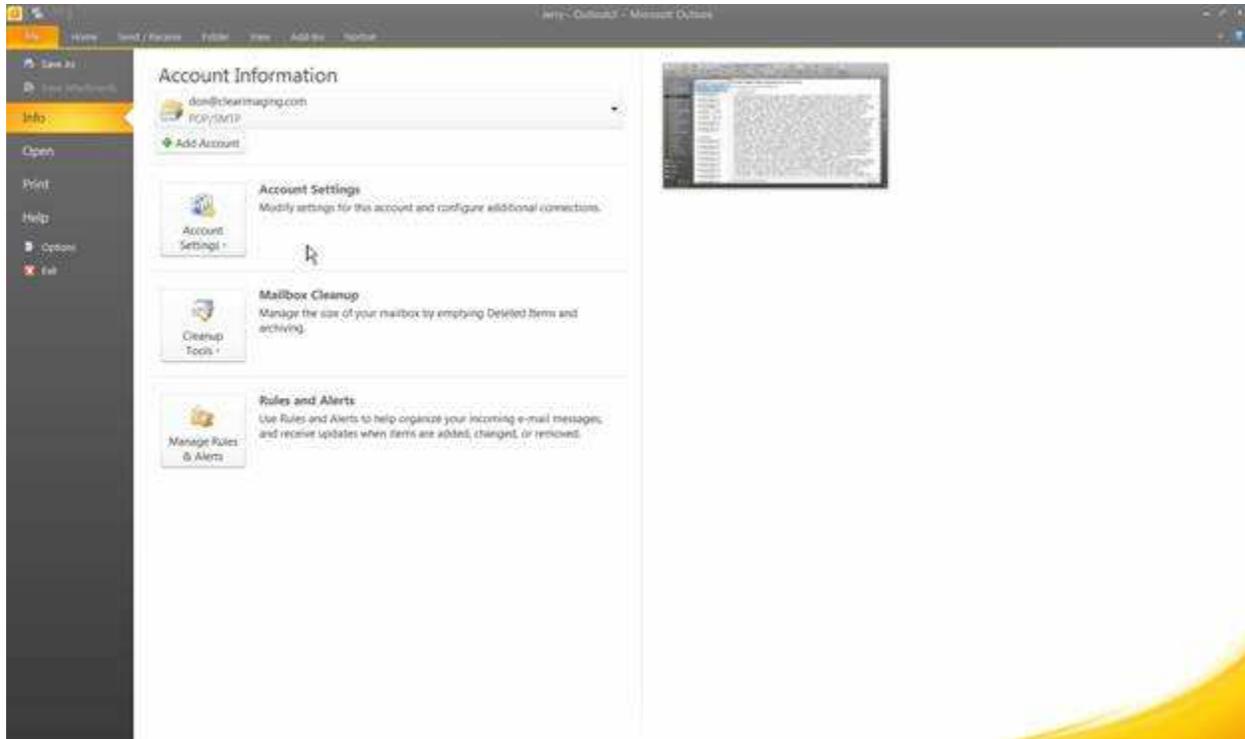


Setup Instructions For Outlook 2010

First Click On File The Click on Add Account



Next screen click on Manually Configure and hit Next

Add New Account [X]

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

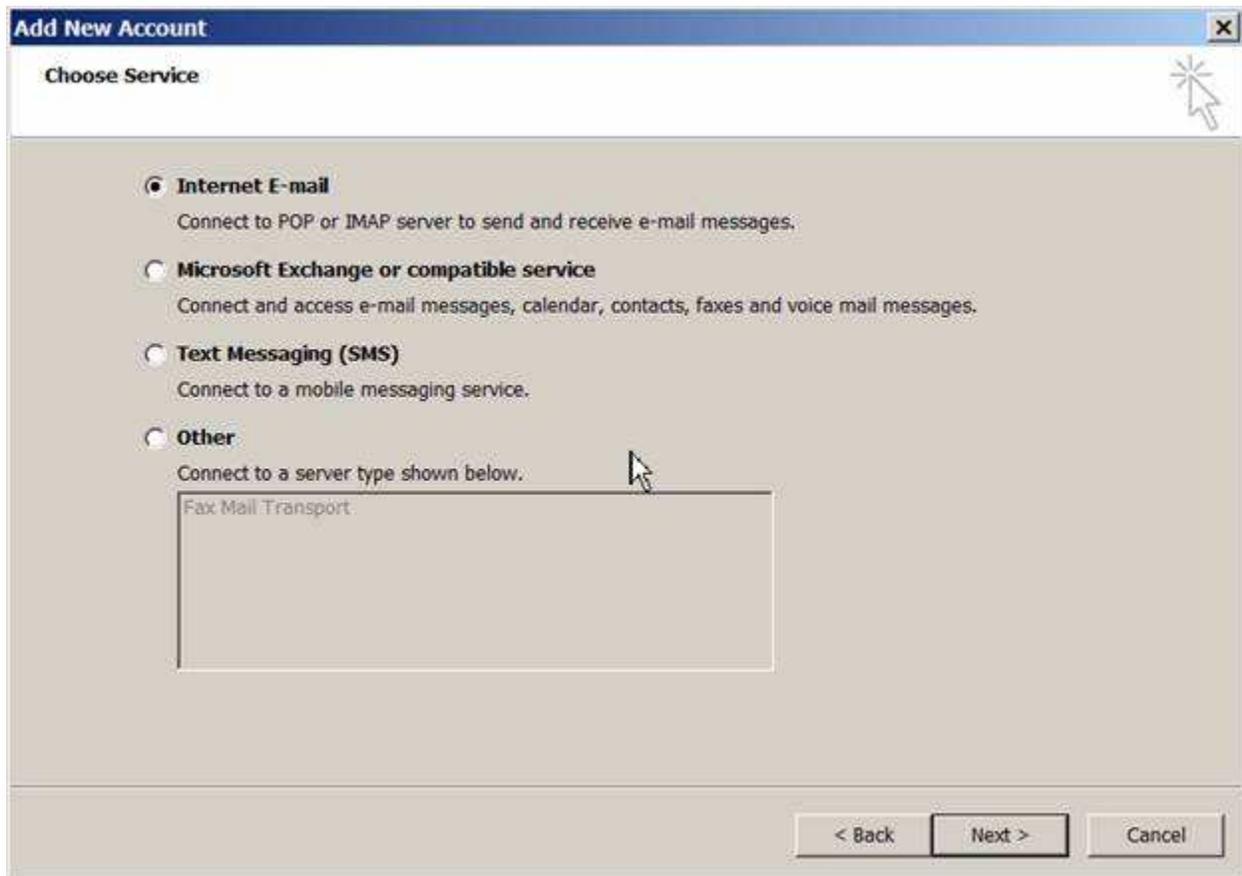
Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

On this Screen Select Internet E-Mail



Hit Next

Now Enter your information provided to you by Clearimaging

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):

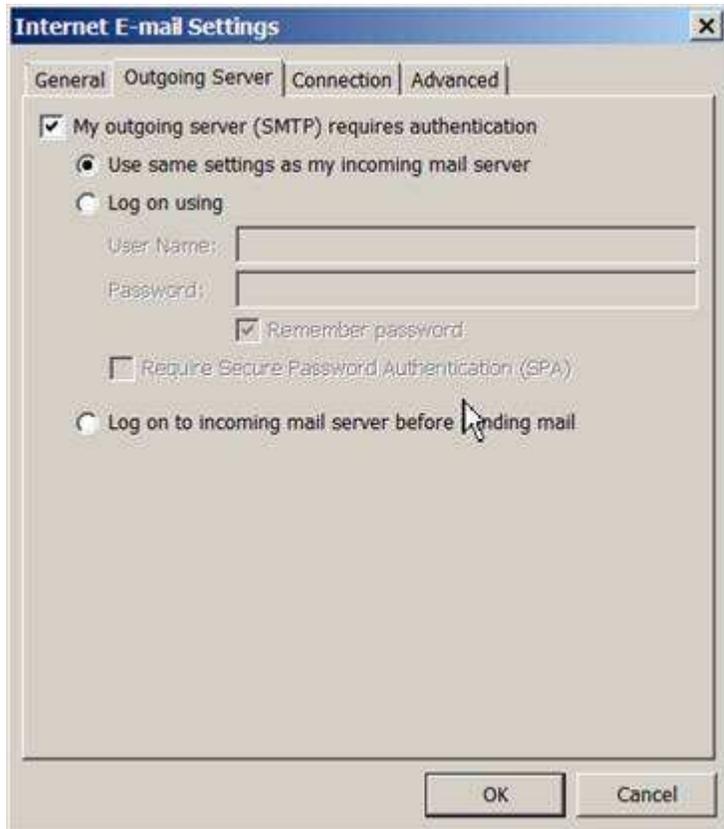
Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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)

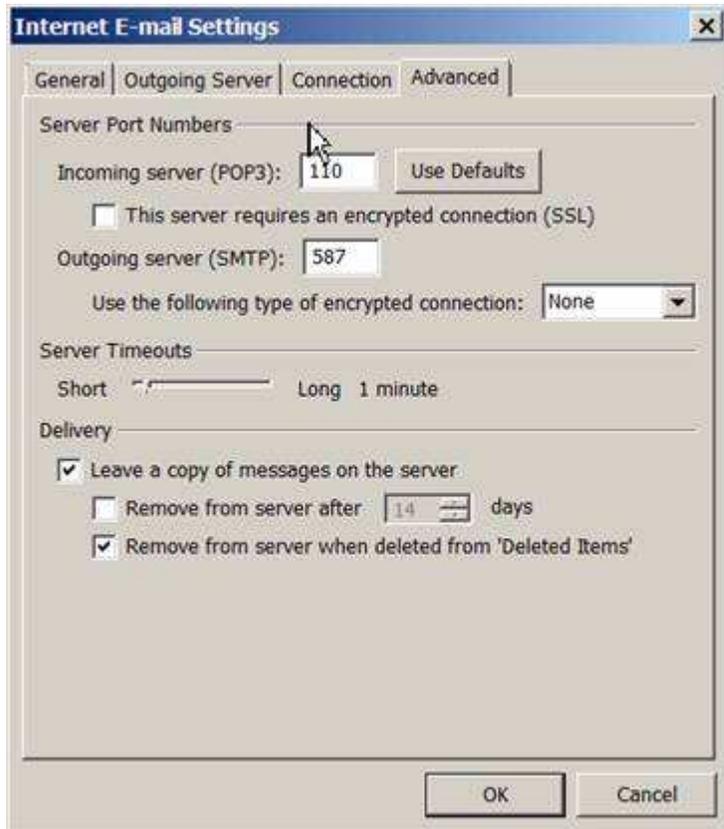
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

Then Click on More Settings then click on the Outgoing Server Tab Check My Server requires Authentication as shown below



Now Click on the Advanced Tab Change the Outgoing Port From 25 to 587 as shown below
You may also want to change delete after 14 days to delete when deleted from deleted items



Now Click Ok then Click Next You will now test settings and you should get 2 green checks

Then hit Next or Finish

Any trouble please contact technical support via the ticketing system or 512-814-7153 make sure you are in front of the computer you want to setup e-mail on.