# Email Account Setup – Office 2010

# Information required

Your email address Your email password

**Step 1:** Open Outlook 365/2013 and click on the 'File' menu.

Step 2: Click on	'Account Settings'	and then	select '	'Account
Settings'				

	🕤 🎆 💁 Ignore 🗙
	New New Delete
	E-mail Items 🔻 🍇 Junk 🔻
	New Delete
11香りに	Int
File Home Se	nd/Receive Folder View
🔣 Save As	Account Information
월 Save Attachments	Mark Vowles
Info	Add Account
Open	
Print	Account Settings
Help	connections.
Options	Settings *
🔀 Exit	Account Settings
	Manage the size of your mailbox by emptying Deleted Items and
	Account Settings X
	Account Settings
E-mail Accounts You can add or	remove an account. You can select an account and change its settings.
E-mail Data Files	RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
🥁 <u>N</u> ew 🎌 <u>R</u> ej	bair 🚰 Change 🔗 Set as Default 🗙 Remove 👚 🎍
Name	Туре
	⊆lose
	Add New Account
Auto Account Setu	• <u>*</u>
Click Next to conr	ect to the mail server and automatically configure your account settings.
E-mail Account	
Your Name:	
	Example: Ellen Adams
E-mail Address:	first.surname@mydomain.com Example: ellen@contoso.com
Password:	*****
Retype Password:	******
	Type the password your Internet service provider has given you.
🔿 Text Messaging (	SM5)
Manually confirm	re server settings or additional server types
Chinanually configu	re server sectings of auditurial server types
	< Back Next > Cancel

0| 📑 🍠 🖙

Home

Send / Receive

**Step 3:** Click on 'New' to begin adding your account.

## Step 4:

- I. Leave the 'Your Name' field Blank
- II. Type your email address into the 'E-mail Address'
- III. Type your password into both Password fields.
- IV. Click 'Next'

Step 5: Click 'Allow' on the warning pop-up message.

**Step 6:** Check the 'Change account settings' tick box then click 'Next'

### Step 7:

Check the 'Your Name' field and make any adjustments necessary. Click 'More Settings...'

	Microsoft Outlook							
	Allow serve	this website to confi er settings?	gure first.su	rname@my	domain.cor	n		
	·	- Anne Markenne Glade and an a						
	nu Your (	https://saturn.filebunker.co.uk/autodiscover/autodiscover.xml						
	You s	hould only allow settings I	rom sources	you know and	trust.			
	Do	n't ask me about this web	osite again					
			4	Allow	Cancel			
Congr	atulations!	Add Nei	w Account					
Config	uring							
Config	juring e-mail server se	ttings. This might take several minu	tes:					
	<ul> <li>Establish network</li> <li>Search for first</li> </ul>	rork connection st.surname@mydomain.com server	settings					
	<ul> <li>Log on to serv</li> </ul>	ver and send a test e-mail message						
	Your IMAP e-mail acco	unt is successfully configured.						
✓ Man	ually configure server	settings						
- Dan	adity contrigute server.	2000.000						
				< <u>B</u> ack	Next >	Can		
		Add Ne	w Account					
Inter	net E-mail Settings							
E	ach of these settings a	re required to get your e-mail accor	unt working.					
User I	nformation		Test Accou	unt Settings				
Your N	ame:	First Surname	After filing o	out the information	on this screen, we			
E-mail A	Address:	inst surpame@mydomain.com	recommend below, (Reg	you test your accoi uires network conni	int by clicking the action)	buttor		
	. Information	raciadi naneganyoonidin.com						
Serve	r Information		Test Accor	int Settings				
Account	č Type:	IMAP	Tort.	Account Sattings by	clicking the Next	huttor		
Incomir	ng mail server:	saturn.filebunker.co.uk	• 165c	Account gettings by	citioning the next	Dattor		
Qutgoir	ng mail server (SMTP):	saturn.filebunker.co.uk						
Logon	Information							
User N	ame:	irst.surname@mvdomain.com						
Passw	ard:	*******						
		Descent as a second						
	•	Kemember password						
Reg	uire logon using Secur	e Password Authentication (SPA)			More S	etting		
				< Back	Finish	Caro		
				< Back	1100	CON		
					~			
			11 C 11 C					
		Internet E-r	mail Settin	gs	_			
		Internet E-r	mail Settin	gs				
	Outg	Internet E-r oing Server C	mail Settin	gs Adva	nced			
	Outg	internet E-r oing Server C eral Sent Ite	mail Settin onnection ms	gs Adva Deleted It	nced ems			
	Outg Gen	ioing Server C eral Sent Items	mail Settin	GS Adva Deleted It	nced ems			
	Outg Gen Do not	ioing Server C eral Sent Iters : save copies of sent items ant items in the following f	innection	gs Adva Deleted It erver:	nced ems			
	Outg Gen O Do not @ Save s	Internet E-r loing Server C eral Sent Ite save copies of sent items ent items in the following I	mail Settin	gs Adva Deleted It erver:	nced ems			
	Outg Gen O Do not Save s	Internet E-r coing Server C eral Sent Ite : save copies of sent items ent items in the following i first.surname@mydom	mail Settin	gs Adva Deleted It erver: More Fo	nced ems			
	Outg Gen O Do not Save s	Internet E-r oing Server C eral Sent Ite : save copies of sent items :ent items in the following I first.surname@mydom	mail Settin	gs Adva Deleted It erver: More Fo	nced ems			
	Outg Gen O Do not Save s	Internet E-r oing Server C eral Sent Ite : save copies of sent items ent items in the following I if irst.surname@mydom	mail Settin	gs Adva Deleted It erver: More Fo New Fo	nced ems Iders			
	Outg Gen O Do not Save s	Internet E-r	ionnection ems iolder on the s ain.com	gs Deleted It erver: More Fo New Fo	nced ems Iders			
	Outg Gen O Do not © Save s	Internet E-r	mail Settin	gs Deleted It erver: More Fo New Fo	nced ems Iders			
	Outg Gen ⊙ Do not © Save s ⊮_£	Internet E-r	mail Settin	gs Deleted It erver: More Fo New Fo	nced ems Iders			
	Outg Gen O Do not Save s	Internet E-r	mail Settin	gs Deleted It erver: More Fo New Fo	nced ems Iders			

Save sent items in the Sent Items folder on this computer

1

Display folders whose names contain:

Subscribed

 $\checkmark$  When displaying hierarchy in Outlook, show only subscribed folders

All

Folders
Folders
Folders
Folders
Finbox, Junk E-mail
Finbox, Leam Ham
Finbox, Leam Ham
Finbox, Leam Span
Finbox, Snam

IMAP Folders

OK Cancel

^ Q

v

OK Cancel Apply

Query

Subscribe Unsubscribe

## Step 8:

On the 'Sent Items' tab, Select 'Save sent items in the following folder on the server' Click on the 'More Folders...' button.

### Step 9:

Click on 'Query' and then 'OK'.



#### Internet E-mail Settings Each of these settings are required to get your e-mail account working. User Information Test Account Settings First Surname irst.surname@mydomain.com After filling out the information on this screen, we recommend you test your account by clicking the buttor below. (Requires network connection) Your Name: E-mail Address: Server Informatio Test Account Settings ... IMAP v saturn.filebunker.co.uk Account Type: ✓ Test Account Settings by clicking the Next button Incoming mail server Outgoing mail server (SM ITP): saturn.filebunker.co.uk Logon Information User Name: irst.surname@mydomain.com Password: Remember password Require logon using Secure Password Authentication (SPA) More Settings ... < Back Finish Cancel

# Test Account Settings Congratulations! All tests completed successfully. Click Close to continue. Stop Close Tasks Errors Tasks Status ✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message Completed Completed

### Step 11:

Click on 'Finish'

### Step 12:

Click on 'Close' to complete setup.

## Step 10:

Expand the navigation tree as shown and Click on 'Sent' and then 'OK'.

If the folders fail to display, repeat from step 8.