



email

USER GUIDE

Microsoft Outlook | Iphone / Ipad | Android

What's Inside the user guide

LISTED BY TOPIC

- 1.** What's Inside the user guide
- 3.** How to configure your emails in microsoft outlook 2010
- 10.** How to configure your emails on iphone/ipad/ iphone4/iphone5 (pop3)
- 14.** How to configure your emails on android ice cream sandwich (pop3)

Microsoft Outlook

USER GUIDE



Step
1

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE

Locate **Microsoft Outlook 2010** on your computer and open it.



1. If the Microsoft Outlook 2010 Startup wizard displays automatically:
2. On the first page of the wizard
3. Click Next
4. Then, on the Email Accounts page of the wizard
5. Click Next again to set up an email account
6. Click Manually configure server settings or additional server types, and then click Next

Step
2

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE

If the Microsoft Outlook 2010 Startup wizard doesn't appear, on the Microsoft Outlook 2010 toolbar,

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: John Brown

E-mail Address:
Example: johnbrown@live.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

7. Click the File tab
8. Then, just above the Account Settings button
9. Click the Add Account button
10. Click Manually configure server settings or additional server types
11. Then click Next

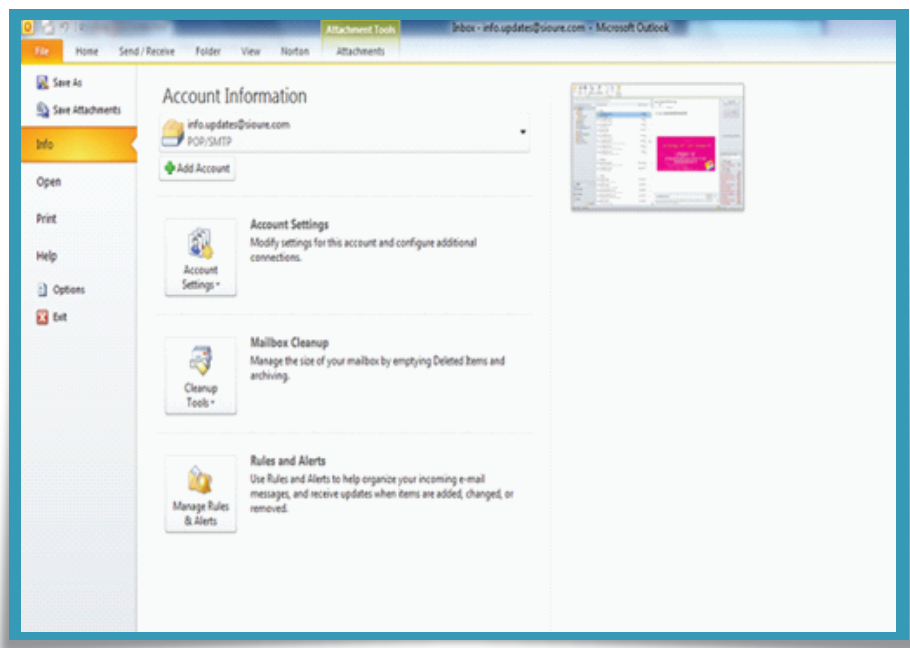
Step 3

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE

In the Choose Service page of the wizard, select Internet Email, and then click Next. Provide the following information on the Internet Email Settings page:



Under User Information section:

- Within the Your Name box, enter the name you want users to see when you send email from this account.
- Within the Email Address box, enter your email address.

Under Server Information section:

- Under Account Type, select POP3 [Post Office Protocol version 3]. POP3 allows the user to log into one machine/computer.
- In the Incoming mail server box, enter the POP server name.
- In the Outgoing mail server (SMTP) box, enter the SMTP server name.

Step 4

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE

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

< Back Next > Cancel

Under Logon Information:

- In the User Name box, enter your email address.
- In the Password box, enter your password. If you want Outlook to remember your password, make sure the tick box next to Remember password is selected.

At the lower-right side of the page, click **More Settings...**

Then fill in the **Internet Email Settings** dialogue box as follows:

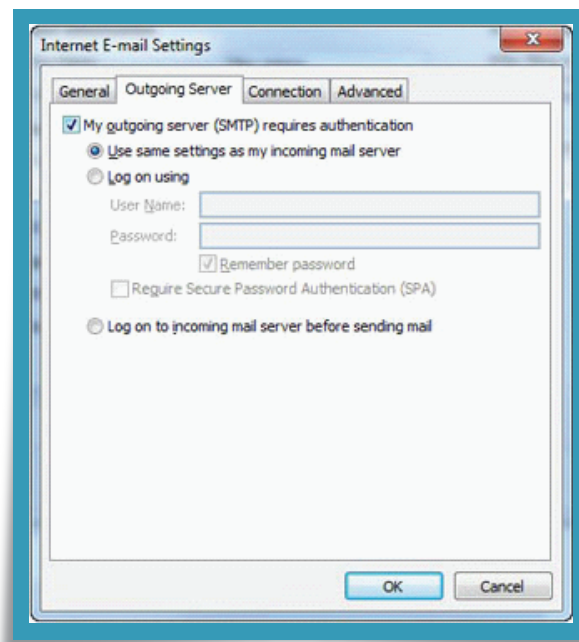
On the **Outgoing Server** tab, select **My Outgoing Server (SMTP) requires authentication**.

Step 5

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE



On the Advanced tab:

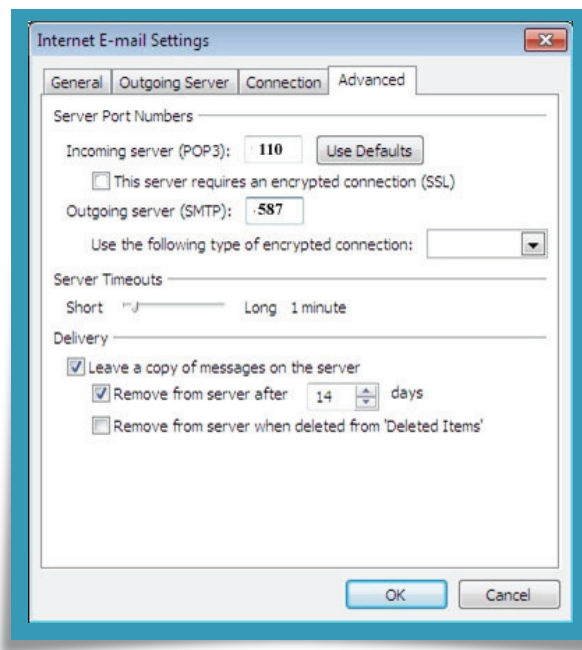
- Under Outgoing server (SMTP), next to Use the following type of encrypted connection, select "NONE", and then click OK. If you want to keep a copy of your messages on the server, under Delivery, check the box next to Leave a copy of messages on the server. If you don't select this option, all messages will be removed from the server and stored locally on your computer.

Step
6

how to configure your emails

IN MICROSOFT OUTLOOK 2010

email
USER GUIDE



On the Add New Account page, click Next. After Outlook 2010 tests your account, click Close to close the Test Account Settings dialogue box.

On the Congratulations page, click Finish.

On the Account Settings page, click Close.

iPhone/iPad/ iPhone4/iPhone5 (POP3)

USER GUIDE



Steps
1-4

how to configure your emails

ON IPHONE/IPAD/ IPHONE4/IPHONE5 (POP3)

email
USER GUIDE

Note: depending on which device you have, and the version of the software running on it, some screens may look slightly different - however the settings will be the same.



1. Tap Settings



2. Mail, Contacts, Calendars



3. Add Account.



4. Tap Other

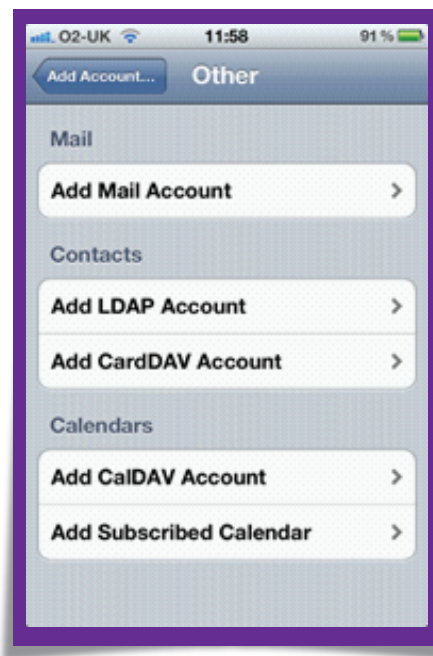
Steps
5-7

how to configure your emails

ON IPHONE/IPAD/ IPHONE4/IPHONE5 (POP3)

email
USER GUIDE

Note: depending on which device you have, and the version of the software running on it, some screens may look slightly different - however the settings will be the same.



5. In the Name box, enter your full name.
6. In the Address box, enter your full e-mail address (for example, mail@mydomain.com).
7. In the Password box, enter your password, and then tap Save.

Steps
8-11

how to configure your emails

ON IPHONE/IPAD/ IPHONE4/IPHONE5 (POP3)

email
USER GUIDE



8. Tap either IMAP or POP.
9. Under Incoming Mail Server, in the Host Name box, enter your incoming server name. In the User Name box, enter your full E-mail Address (for example, tony@contoso.com). In the Password box, enter your password.
10. Under Outgoing Mail Server, in the Host Name box, enter your outgoing server name. In the User Name box, enter your full E-mail Address (for example, tony@contoso.com). In Password, enter your password.
11. Tap Save.

Android Ice Cream Sandwich (POP3)

USER GUIDE



Steps
1-2

how to configure your emails

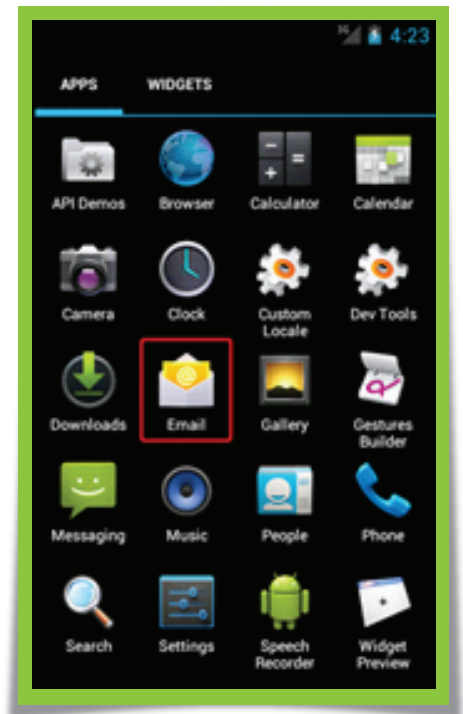
ON ANDROID ICE CREAM SANDWICH (POP3)

email
USER GUIDE

Configuring your Phone or Tablet



1. Tap Settings



2. Find the email App in your applications list and tap it

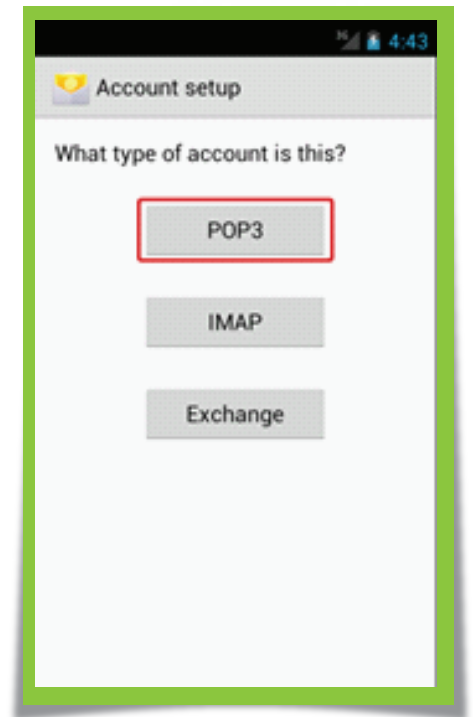
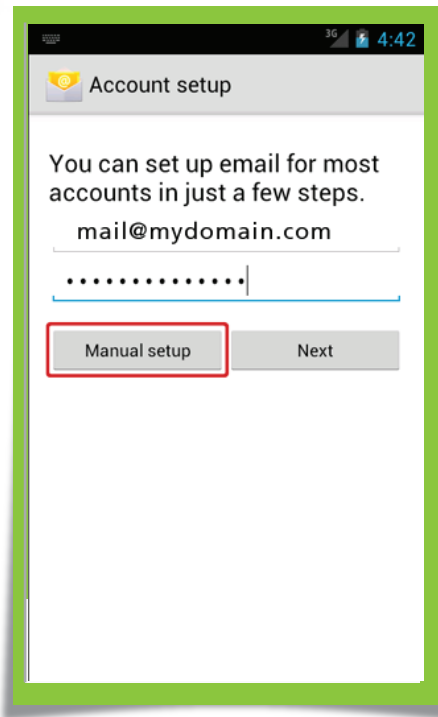
Steps
3-4

how to configure your emails

ON ANDROID ICE CREAM SANDWICH (POP3)

email
USER GUIDE

Configuring your Phone or Tablet



3. Enter your email address and password then tap the Manual Setup button
4. Tap the POP3 button on the account type screen

Steps
5-6

how to configure your emails

ON ANDROID ICE CREAM SANDWICH (POP3)

email
USER GUIDE

Account setup

Username
mail@mydomain.com

Password
.....

POP3 server
mail@mydomain.com

Port
110

Security type
None

Delete email from server
Never

Previous Next

Account setup

SMTP server
remote.onemetric.com.au

Port
587

Security type
None

Require sign-in.

Username
peter

Password
.....

Previous Next

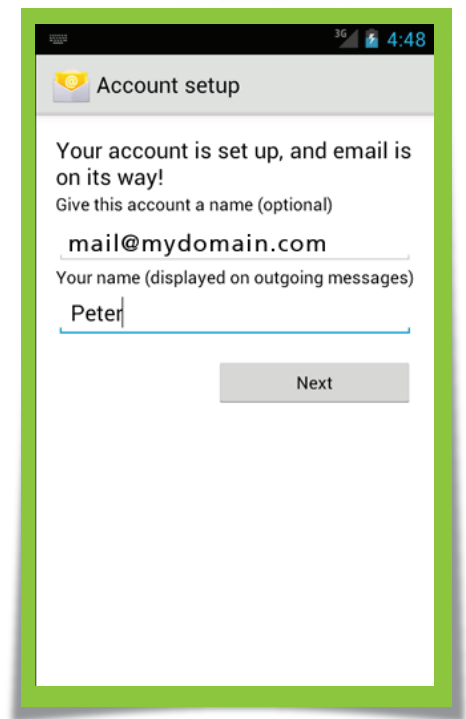
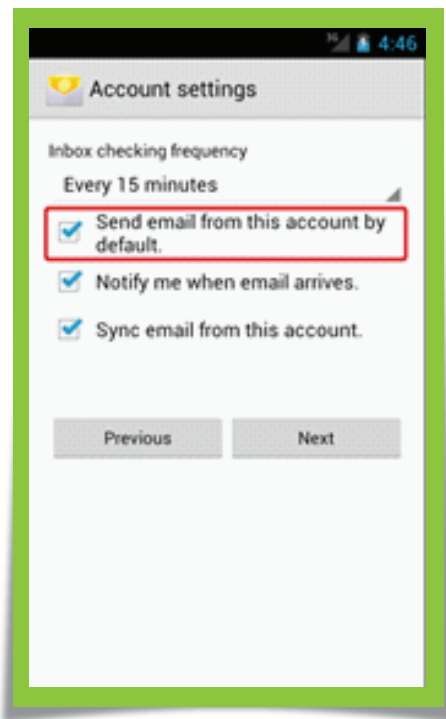
5. Check your username is correct and set the POP Server address in the POP3 Server field, then tap Next
6. Update the SMTP Server field with your SMTP server and unless told otherwise set the port to 587. Your username and password should be the same as the previous screen however in some cases it is different

Steps
7-8

how to configure your emails

ON ANDROID ICE CREAM SANDWICH (POP3)

email
USER GUIDE



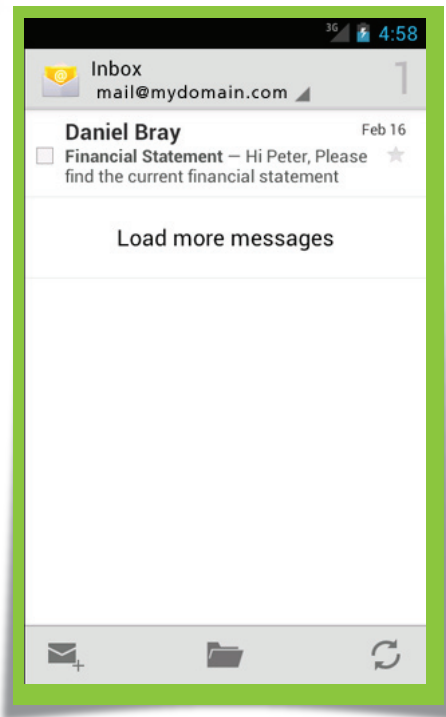
7. Check the checkbox "Send email from this account by default" xt
8. Set the name of the account and type Your Name into the Your Name Field. Your name is the name that will appear on your recipients email.

Step
9

how to configure your emails

ON ANDROID ICE CREAM SANDWICH (POP3)

email
USER GUIDE



9. You will then be taken to your inbox. It may take several minutes to sync your email depending on your mailbox size

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