

Microsoft Outlook 2010 Startup

Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you through the process of configuring Microsoft Outlook 2010.



< Back

Next >

Cancel

Account Configuration



E-mail Accounts



You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

☒ **Yes**

☐ **No**


< Back

Next >

Cancel

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

Add New Account



Choose Service



☒ **Internet E-mail**

Connect to POP or IMAP server to send and receive e-mail messages.

☐ **Microsoft Exchange or compatible service**

Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**

Connect to a mobile messaging service.

< Back

Next >

Cancel

Add New Account



Internet E-mail Settings

Each of these settings are required to get your e-mail account working.



User Information

Your Name: Lê Trần Hải Nam

E-mail Address: nam_lth@baohiembaolong.vn

Server Information

Account Type: POP3

Incoming mail server: mail.baohiembaolong.vn

Outgoing mail server (SMTP): mail.baohiembaolong.vn

Logon Information

User Name: nam_lth

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

Internet E-mail Settings

General Outgoing Server Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

☒ Remember password

☐ Require Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

Internet E-mail Settings

General Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Server Timeouts

Short Long 1 minute

Delivery

☒ Leave a copy of messages on the server

☒ Remove from server after: 14 days

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel