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				×
Auto Account Setup Connect to other se	rver types.			×
C E-mail Account				
Your Name:	Example; Elian Adams			
E-mail Address	Example: ellen@contoso.com			
Retype Password:	Type the password your Internet service provider has given y	017		
← Text Messaging (SMS)			
Manually configure	e server settings or additional server types			
	Ţ.	< Back	Next >	Cancel

On this Screen Select Internet E-Mail

Add New Acco	unt			×
Choose Serv	rice			×
((((Internet E-mail Connect to POP or IMAP server to send and receive e-mail messa Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes a Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below.	ges. Ind voice mail mess	ages.	
		< Back	Next >	Cancel

Hit Next

Now Enter your information provided to you by Clearimaging

User Information		Test Account Settings
Your Name: E-mail Address:	Your Name	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Account Settings
Account Type: Incoming mail server:	POP3 mail.yourdomainname	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	mail.yourdomainname	Oefiver new messages to: New Outlook Data File
User Name:	youremailaddress	C Existing Outlook Data File
Password:		
Require logon using Secure	Password Authentication (SPA)	

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

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
 My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server Log on using User Name: Password: 	
Remember password	s)
OK	Cancel

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

General	Outgoing	Server	Connectio	on Advanc	ed	
Server P	ort Numb	ers	b.			
Incomi	ng server	(POP3):	110	Use De	faults	
Г	This ser	ver requir	res an end	rypted con	nection (SS	L)
Outgoi	ng server	(SMTP):	587			
Us	e the follo	wing type	e of encry	pted conne	tion: Nor	ne 💌
Server T	imooute					
Chart			Long 1	minuto		
Delivery	0.055		cong 1	mandee		
Leivery		. of man	anan an H	ha conjur		
IV Lee	Remove	from con	ages on a	te server	dave	
	Damaua	from con	ver alter		uays Delated	Bound
1.	Remove	from ser	ver when	deleted if of	n Deleteo	nems

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.