

Add an email account by using advanced settings

The Auto Account Setup feature automatically starts and helps you configure account settings for your email accounts when you start Microsoft Outlook 2010 for the first time. If your email account can't be automatically configured, you must enter the required additional information manually. This includes advanced settings such as incoming and outgoing mail server names, server port numbers, and server authentication methods. [+ Show All](#)

The manual setup of an email account is a two-step process. After you add an email account, you then manually configure advanced settings.

NOTE Because there are many account configurations, this article contains general guidance for manually configuring email accounts. It is recommended that you try the [Auto Account Setup](#) before manually configuring an email account. Contact your **Internet service provider (ISP)** or email administrator for questions about your account.

What do you want to do?

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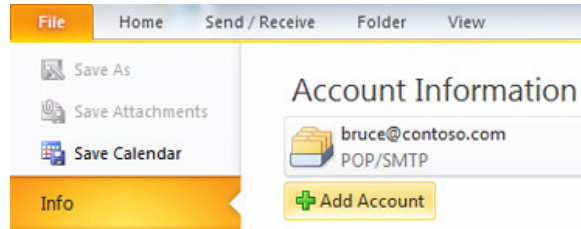
Step 1: Manually add an email account

There are three ways to manually add your email account. Most people have only one profile and should use the [Add to the running profile](#) section.

NOTE Manual configuration of Microsoft Exchange Server accounts can't be done while Outlook is running. Use the steps in the [Add to an existing profile](#) or [Add to a new profile](#) sections.

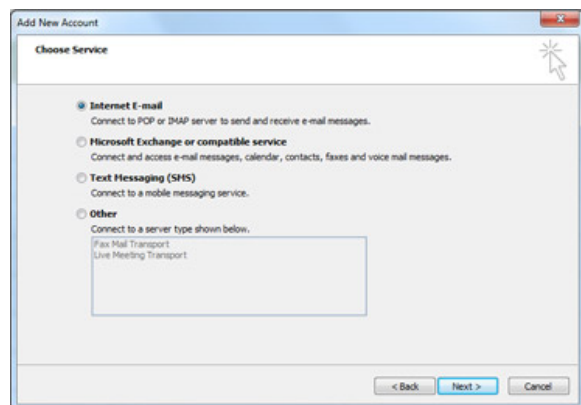
Add to the running profile

1. Click the **File** tab.
2. Under **Account Information**, click **Add Account**.



3. Click **Manually configure server settings or additional server types**, and then click **Next**.

The **Choose Service** dialog box appears.



4. Proceed to one of the following sections:
 - [Manually configure a POP3 or IMAP account](#)
 - [Manually configure a Microsoft Exchange account](#)

Add to an existing profile

1. Close Outlook.

2. In Control Panel, click or double-click **Mail**.

+ [Where is Mail in Control Panel?](#)

The title bar of the **Mail Setup** dialog box contains the name of the current profile. To select a different existing profile, click **Show Profiles**, select the profile name, and then click **Properties**.

3. Click **E-mail Accounts**.

4. Proceed to one of the following sections:

- [Manually configure a POP3 or IMAP account](#)
- [Manually configure a Microsoft Exchange account](#)

Add to a new profile

1. Close Outlook.

2. In Control Panel, click or double-click the **Mail** module.

+ [Where is Mail in Control Panel?](#)

3. Under **Profiles**, click **Show Profiles**.

4. Click **Add**.

5. In the **New Profile** dialog box, type a name for the profile, and then click **OK**.

This is the name that you see when you start Outlook if you configure Outlook to prompt you for which profile to use.

6. Click **E-mail Accounts**.

7. Proceed to one of the following sections:

- [Manually configure a POP3 or IMAP account](#)
- [Manually configure a Microsoft Exchange account](#)

Step 2: Manually configure the email account

POP3 or IMAP account

A POP3 account is the most common type of email account.

An IMAP account is an enhanced type of email account that provides multiple mail folders on a mail server. Both Google Gmail and AOL accounts can be used in Outlook 2010 as an IMAP account.

If you aren't sure what type of account that you use, contact your **Internet service provider (ISP)** or email administrator.

1. Click **Internet E-mail**, and then click **Next**.

2. Under **User Information**, do the following:

1. In the **Your Name** box, type your name the way that you want it to appear to other people.
2. In the **E-mail Address** box, type the complete email address assigned by your mail administrator or ISP. Make sure to include the user name, the @ symbol, and the domain name, for example, pat@contoso.com.
3. In the **Password** and **Retype Password** boxes, type the password that was either assigned to you or that you created.

TIP Your password might be case-sensitive. Make sure that the CAPS LOCK key isn't on when you enter your password.

3. Under **Server Information**, do the following:

1. In the **Account Type** list, choose **POP3** or **IMAP**.
2. In the **Incoming mail server** box, type the full name of the server provided by your ISP or mail

administrator. Often this is **mail** followed by your domain name, for example, mail.contoso.com.

3. In the **Outgoing mail server (SMTP)** box, type the full name of the server provided by your ISP or mail administrator. Often this is **mail** followed by your domain name, for example, mail.contoso.com.
4. Under **Logon Information**, do the following:
 1. In the **User Name** box, type the user name that is provided by your ISP or mail administrator. This might be the part of your email address before the @ symbol, such as pat, or it might be your complete email address, such as pat@contosco.com.
 2. In the **Password** box, type the password provided by your ISP or mail administrator, or one that you created.
 3. Select the **Remember password** check box.

NOTE You have the option to save your password by typing it in the **Password** box and selecting the **Remember password** check box. If you choose this option, you don't have to type your password every time that you access the account. However, this also makes the account vulnerable to anyone who has access to your computer.

[+ Learn more about password best practices](#)

5. Optionally, you can name your email account as it appears in Outlook. This is useful if you are using more than one email account. Click **More Settings**. On the **General** tab, under **Mail Account**, type a name that will help you identify the account, for example, **My Home Mail**.
6. Your email account might require one or more of the following additional settings. Contact your ISP if you have questions about which settings to use for your email account.
 - **SMTP authentication** Click **More Settings**. On the **Outgoing** tab, select the **My outgoing server (SMTP) requires authentication** check box, if it is required by your account.
 - **POP3 encryption** For POP3 accounts, click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Incoming server (POP3)**, select the **The server requires an encrypted connection (SSL)** check box, if your ISP instructs you to use this setting.
 - **IMAP encryption** For IMAP accounts, click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Incoming server (IMAP)**, for the **Use the following type of encrypted connection** option, click **None, SSL, TLS** or **Auto**, if your ISP instructs you to use one of these settings.
 - **SMTP encryption** Click **More Settings**. On the **Advanced** tab, under **Server Port Numbers**, under **Outgoing server (SMTP)**, for the **Use the following type of encrypted connection** option, click **None, SSL, TLS** or **Auto**, if your ISP instructs you to use one of these settings.
7. Click **Next**.

By default, the **Test Account Settings by clicking the Next button** check box is selected. This option verifies that your account is working. If there is missing or incorrect information, such as your password, you are prompted to supply it or correct it.

8. Click **Finish**.

Microsoft Exchange Server account

Microsoft Exchange accounts are used by organizations as part of a suite of collaboration tools including email messaging, calendar and meeting scheduling, and task tracking. Some **Internet service providers (ISPs)** also offer hosted Exchange accounts for people. If you aren't sure what type of account that you use, contact your ISP or email administrator.

Manual configuration of Microsoft Exchange accounts isn't be done while Outlook is running. To add a Microsoft Exchange account, you must follow the steps in [Add to an existing profile](#) or [Add to a new profile](#), and then do the following:

1. Click **Manually configure server settings or additional server types**, and then click **Next**.
2. Click **Microsoft Exchange**, and then click **Next**.
3. Type the name that was assigned by your mail administrator for the computer that is running Exchange.
4. To use Cached Exchange Mode, select the **Use Cached Exchange Mode** check box.

[+ More information about Cached Exchange Mode](#)

5. In the **User Name** box, type the user name assigned by your mail administrator. This is usually not your full name.
6. Optionally, do any of the following:
 - Click **More Settings**. On the **General** tab, under **Mail Account**, type a name that will help you identify the account, for example, **My Work Mail**.
 - Click **More Settings**. On any of the tabs, configure the options that you want.
 - Click **Check Names** to verify that the server recognizes your name and that your computer is connected to the network. The account and server names that you specified in steps 3 and 5 should become underlined. If

your name doesn't become underlined, contact your Exchange administrator.

7. If you clicked **More Settings** and opened the **Microsoft Exchange Server** dialog box, click **OK**.
8. Click **Next**.
9. Click **Finish**.