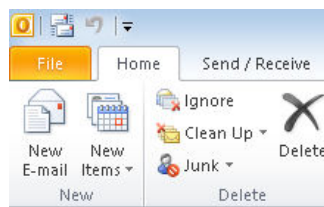


Email Account Setup – Office 2010

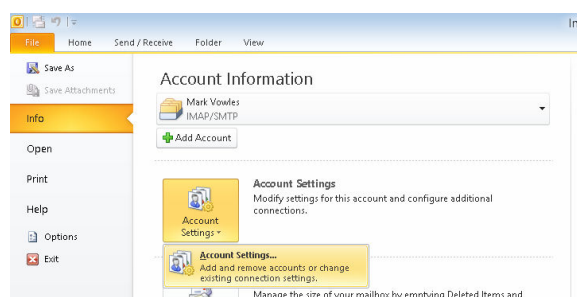
Information required

Your email address
Your email password

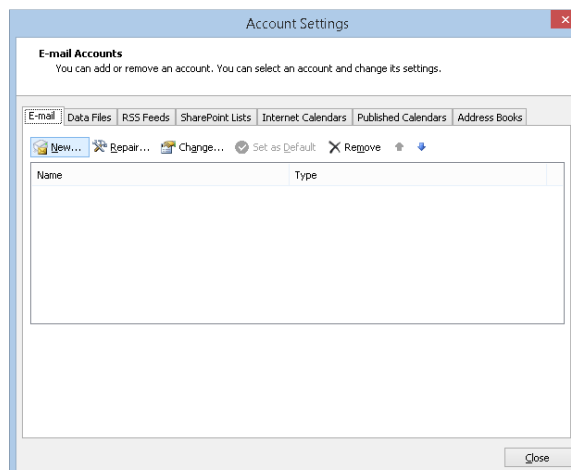
Step 1: Open Outlook 365/2013 and click on the 'File' menu.



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

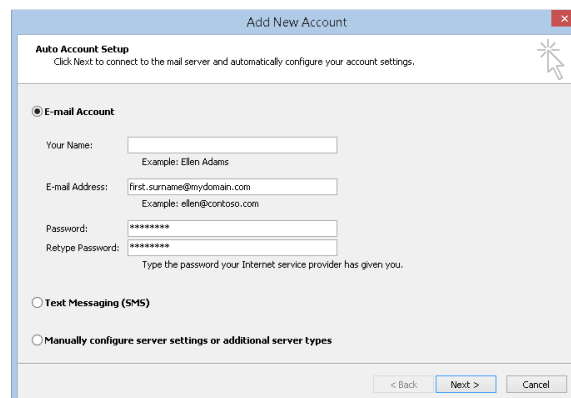


Step 3: Click on 'New' to begin adding your account.

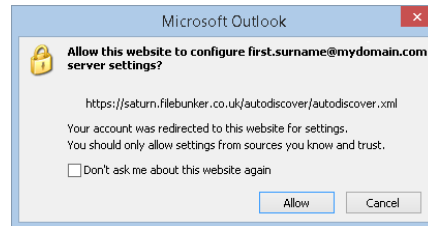


Step 4:

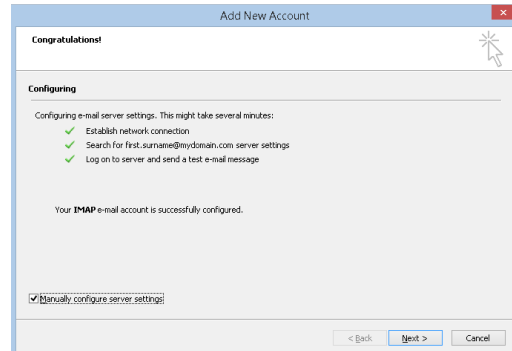
- I. Leave the 'Your Name' field Blank
- II. Type your email address into the 'E-mail Address'
- III. Type your password into both Password fields.
- IV. Click 'Next'



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

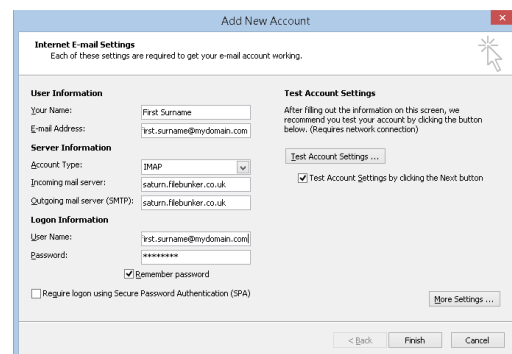


Step 6: Check the 'Change account settings' tick box then click 'Next'



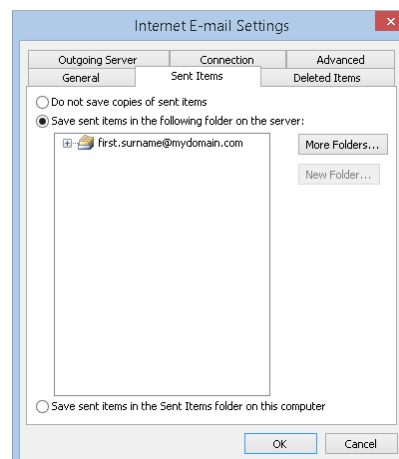
Step 7:

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



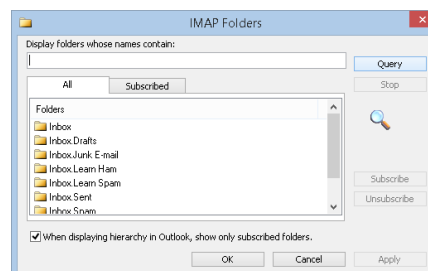
Step 8:

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



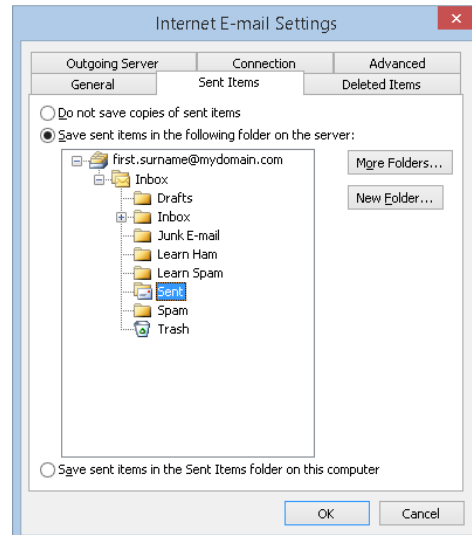
Step 9:

Click on 'Query' and then 'OK'.



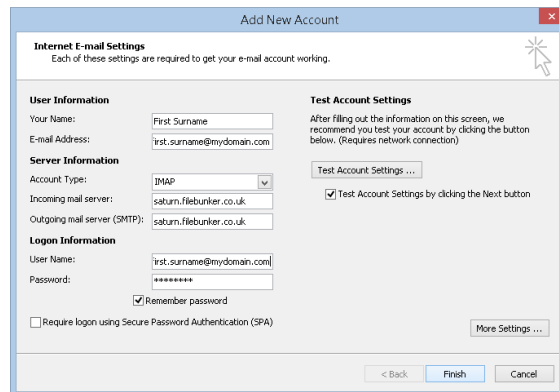
Step 10:

Expand the navigation tree as shown and Click on 'Sent' and then 'OK'.
If the folders fail to display, repeat from step 8.



Step 11:

Click on 'Finish'



Step 12:

Click on 'Close' to complete setup.

