

Email Setup Guide

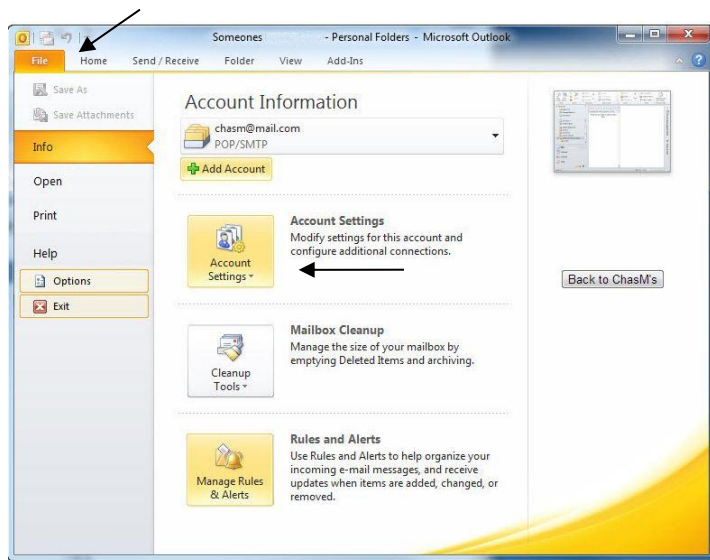
Setting up Outlook 2010



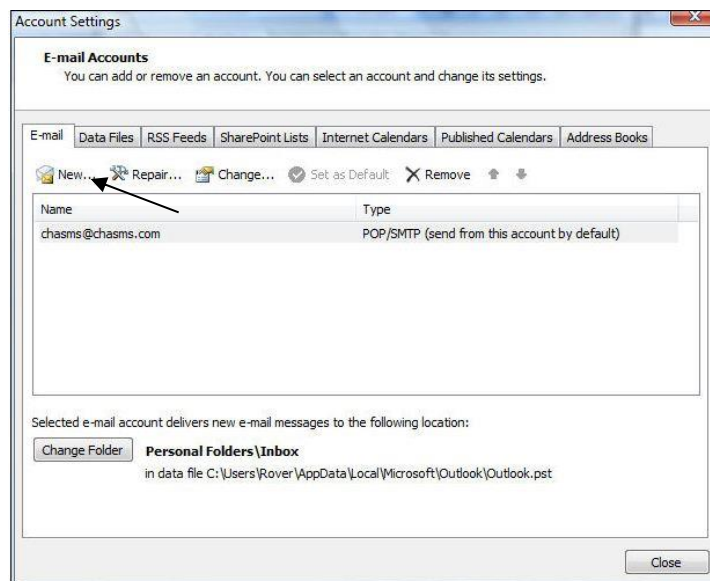
Outlook 2010

Open Outlook 2010.

Click on the **"FILE"** menu then **"Account Settings..."**



When **"Account Settings"** has opened, select the **"Email"** tab and then click on the **"New"** button.

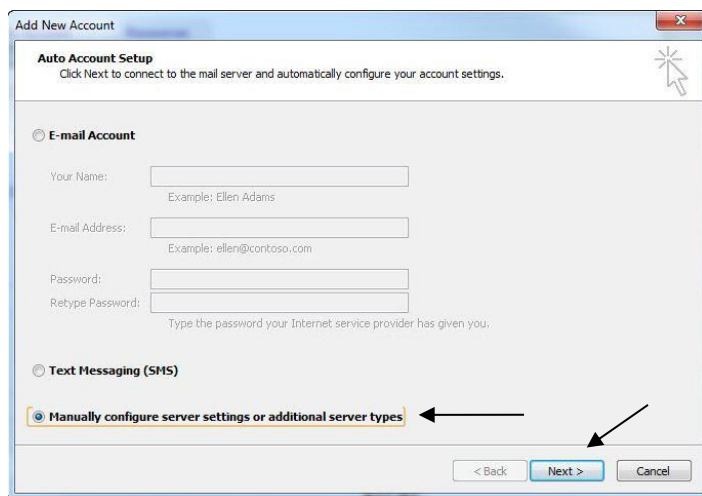


Email Setup Guide

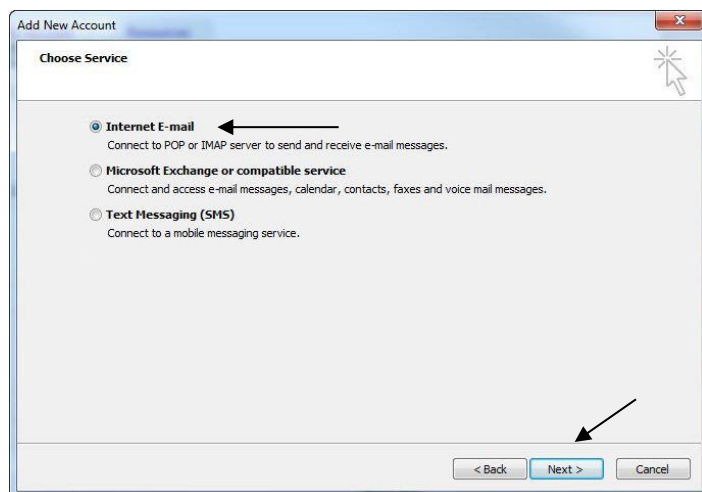
Setting up Outlook 2010



In the window that opens, Tick **“Manually configure server settings or additional server types”** then click **“Next”**.



Select **“Internet E-mail”** then click **“Next”**.



In the window that opens, enter the following settings:

Email Setup Guide

Setting up Outlook 2010



- 1 Under **“User Information”**,
 - a. Type your name into the **“Your Name”** box.
 - b. Type your activ8 email address into the **“E-mail Address”** box.
- 2 Under **“Server Settings”**,
 - a. Set the **“Account Type”** to **“POP3”**.
 - b. Enter **mail.activ8.net.au** into the **“Incoming mail server”** and **“Outgoing mail server”** boxes.
- 3 Under **“Login Information”**,
 - a. Your username should already be filled in.
 - b. Type in your password into the **“Password”** box and tick the **“Remember Password”** box

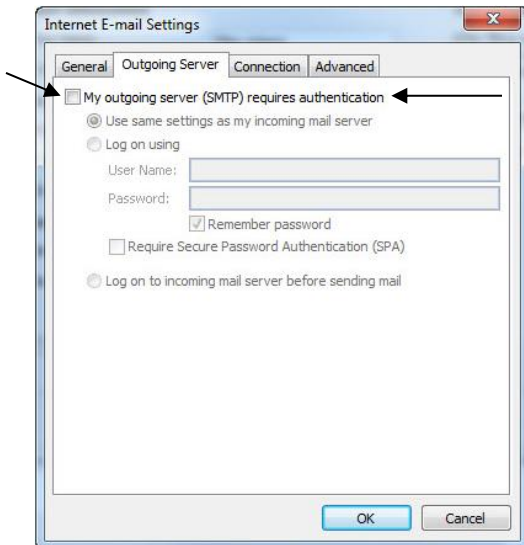
Click on **“More Settings”**

In the window that opens, click on **“Outgoing Server tab”** and put a tick on the option **“my outgoing server requires authentication”**. Choose **“use same settings as my incoming mail server”** then click on **“Advanced tab”**

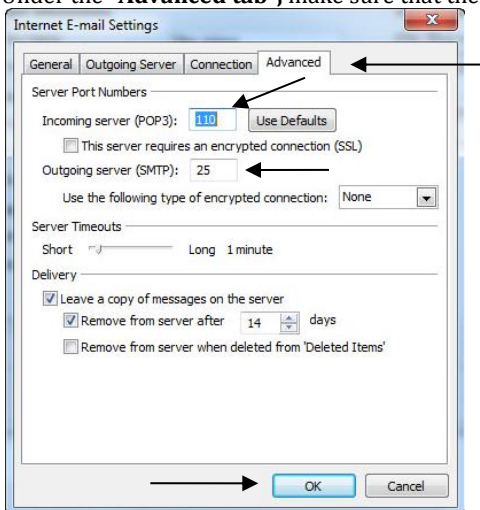


Email Setup Guide

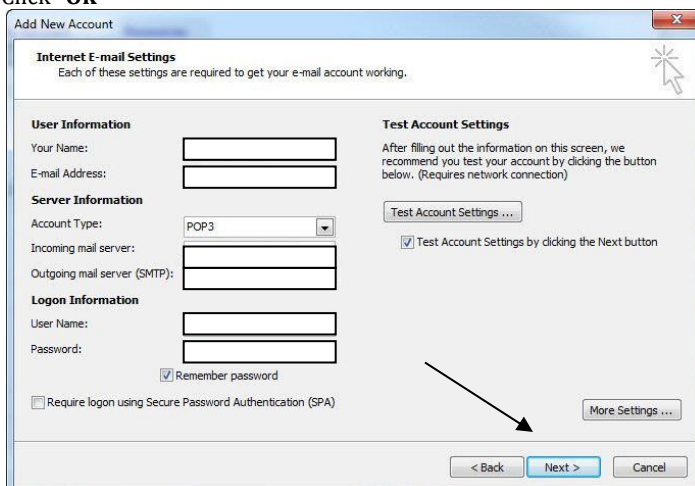
Setting up Outlook 2010



Under the "Advanced tab", make sure that the incoming server port is set to 110 and outgoing server port is 25



Click "Ok"

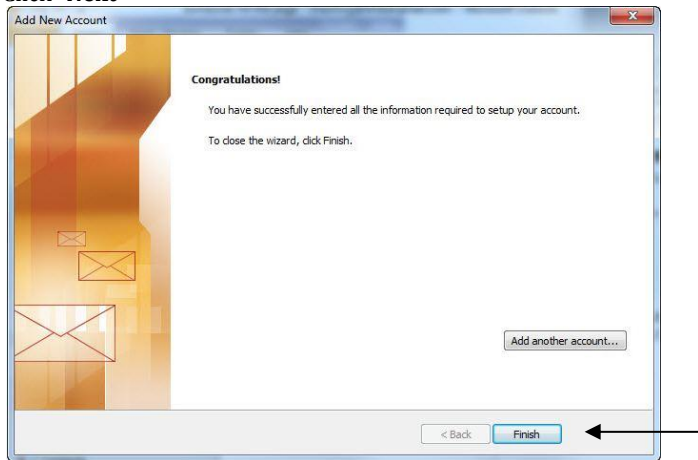


Email Setup Guide

Setting up Outlook 2010



Click **"Next"**



On the next window that appears, click **"Finish"**.