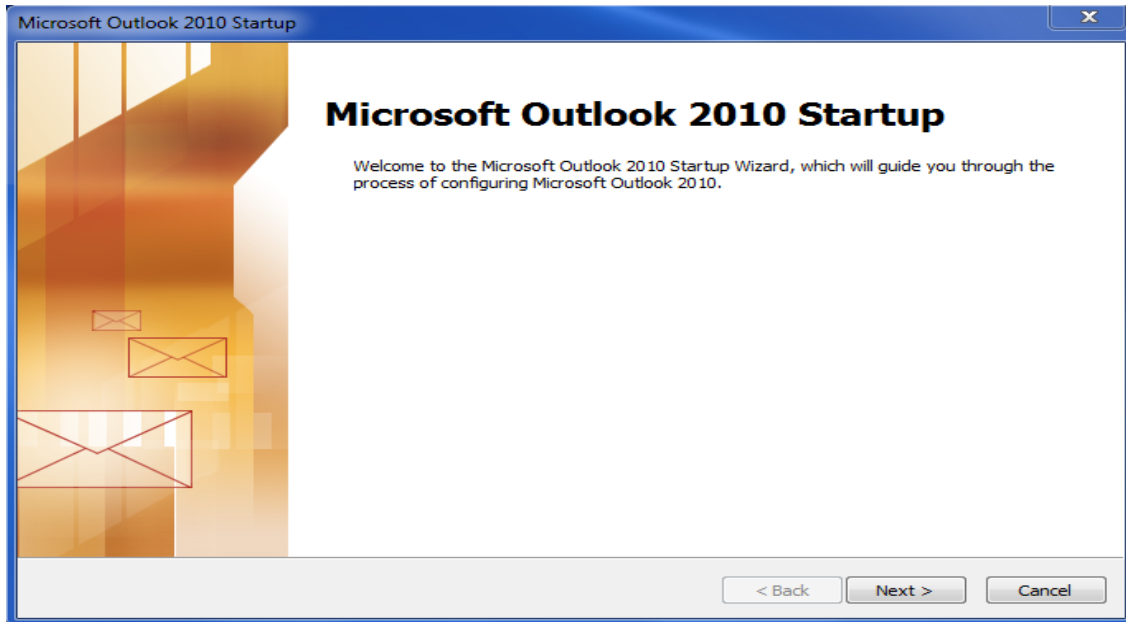
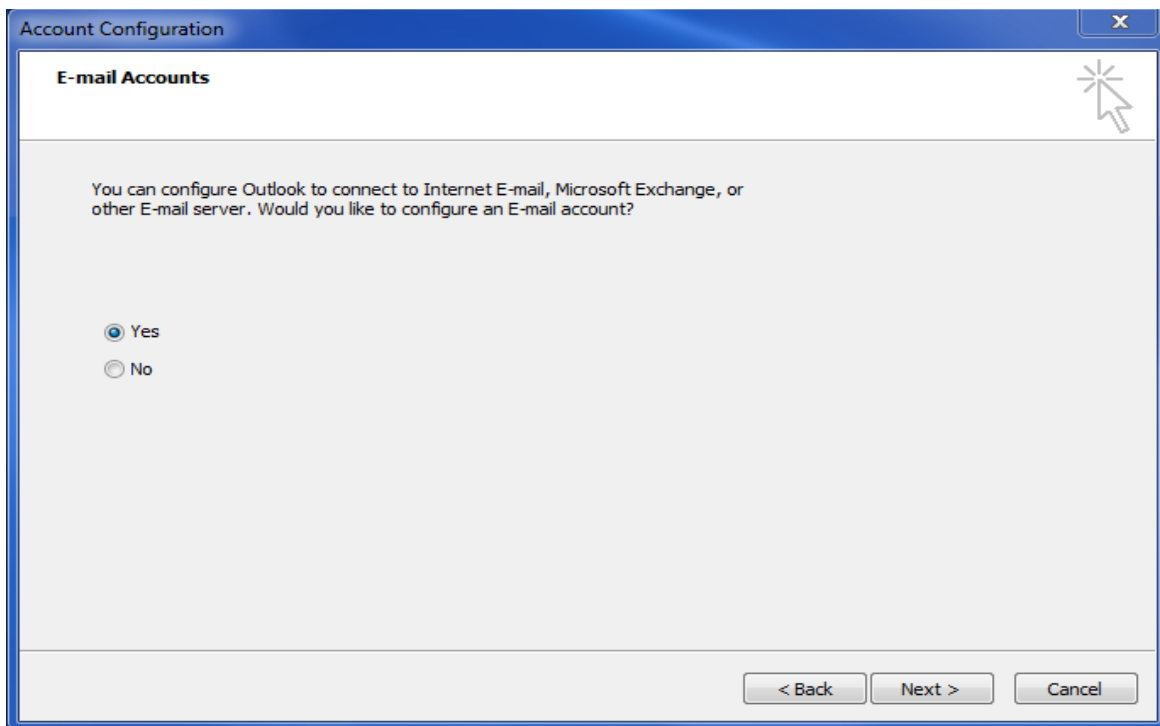


To setup Microsoft Outlook 2010

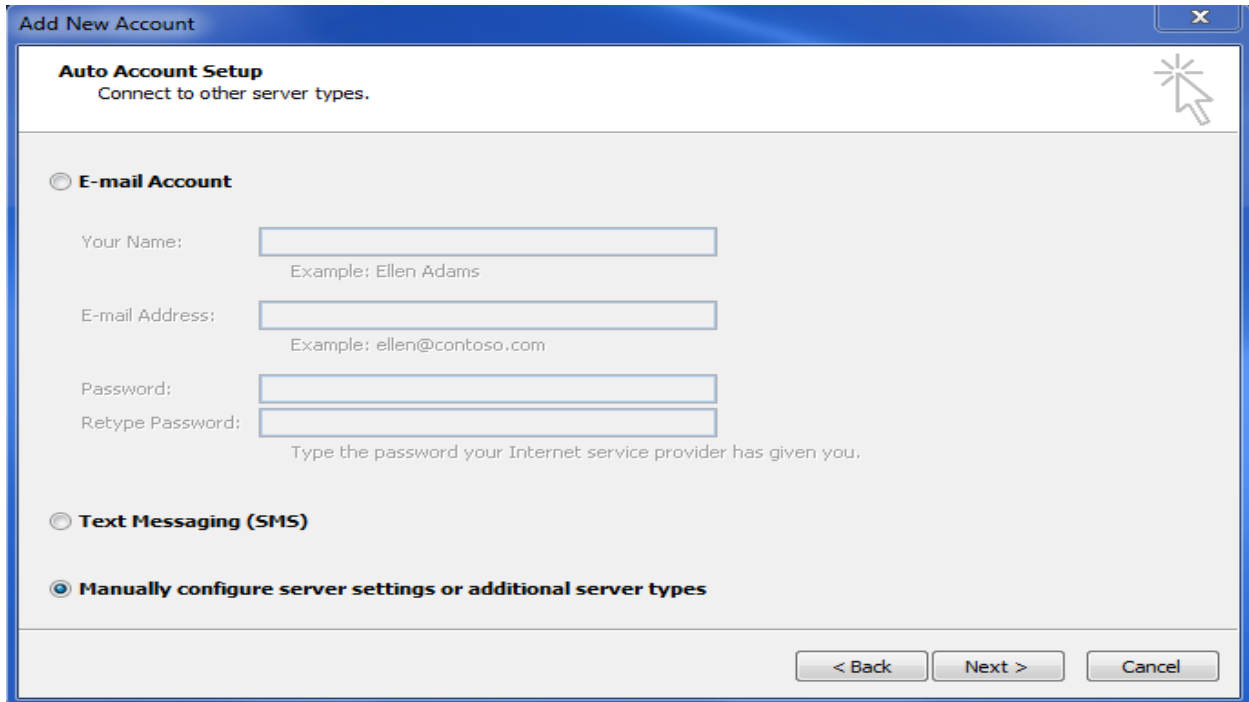
1. Click next



2. Check yes
3. Click next

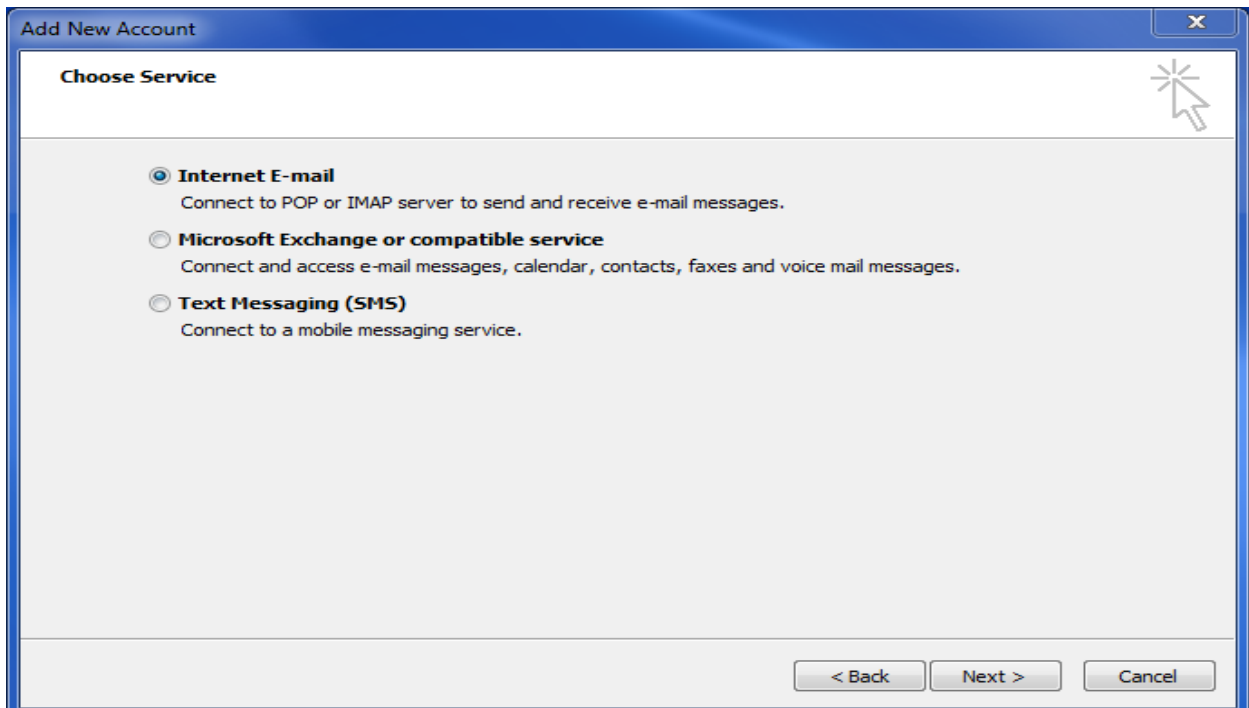


4. Check manually configure server settings or additional server types
5. Click next



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types', with the third option selected. Below the 'E-mail Account' option are four input fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Check internet e-mail
7. Click next



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section selected. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. Each option has a brief description: '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.), and 'Text Messaging (SMS)' (Connect to a mobile messaging service.). At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Enter the requested information:

*Your Name: your name

*Email Address: the email address the messages will be sent from

*Account Type: POP3

*Incoming Mail Server: mail.domainname.xyz(your domain name replaces busedge.com in screen shot)

*Outgoing Mail Server: mail.domainname.xyz((your domain name replaces busedge.com in screen shot)

*User Name: the full email address

*Password: the password for the email address

Add New Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 by clicking the Next button

Deliver new messages to:

New Outlook Data File

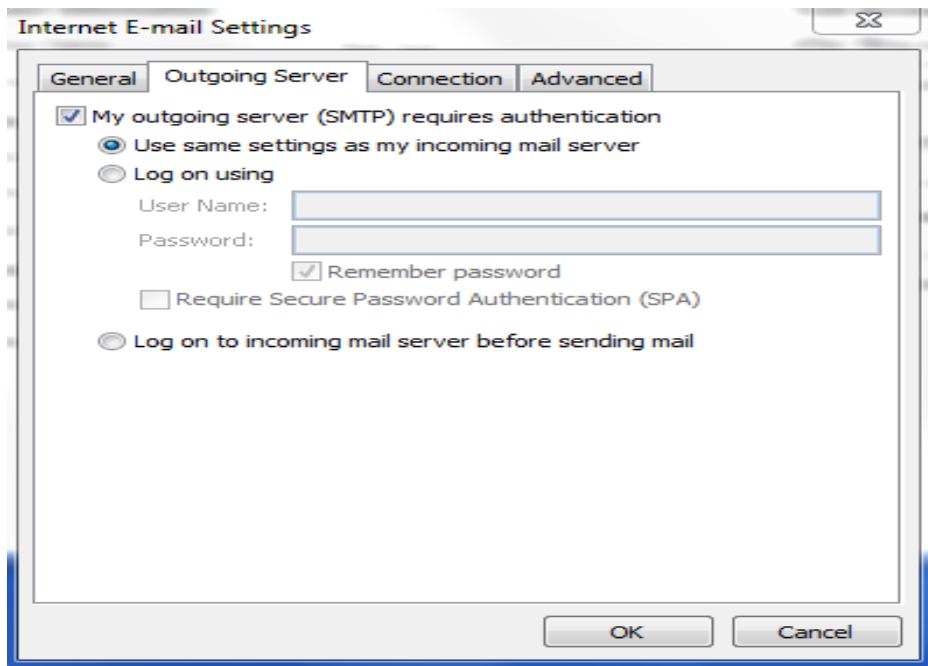
Existing Outlook Data File

9. Click more settings.

10. Go to the "Outgoing Server" tab

11. Check "my outgoing server(SMTP) requires authentication"

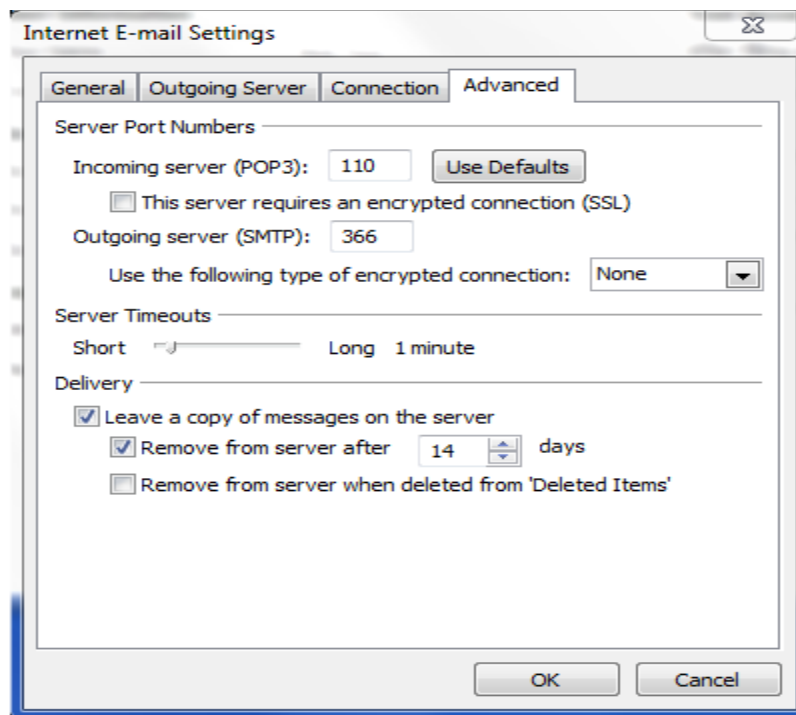
12. Check "use same settings as my incoming mail server"



13. Click on "Advanced" tab

14. Change outgoing server (SMTP) port from 25 to 366

15. Click ok



16. Click "Test Account Settings" to verify everything is configured correctly.

17. Click next

18. Click finished.

