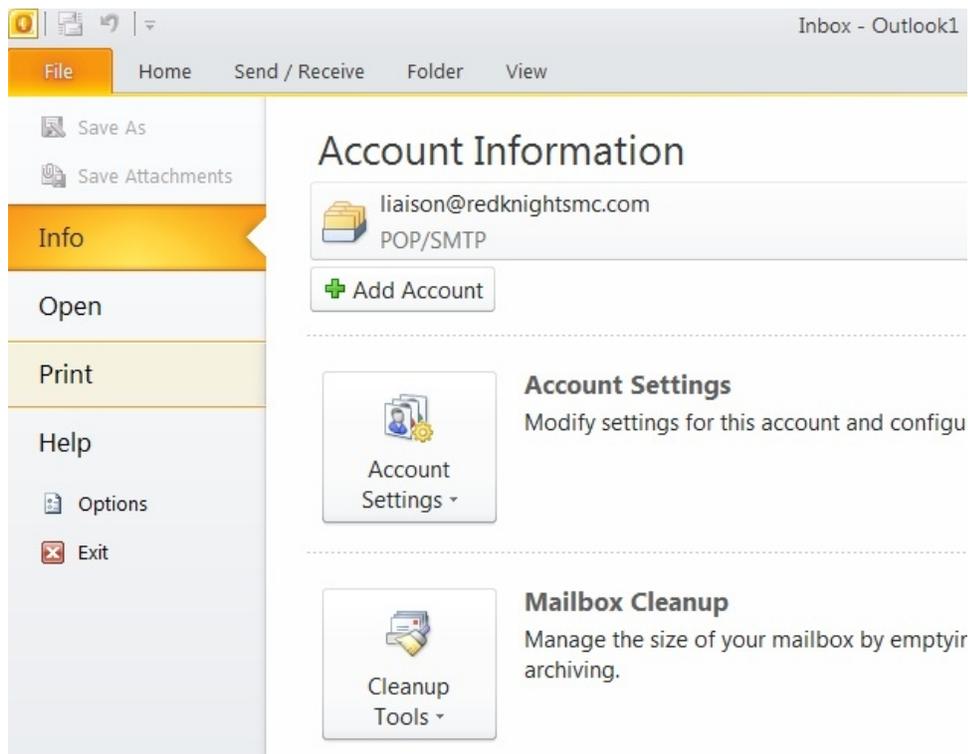


Here is a step by step example on how to set up Outlook 2010 for your email address. If you are using some other mail client, (ie. Outlook Express, Microsoft Mail) you can still use the information about the name of the POP3 server and the SMTP server. In any case, make sure that you have created an account that does not leave the messages on the server.

### Step One:

With Outlook open, click on the file tab in the upper left screen area. This is what you will see.

Now, click on the +Add Account button. (look at the picture and then page down for step two)



### Step 2:

After you clicked the +Add Account button, this window will pop up. When you first open this window the **E-Mail Account** option is checked. This is not what we want. Go down to the bottom of the window and check **Manually configure server settings or additional server types**. Then, click the Next> button at

the bottom of the window. (look at the picture and then page down for step three)

**Add New Account**

**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.

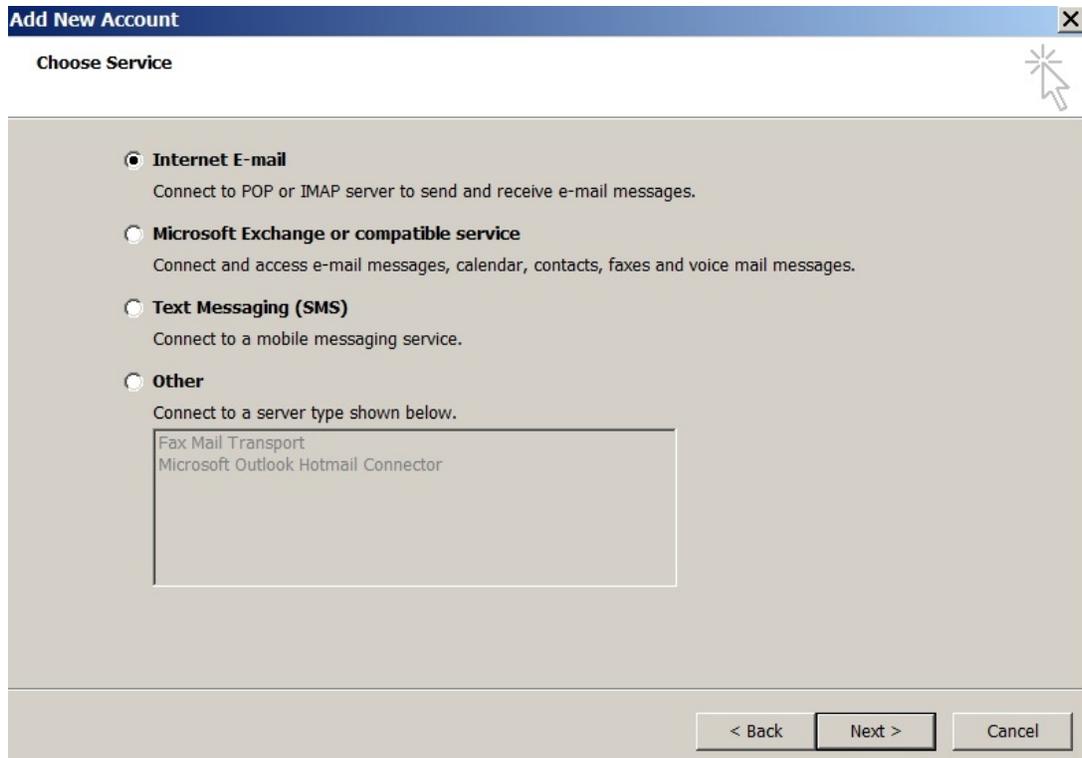
**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

Step 3:

After you clicked the Next > button, this window will pop up. This time, the correct selection is already chosen. If, for some reason it is not checked, please check the **Internet E-Mail** and then click the Next> button at the bottom of the window. look at the picture and then page down for step four)



Step 4:

After you clicked the Next> button, this window will pop up.



### User Information:

This window is set up for the Red Knights Regalia Treasurer. In any case, you would put your Red Knight title in the space marked Your Name: E-mail

Address: is your official Red Knights email address in full. Here, the rkr on the treasurer address is not seen because it is too long for the space to show it all but it is all there.

**Server Information:**

Make sure that the Account Type: is POP3. When you first find this window, you can select from POP3 or IMAP. Be sure to select POP3

Carefully enter the server names in the Incoming mail server: and the Outgoing mail server (SMTP): boxes

**Logon Information:**

User Name: is always your RK email address in full. Here, the rkr on the treasurer address is not seen because it is too long for the space to show it all but it is all there.

Password: is the password that you have been given for your RK email address.

Be sure to check the box for Remember password.

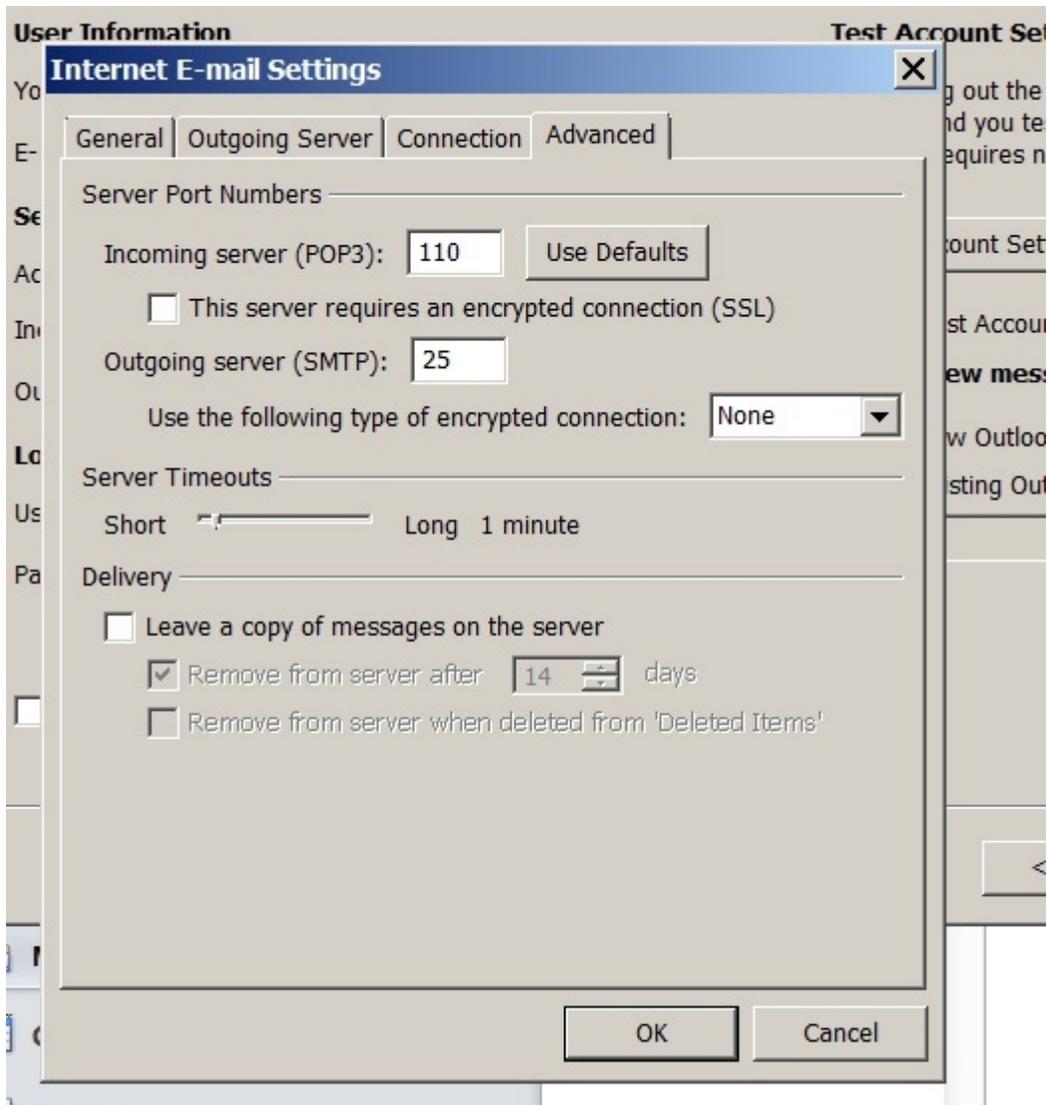
You may leave the Test Account Settings by clicking the Next Button checked.

**Deliver new messages to:** can be left checked on the New Outlook Data File.

Now, click the More Settings ... button and the following window will pop up.

Step 5:

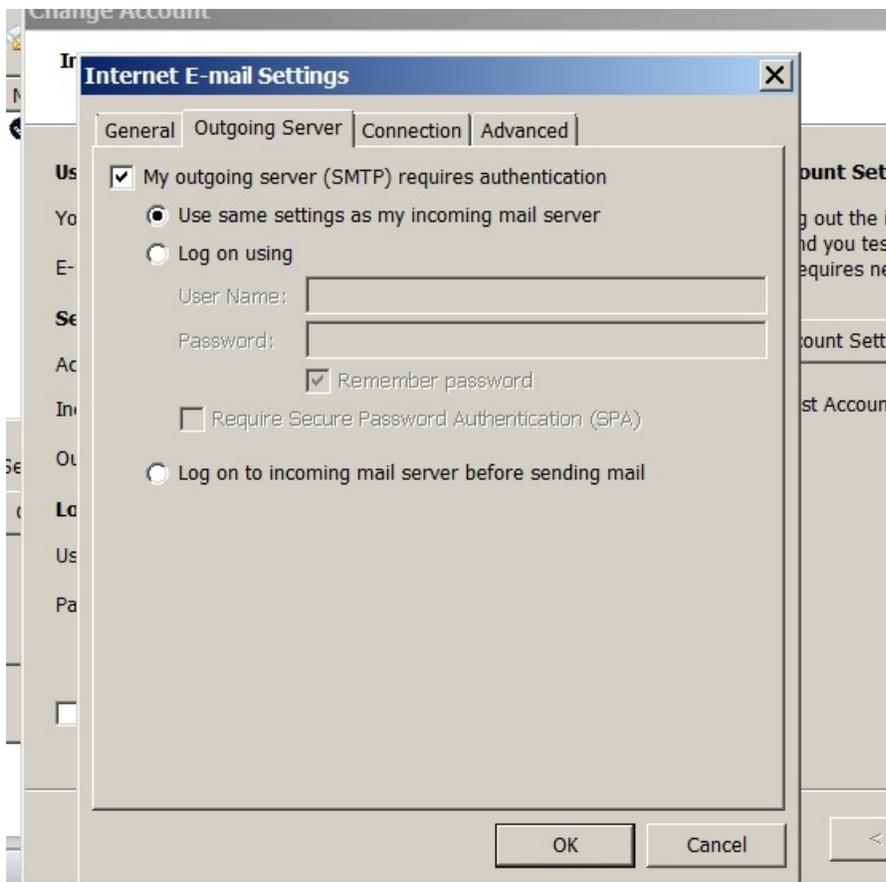
Select the Advanced tab. This is where you must make sure that the option under Delivery is correct. Make SURE that the box in front of Leave a copy of messages on the server is NOT checked. Then click the Outgoing Server tab. (page down)



Step 6:

This is the Outgoing Server tab and this will help you to be able to send email; make sure that you have

The box checked for “My outgoing server (SMTP) requires authentication” make sure it looks like this picture. Then click the OK button.



Important if this step doesn't allow you to send email.

In some cases, your local internet service provider will not allow you to use our Red Knights SMTP and you MUST use the server that they provide. If you continue to get an error message that you cannot send email with the Red Knights SMTP server, you may have to change your SMTP server to the local internet service providers SMTP server. If that is the

case, simply copy it from your existing email account that works or call your internet provider and ask them for the SMTP server name.

You will be taken back to this window and you are just about done. Click the Next> button and the program will test your connection. If the connection fails, it is probably because you entered the name or the password incorrectly. Please redo all the steps on this Internet E-mail Settings page and make sure that all of your spelling is correct.

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