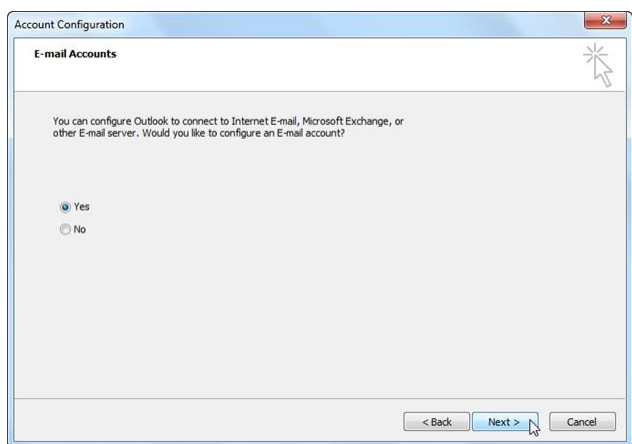


Add Your MeigsCounty.net Account to Outlook 2010

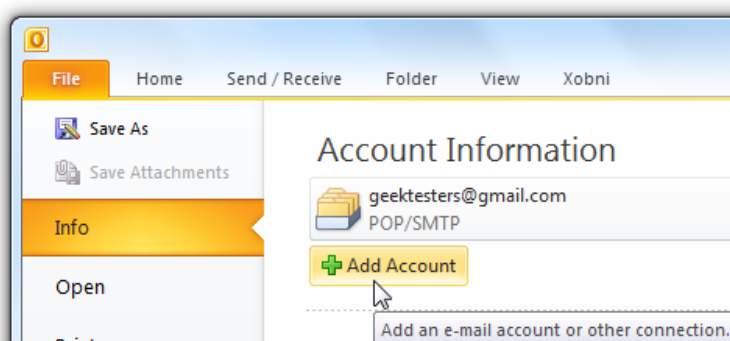
If you haven't run Outlook 2010 yet, click *Next* to start setup and add your email account.



Select *Yes* to add an email account to Outlook. Now you're ready to start entering your settings to access your email.



Or, if you've already been using Outlook and want to add a new POP account, click *File* and then select *Add Account* under Account Information.



Back at the account setup screen, select *Manually configure server settings or additional server types* and click *Next*.

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

< Back Next >

Select *Internet E-mail* and then click *Next*.

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.

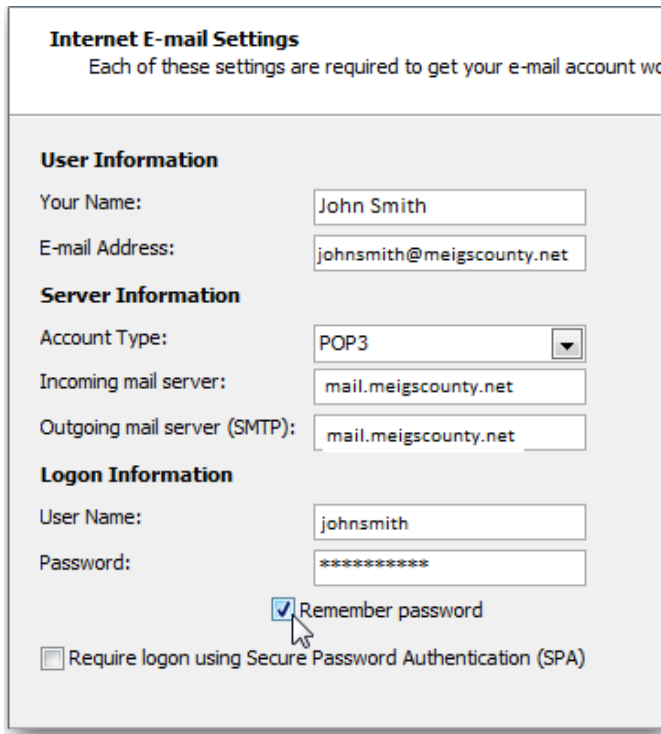
Fax Mail Transport
Microsoft Outlook Hotmail Connector

< Back Next >

Enter your username, email address, and log in information. Under Server information enter in the following:

- Account Type: POP3
- Incoming mail server: mail.meigscounty.net
- Outgoing mail server: mail.meigscounty.net

Make sure to check *Remember password* so you don't have to enter it every time.



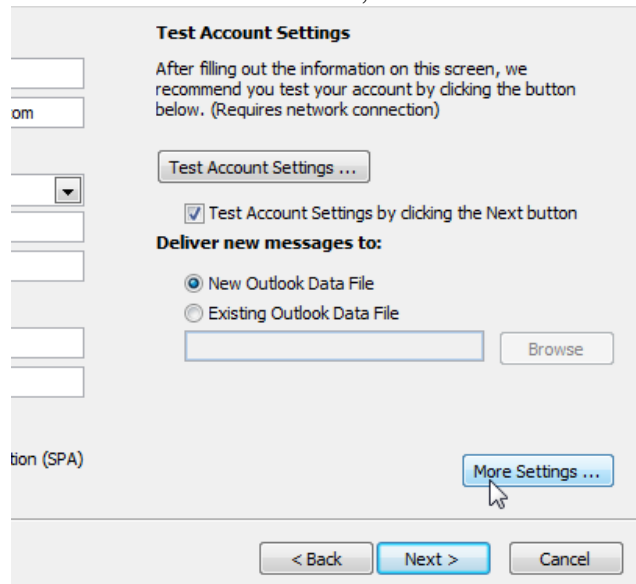
Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Smith
E-mail Address: johnsmith@meigscounty.net

Server Information
Account Type: POP3
Incoming mail server: mail.meigscounty.net
Outgoing mail server (SMTP): mail.meigscounty.net

Logon Information
User Name: johnsmith
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

After that data is entered in, click on the More Settings button.



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 ...

Test Account Settings by clicking the Next button

Deliver new messages to:

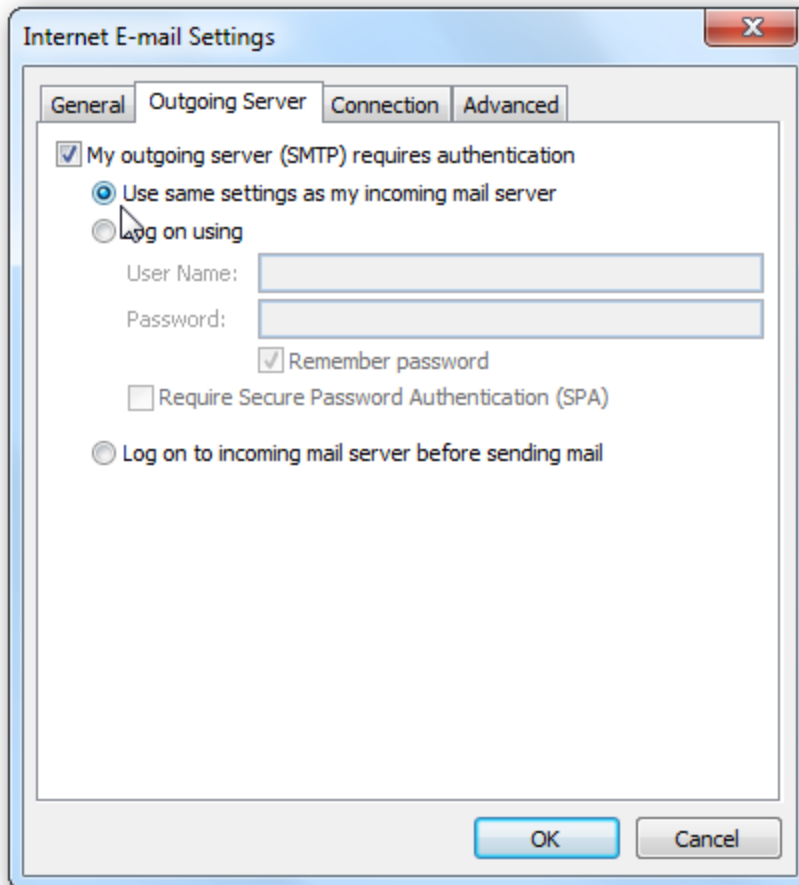
New Outlook Data File
 Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

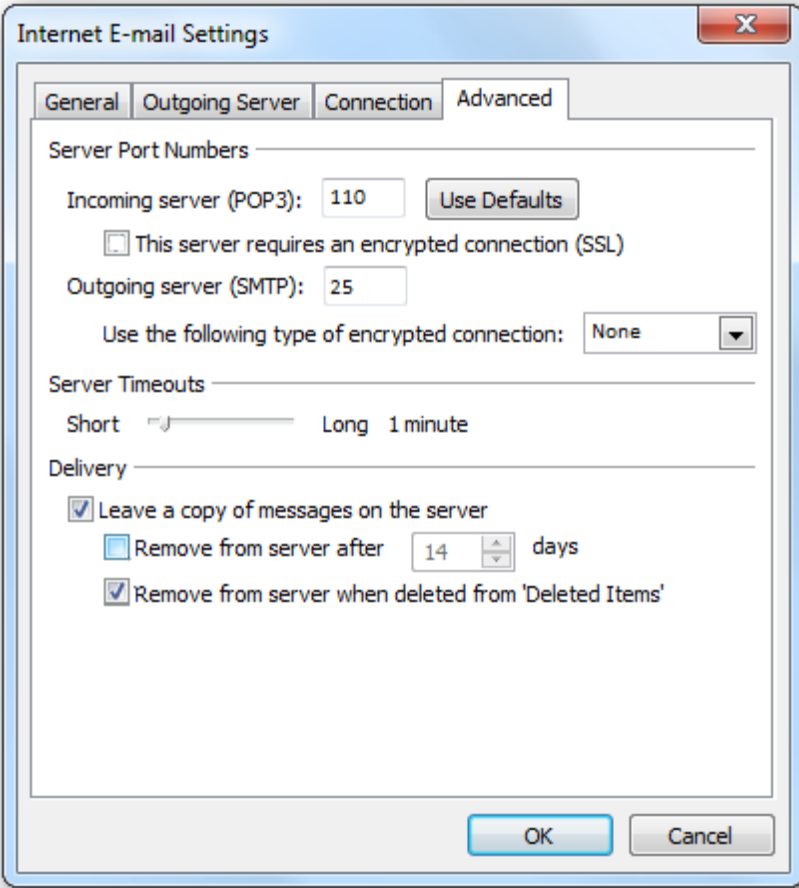
Select the *Outgoing Server* tab, and check *My outgoing server (SMTP) requires authentication*. Verify *Use same settings as my incoming mail server* is marked as well.



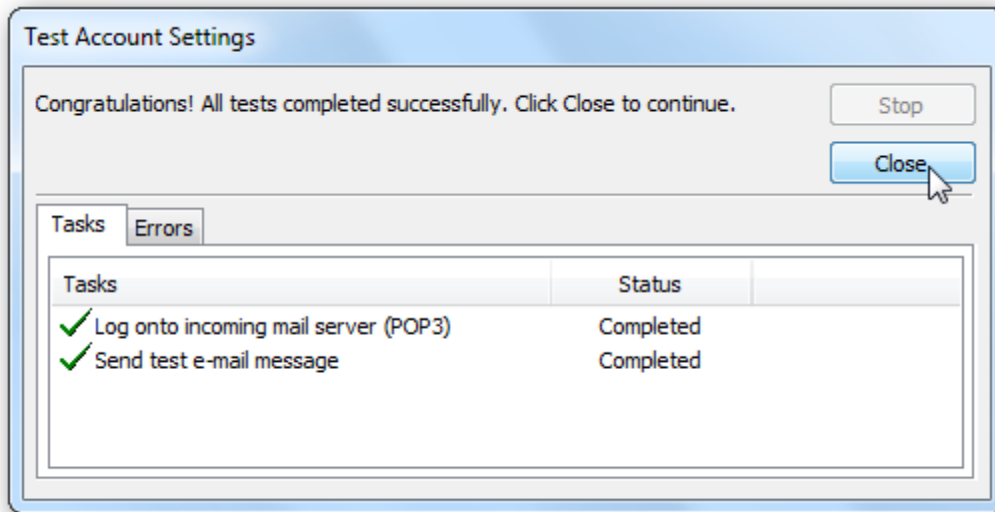
Next select the *Advanced* tab and enter the following information:

- Incoming Server (POP3): 110
- Outgoing server (SMTP): 25

You also might want to uncheck the box to *Remove messages from the server when deleted from 'Deleted Items'*



Click OK to close the window, and then click *Next* to finish setting up the account. Outlook will test your account settings to make sure everything will work; click *Close* when this is finished.



Provided everything was entered in correctly, you'll be greeted with a successful setup message...click Finish.

