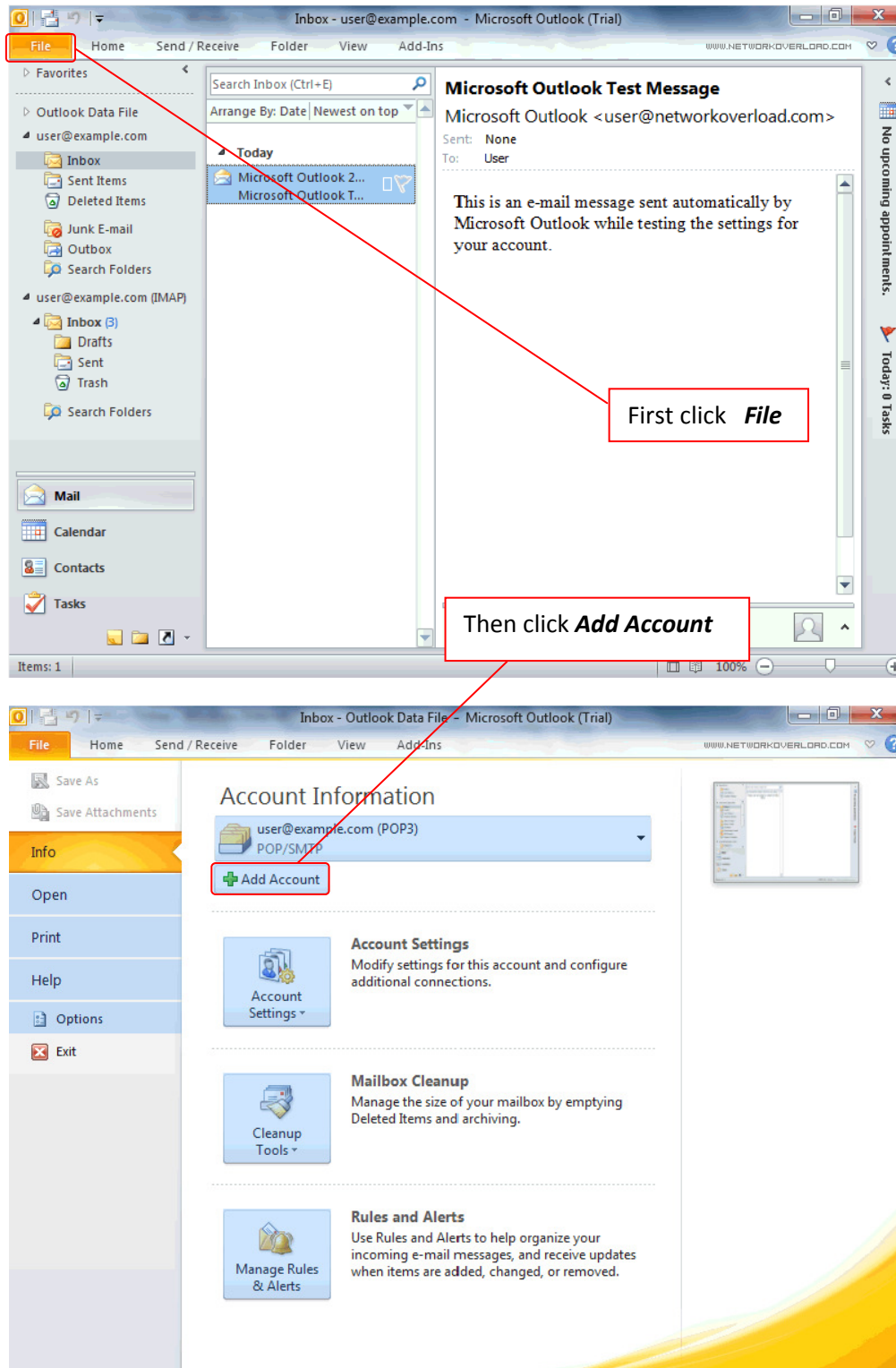


Outlook 2010 Email Setup Guide

Shown below is a step-by-step guide on how to setup a Outlook 2010 email account to work with White Dog Green Frog's email service:

*If you want to see how to edit an existing account's settings, go to **Page 6***

Setting up a new account:



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: 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

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< Back **Next >** Cancel

Annotations:
- A red box highlights the "Manually configure server settings or additional server types" radio button, with a callout "Click this".
- A red box highlights the "Next >" button, with a callout "Then click **Next >**".

Add New Account

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

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< Back **Next >** Cancel

Annotations:
- A red box highlights the "Internet E-mail" radio button, with a callout "Make sure this option is checked, if not, check it".
- A red box highlights the "Next >" button, with a callout "Then click next".



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 Sec

Existing Outlook Data File

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This can be anything you want; it does not affect your email.

These are both your full email address (e.g. test@yourdomainname.com.au)

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Make this POP3

Make both you incoming and outgoing mail server: **mail.yourdomainname.com.au**

This is the password for your email account (not your cpanel password).
If you have forgotten your password, you can change it by accessing your cpanel account, and going to the **Email Accounts** section.

Then click **More Settings**

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information

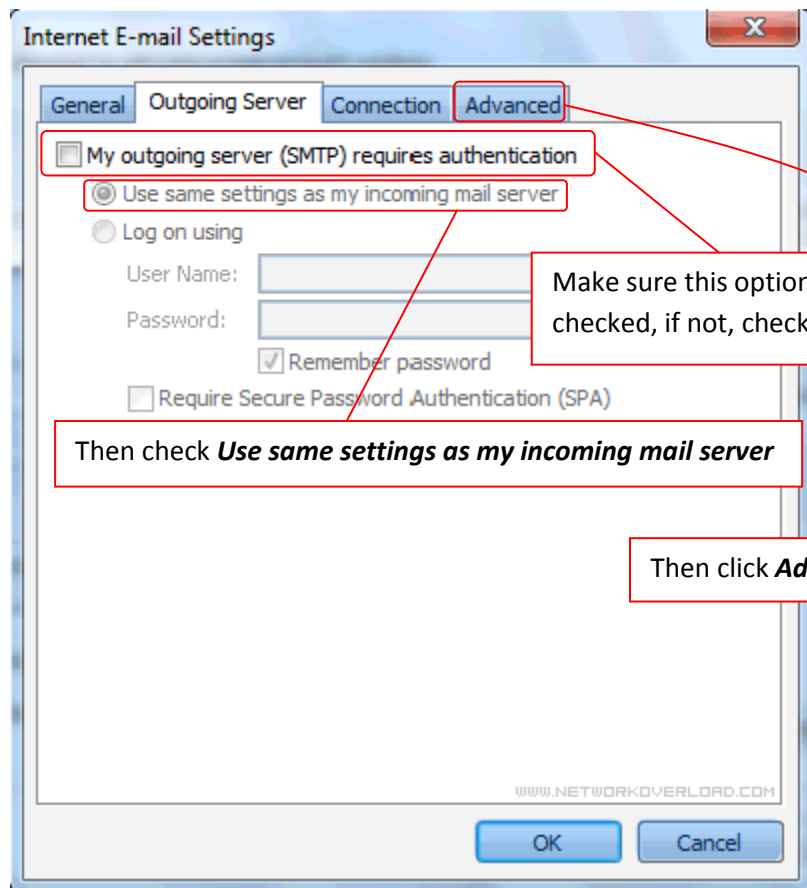
Organization:

Reply E-mail:

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Click **Outgoing Server**

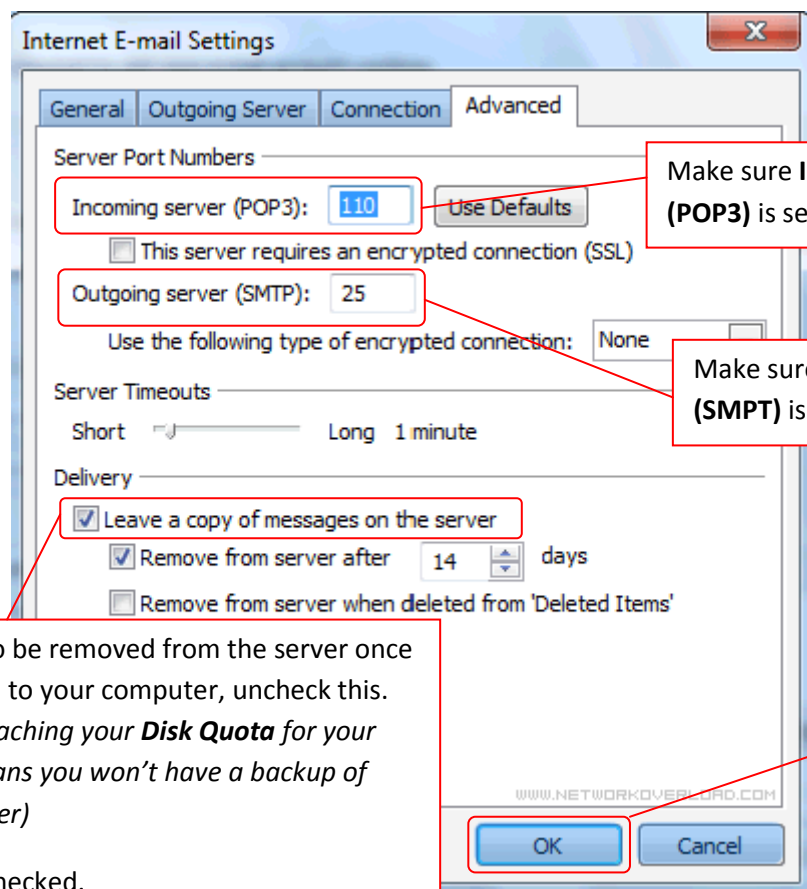




Make sure this option is checked, if not, check it

Then check *Use same settings as my incoming mail server*

Then click **Advanced**



Make sure **Incoming Server (POP3)** is set to **110**

Make sure **Outgoing Server (SMTP)** is set to **26**

Then click **OK**

If you want mail to be removed from the server once it has downloaded to your computer, uncheck this. *(Helps stop you reaching your **Disk Quota** for your hosting, but it means you won't have a backup of emails on the server)*

If not, leave this checked.



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:

Logon Information
User Name:
Password:
 Require password for this account

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

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Then click **Test Account Settings ...**

If all steps have been followed correctly, this should go through successfully.

If not, it could be a different issue. Check our email setup guide section for FAQ about email issues.

If you still are having trouble, contact support on 1300 760 850

Then click **Next**

Add New Account

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

If you need to create another email account, click **Add another Account**

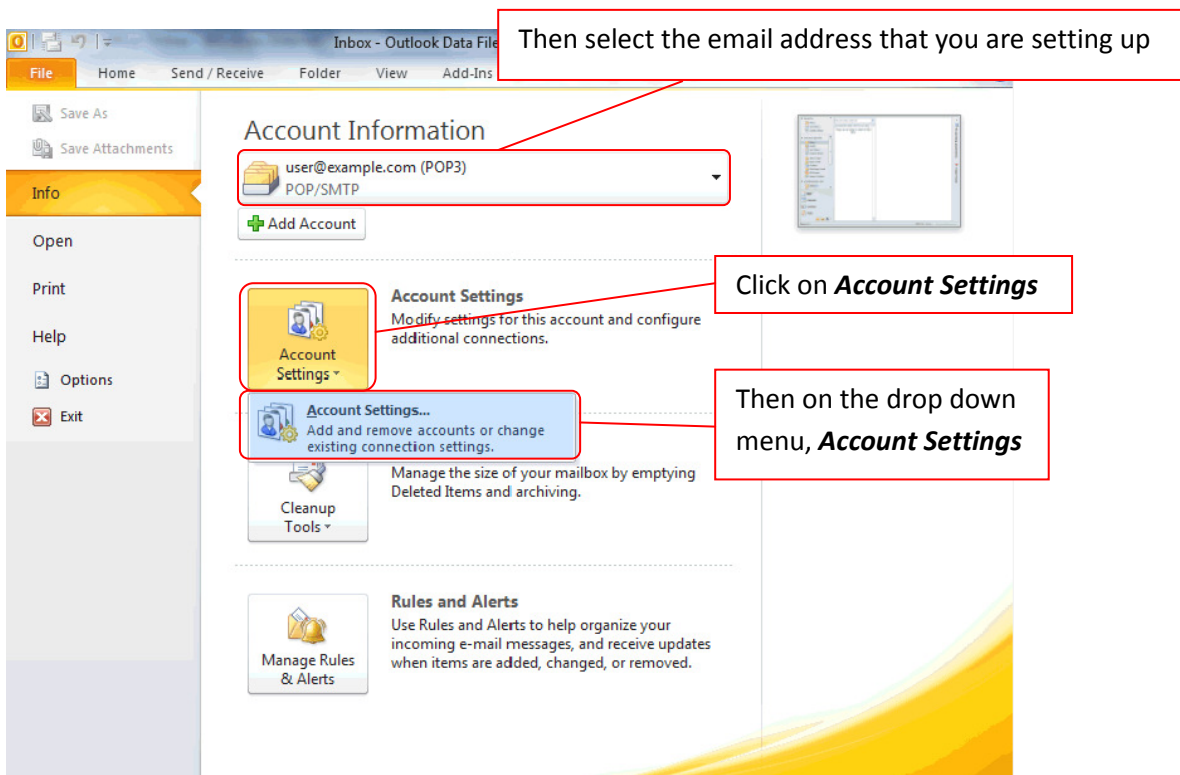
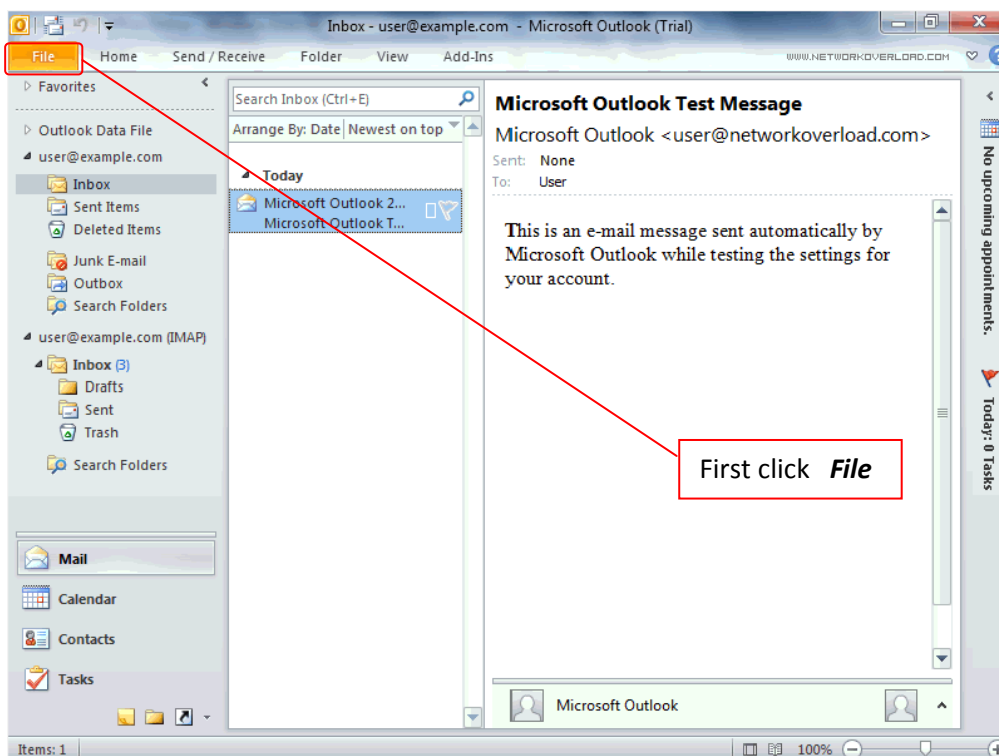
If not, click **Finish**

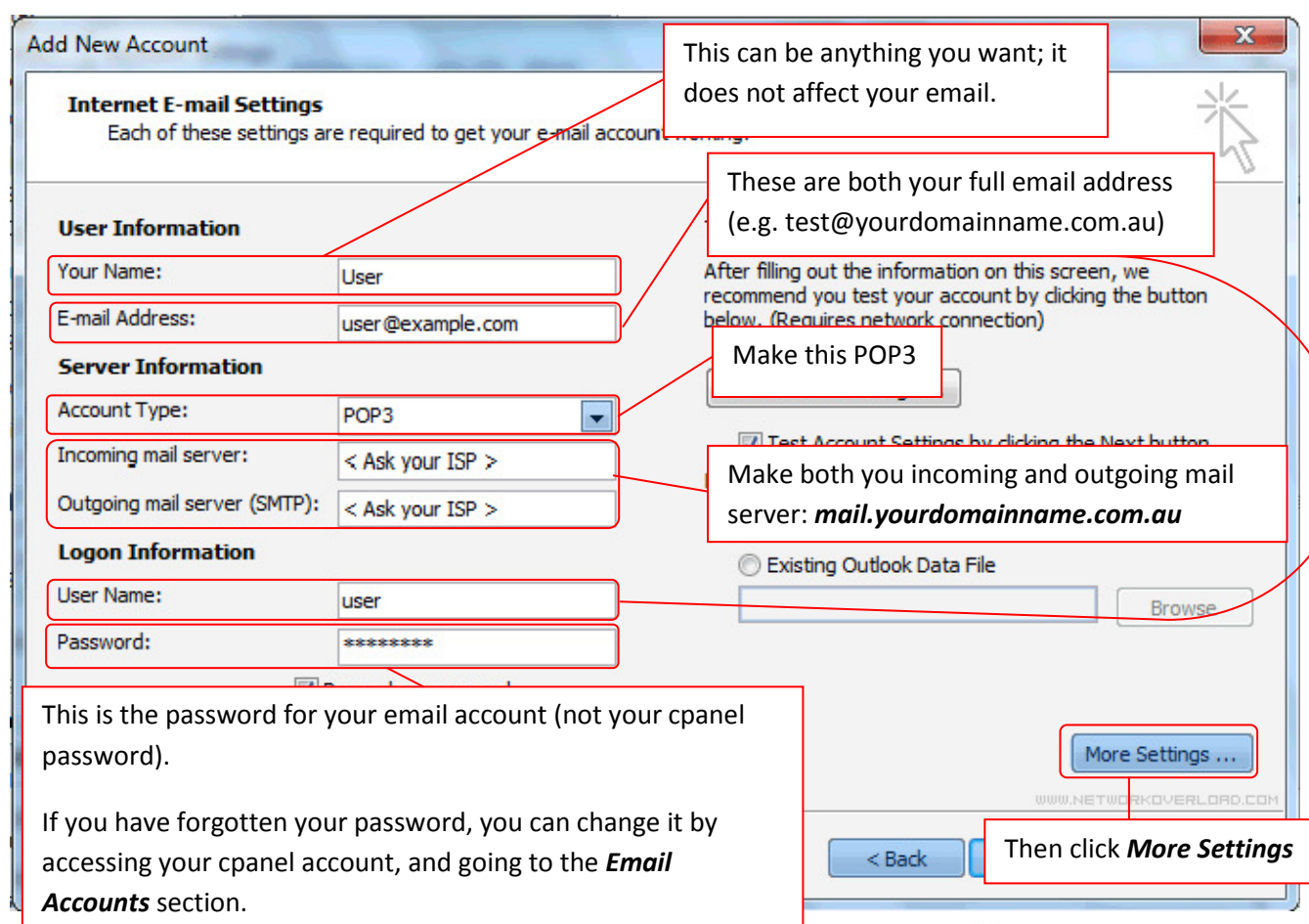
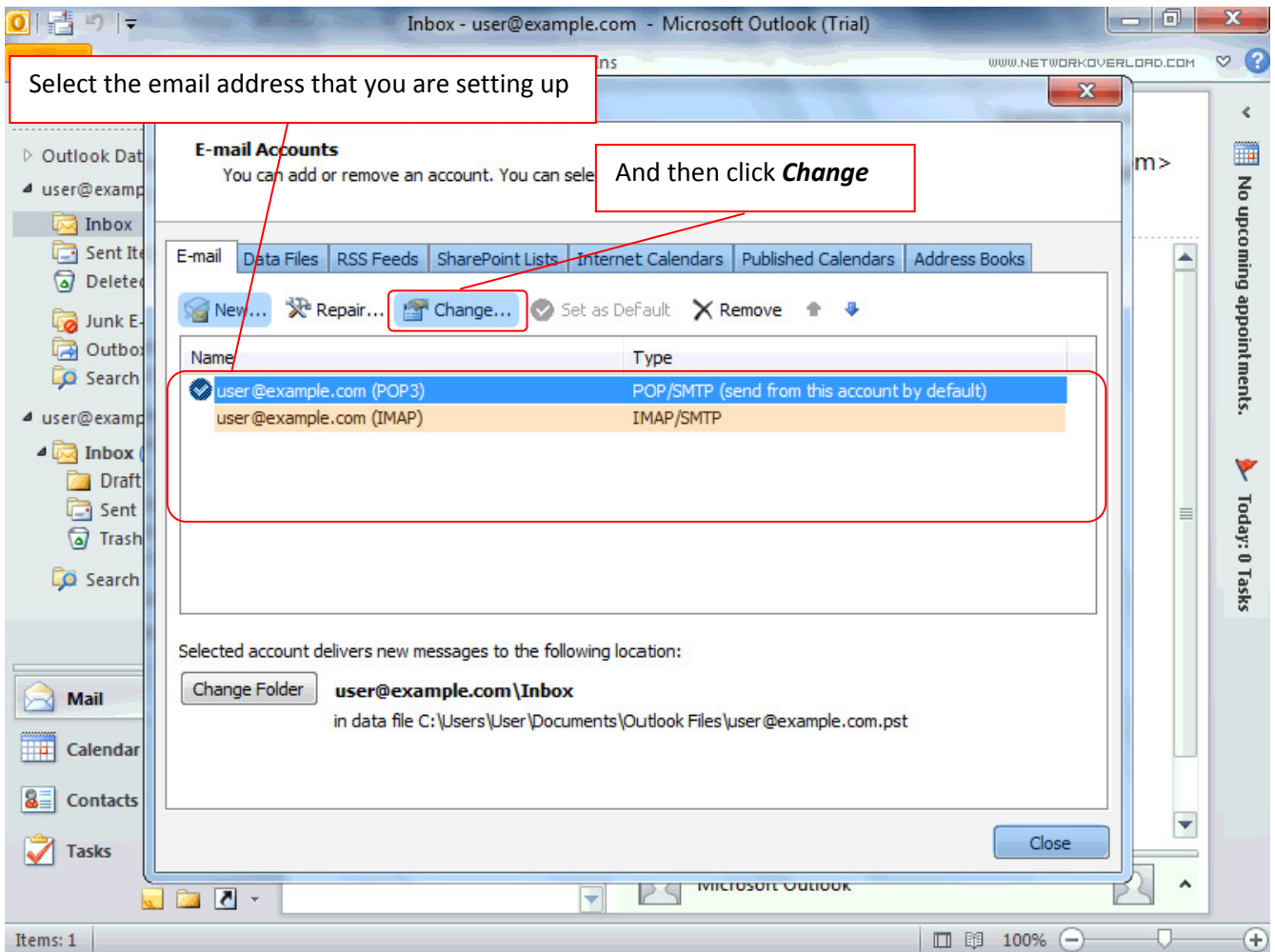
As it says above...
Congratulations!
You have successfully entered all the information required to setup you account.

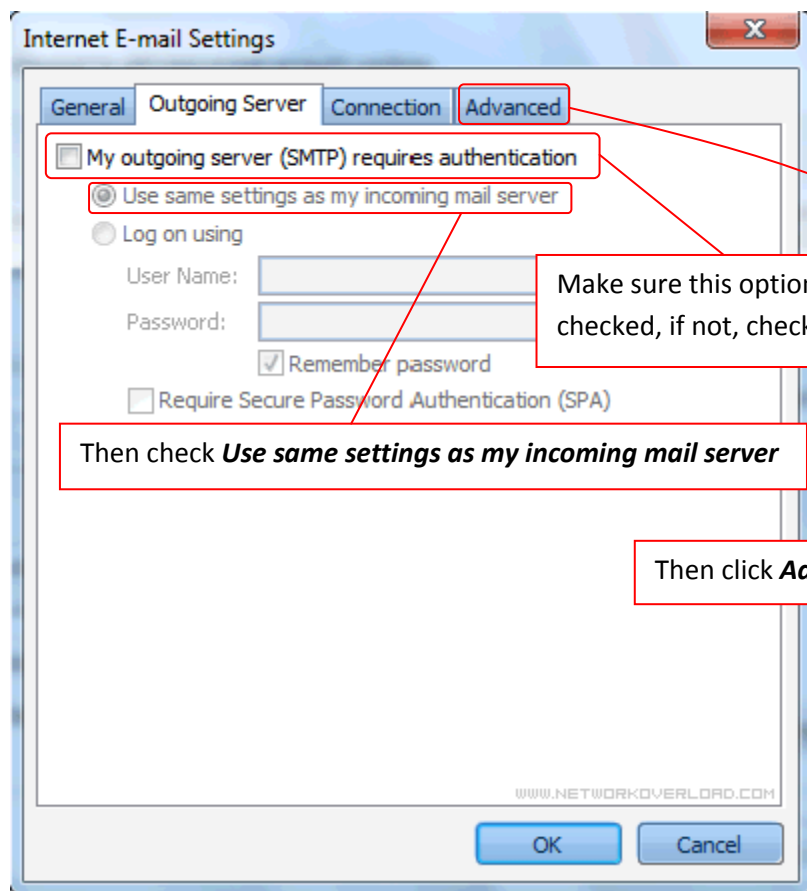
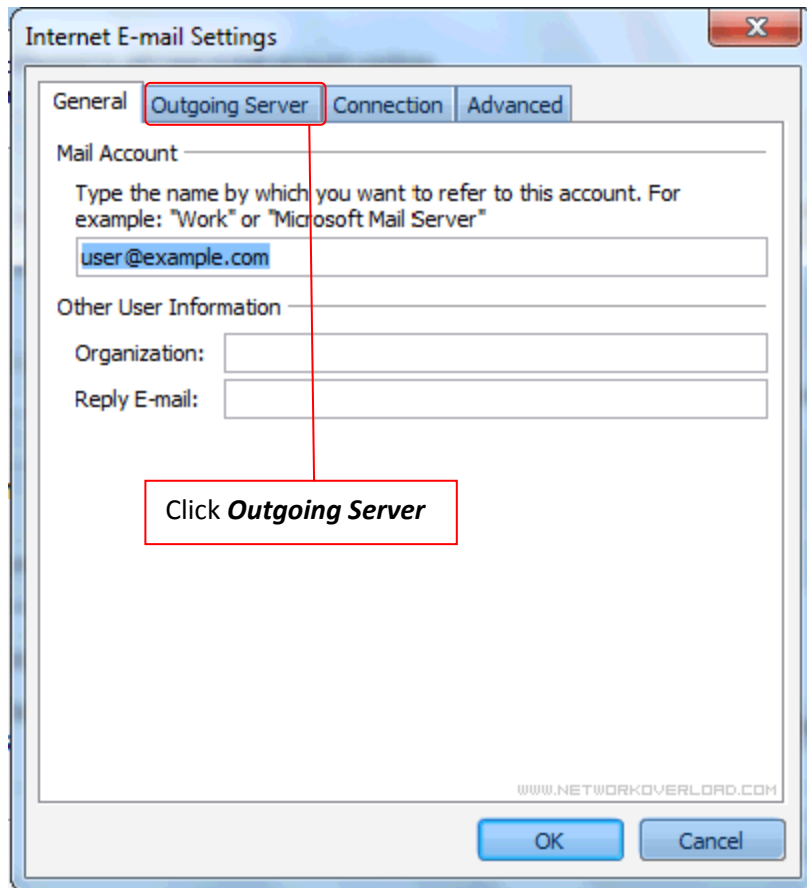
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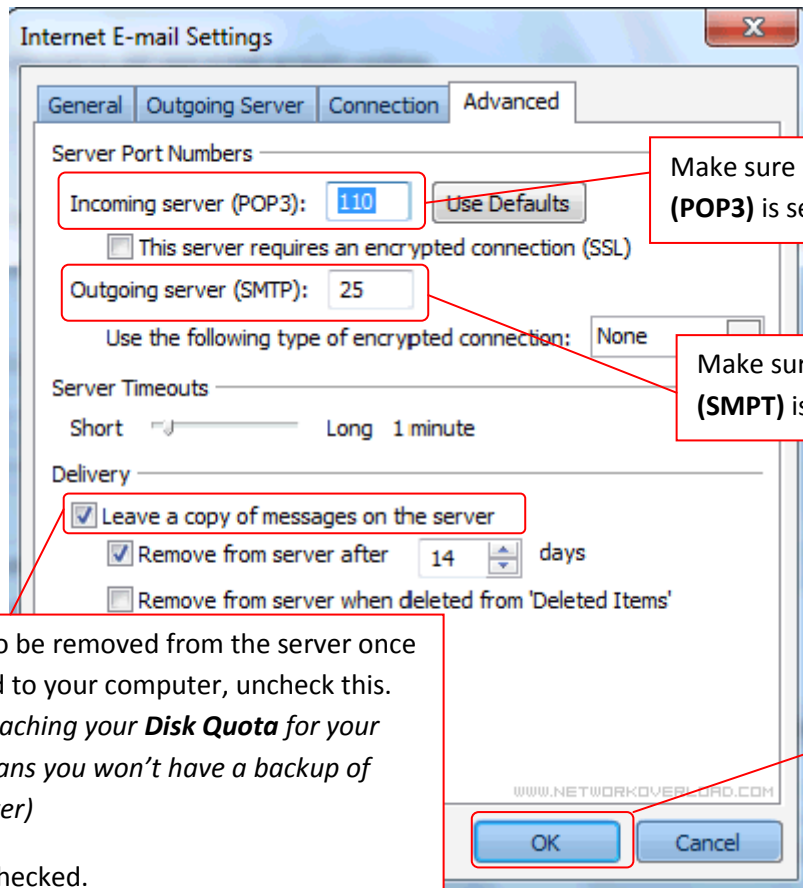


Editing an existing account:









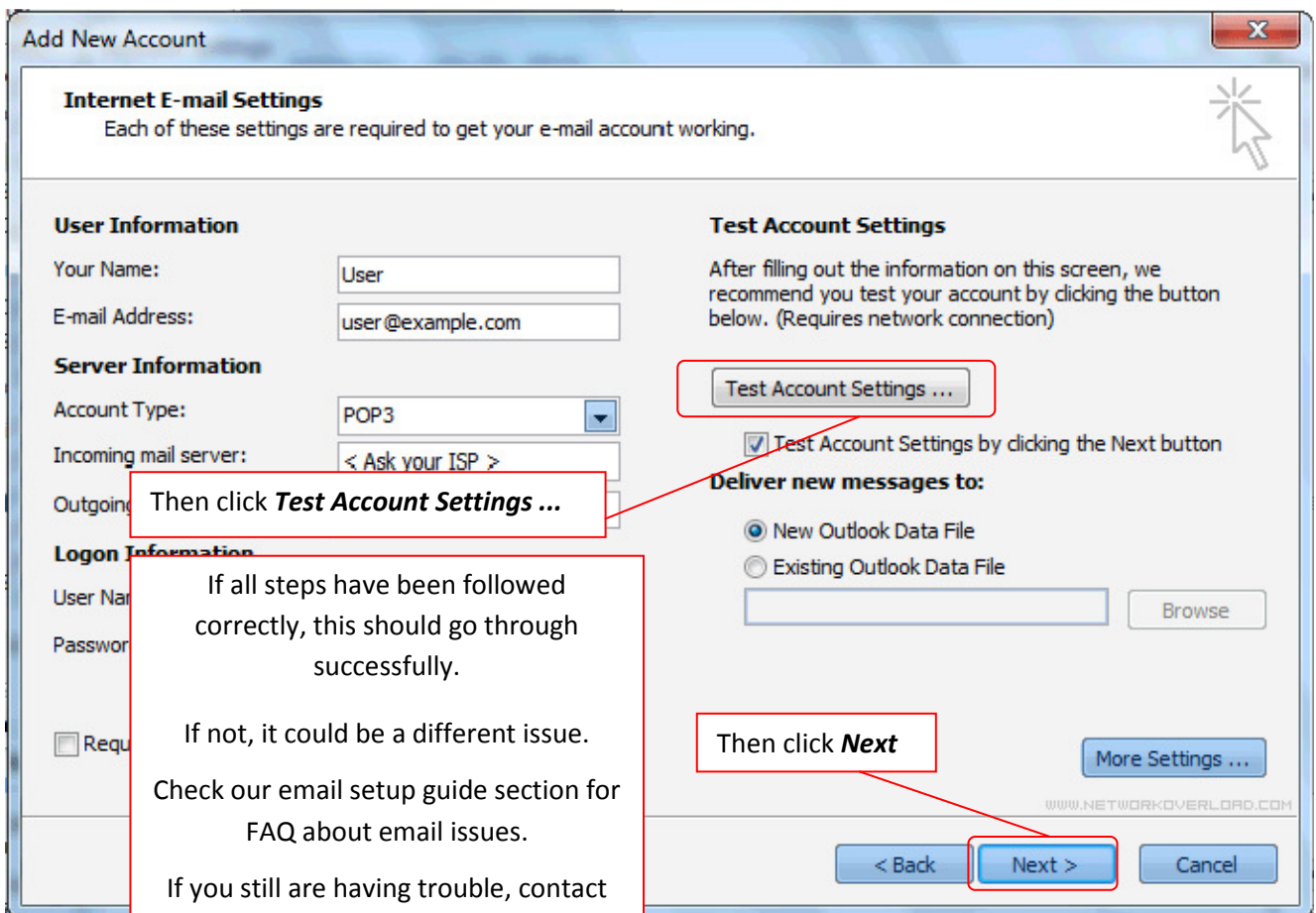
Make sure **Incoming Server (POP3)** is set to 110

Make sure **Outgoing Server (SMTP)** is set to 26

Then click **OK**

If you want mail to be removed from the server once it has downloaded to your computer, uncheck this. *(Helps stop you reaching your **Disk Quota** for your hosting, but it means you won't have a backup of emails on the server)*

If not, leave this checked.



Then click **Test Account Settings ...**

If all steps have been followed correctly, this should go through successfully.

If not, it could be a different issue. Check our email setup guide section for FAQ about email issues.

If you still are having trouble, contact support on 1300 760 850

Then click **Next**



