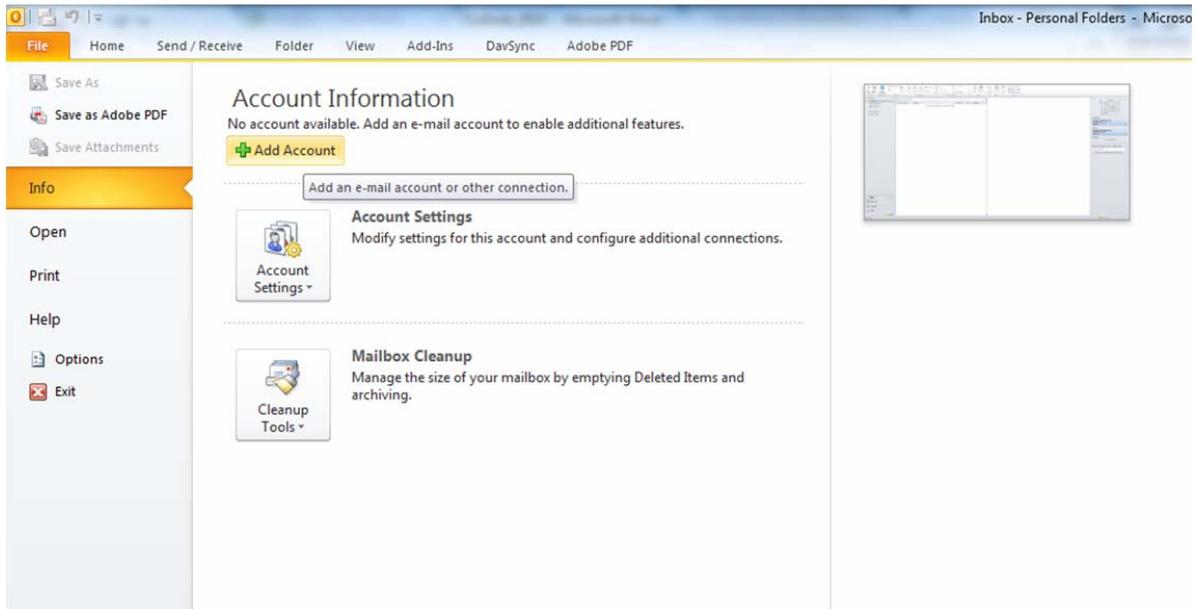
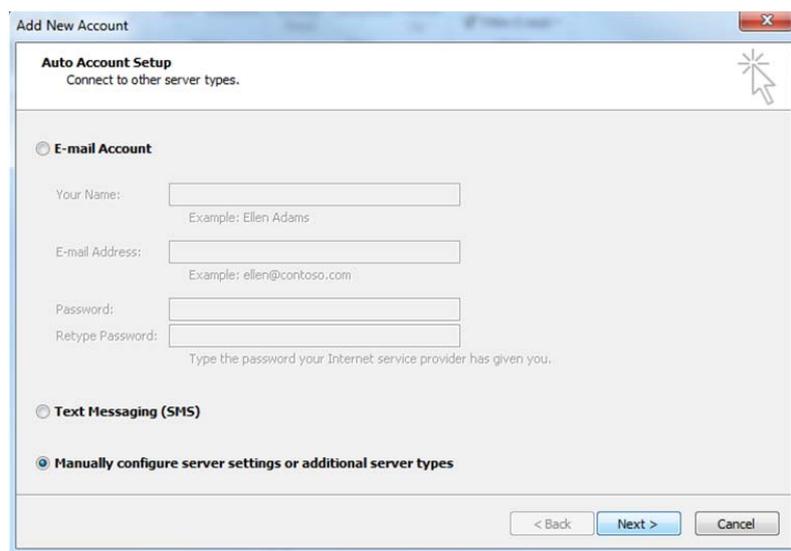


Configuring E-Mail in Outlook 2010

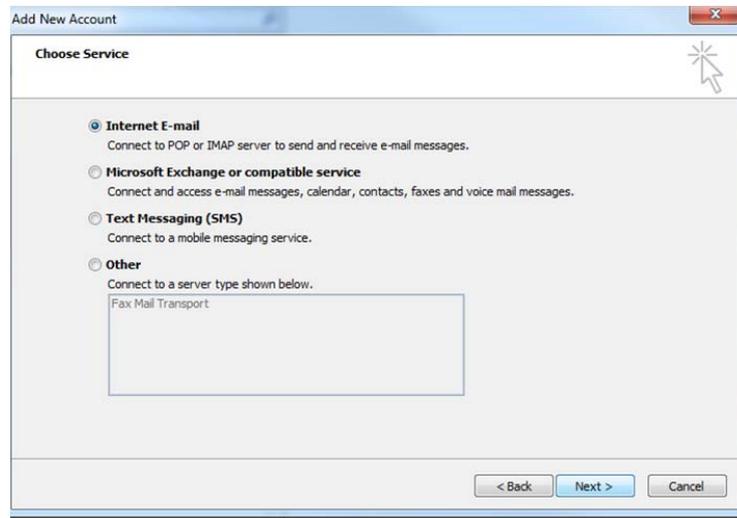
1. First we will need to access the account settings, in order to do this click on "File", then the "Info" tab and select "Add Account".



2. A new screen should appear where you need to select "Manually configure server settings or additional server types" and then hit "Next".



3. On this next page, "Internet E-mail" should already be selected so you just need to hit "Next" as shown below:



4. The next screen will require you to input information about the account, once this has been completed click "More Settings". We have included an example of the information required and an example screenshot below:

Your Name: Your name for Outlook's account records (e.g. John Doe).

E-mail Address: The email address you wish to add (e.g. johndoe@hostaway.net.au).

Account Type: If you only need to access the email from one device please use POP3. However if you want to access this email account on multiple devices (extra computers, mobile phone, laptop) then IMAP would be more suitable.

Incoming mail server: This is where Outlook goes to collect your emails. Please set this to mail.yourdomain.com.au or mail.hostaway.net.au as per the example.

Outgoing mail server: This is where Outlook goes to send emails. Please set this to mail.yourdomain.com.au or mail.hostaway.net.au as per the example. If the mailbox is on a desktop computer you also have the choice of using your Internet Service Provider's mail server. Some examples include mail.bigpond.com, mail.iinet.net.au, mail.amnet.net.au, etc and this will mean you can leave the outgoing mail port set at the default "25".

User Name: Your user name should be set to your email address (e.g. johndoe@hostaway.net.au).

Password: The password you specified when creating your email account.

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: johndoe@hostaway.net.au

Server Information
Account Type: POP3
Incoming mail server: mail.hostaway.net.au
Outgoing mail server (SMTP): mail.hostaway.net.au

Logon Information
User Name: johndoe@hostaway.net.au
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

- When you select "More Settings" a screen will pop up with general information about the account, you will need to select the "Outgoing Server" tab.

Internet E-mail Settings

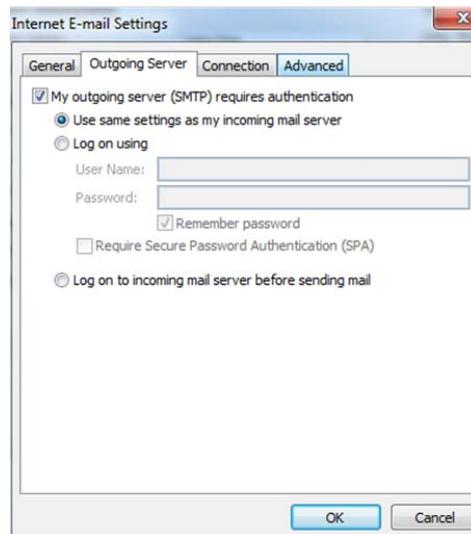
General **Outgoing Server** Connection Advanced

Mail Account
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"
johndoe@hostaway.net.au

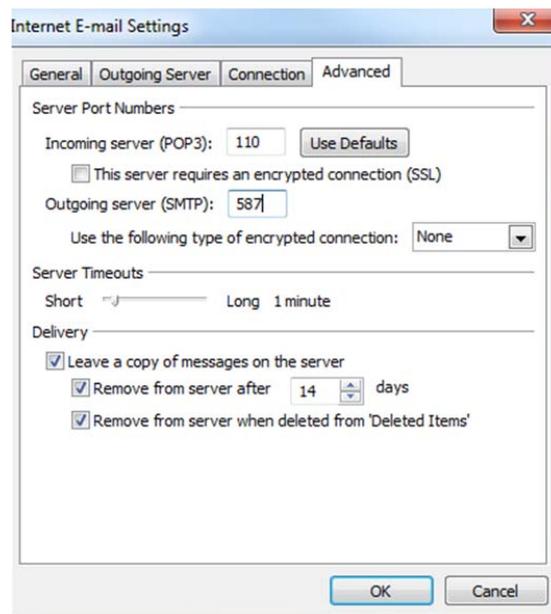
Other User Information
Organization:
Reply E-mail:

OK Cancel

6. If you are using mail.hostaway.net.au or mail.yourdomain.com.au as the outgoing server select "My outgoing server (SMTP) requires authentication" and ensure "Use same settings as my incoming mail server" is also selected. Then click the "Advanced" tab. If you are using your Internet Service Provider please ensure "My outgoing server (SMTP) requires authentication" is **NOT** selected and then click the "Advanced" tab:



7. If you are using mail.hostaway.net.au or mail.yourdomain.com.au as the outgoing server then change the "Outgoing server (SMTP)" port from "25" to "587", if you are using your Internet Service Provider then leave this as "25". If you are using POP3 you may also wish to configure "Delivery" regarding how mail is stored on the server.



8. Once you have configured the above click "OK" and then "Next" on the information screen, if you get a confirmation as seen below you can then close this screen. If any of the tests fail please check your settings and try again, or give us a call on 08 9249-3646 if the problem persists.

