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Manually Add an E-Mail Account in Outlook 2010 (For accounts using pop.excell.net/smtp.excell.net)

There are three ways to manually add your e-mail account. Most people have only one profile and should use the **Add to the running profile** section.

Add to the running profile

1. Click the **File** tab.
2. Under **Account Information**, click **Add Account**.
3. Click **Manually configure server settings or additional server types**, and then click **Next**.

The **Choose Service** dialog box appears.

4. Proceed to **Manually configure a POP3 account**

Add to an existing profile

1. Close Outlook.
2. In Control Panel, click or double-click **Mail**.

Mail appears in different Control Panel locations depending upon the version of the Microsoft Windows operating system, Control Panel view selected, and whether a 32- or 64-bit operating system or version of Outlook 2010 is installed.

The easiest way to locate **Mail** is to open Control Panel in Windows, and then in the **Search** box at the top of the window, type **Mail**. In Control Panel for Windows XP, type **Mail** in the **Address** box.

Note The **Mail** icon appears after Outlook starts for the first time.

The title bar of the **Mail Setup** dialog box contains the name of the current profile. To select a different existing profile, click **Show Profiles**, select the profile name, and then click **Properties**.

3. Click **E-mail Accounts**.
4. Proceed to **Manually configure a POP3 account**

Add to a new profile

1. Close Outlook.
2. In Control Panel, click or double-click the **Mail** module.

Mail appears in different Control Panel locations depending upon the version of the Microsoft Windows operating system, Control Panel view selected, and whether a 32- or 64-bit operating system or version of Outlook 2010 is installed.

The easiest way to locate **Mail** is to open Control Panel in Windows, and then in the **Search** box at the top of the window, type **Mail**. In Control Panel for Windows XP, type **Mail** in the **Address** box.

Note The **Mail** icon appears after Outlook starts for the first time.

3. Under **Profiles**, click **Show Profiles**.
4. Click **Add**.
5. In the **New Profile** dialog box, type a name for the profile, and then click **OK**.

This is the name that you see when you start Outlook if you configure Outlook to prompt you for which profile to use.

6. Click **E-mail Accounts**.
7. Proceed to **Manually configure a POP3 account**

Manually configure the e-mail account

POP3 Account

1. Click **Internet E-mail**, and then click **Next**.
2. Under **User Information**, do the following:
 1. In the **Your Name** box, type your name the way that you want it to appear to other people.
 2. In the **E-mail Address** box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include the user name, the @ symbol, and the domain name.
 3. In the **Password** and **Retype Password** boxes, type the password that was assigned to you.

Tip Your password is case sensitive. Make sure that the CAPS LOCK key is not on when entering your password.

3. Under **Server Information**, do the following:
 1. In the **Account Type** list box, choose **POP3**.
 2. In the **Incoming mail server** box, type **pop.excell.net**
 3. In the **Outgoing mail server (SMTP)** box, type **smtp.excell.net**
 4. Under **Logon Information**, do the following:
 1. In the **User Name** box, type your full email address.
 2. In the **Password** box, type the password assigned to you.
 3. Select the **Remember password** check box.

Note You have the option to save your password by typing it in the **Password** box and selecting the **Remember password** check box. If you choose this option, you do not have to type your password each time you access the account. However, this also makes the account vulnerable to anyone who has access to your computer.

5. Your e-mail account requires SMTP authentication:

- **SMTP authentication** Click **More Settings**. On the **Outgoing** tab, select the **My outgoing server (SMTP) requires authentication** check box.

7. Click **Next**.

By default, the **Test Account Settings by clicking the Next button** check box is selected. This option verifies that your account is working. If there is missing or incorrect information, such as your password, you are prompted to supply it or correct it. Make sure that your computer is connected to the Internet

8. Click **Finish**.

http://office.microsoft.com/en-us/outlook-help/add-an-e-mail-account-by-using-advanced-settings-HA010371264.aspx?CTT=5&origin=HA010354414#_Toc260592197