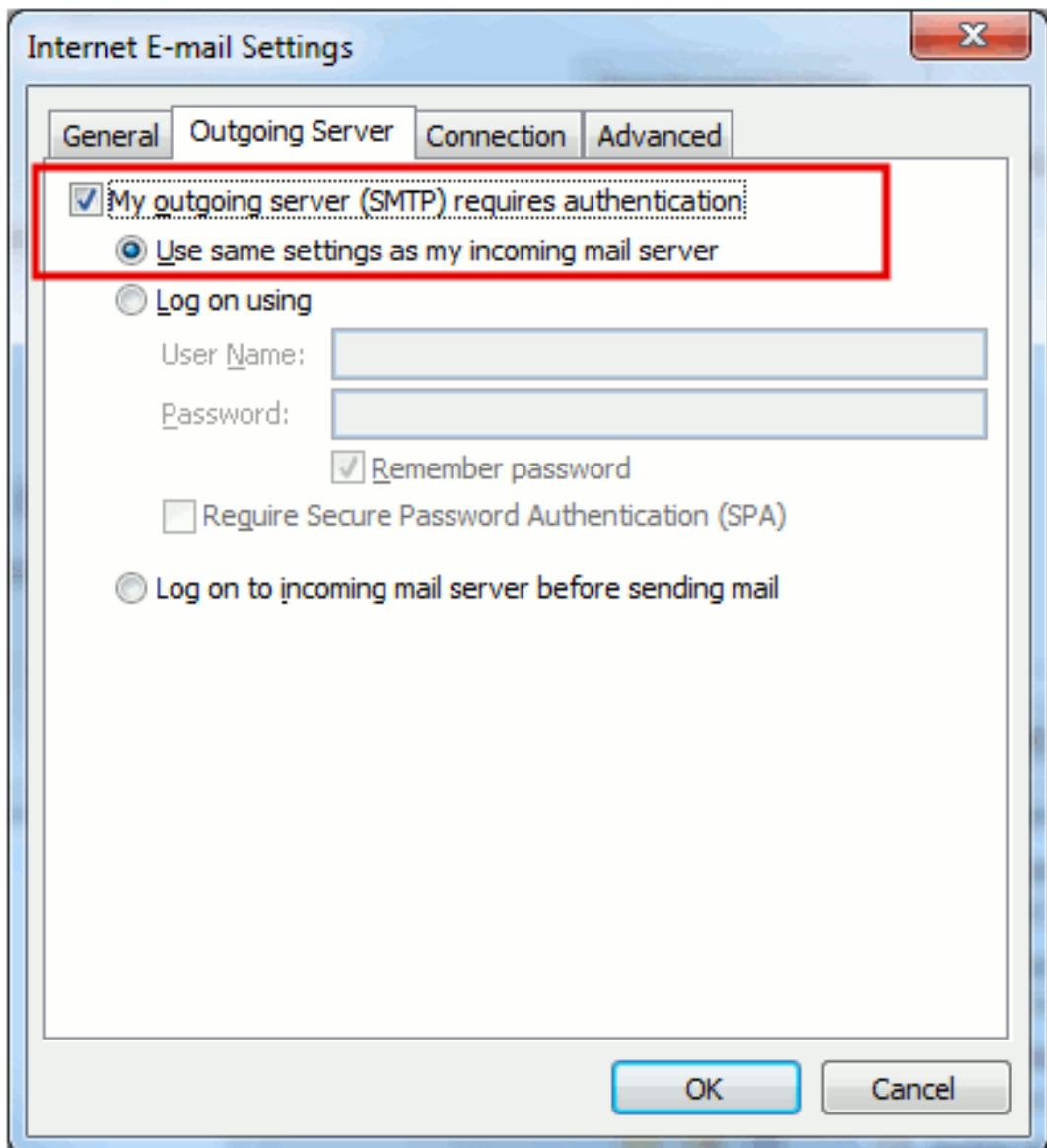
Logon Information
User Name: mail@example.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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. Click **More Settings**, open the **Outgoing Server** tab and check **My outgoing server (SMTP) requires authentication**.



7. Click **Next**.
8. Click **Finish**.