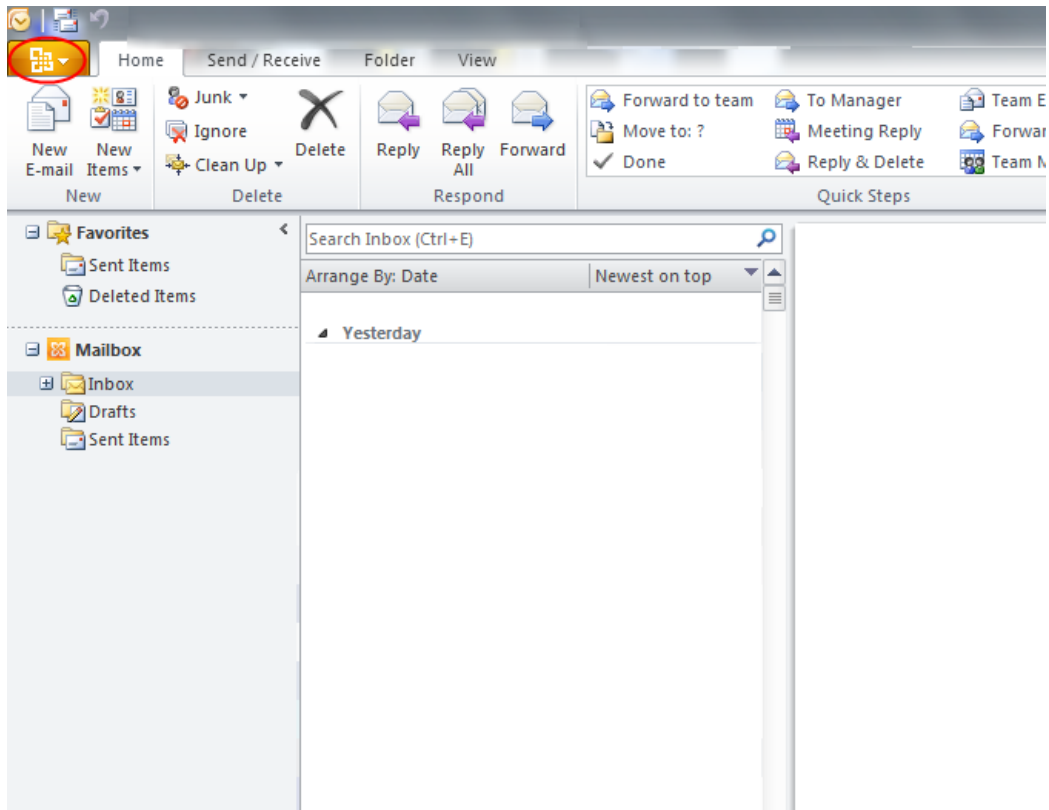


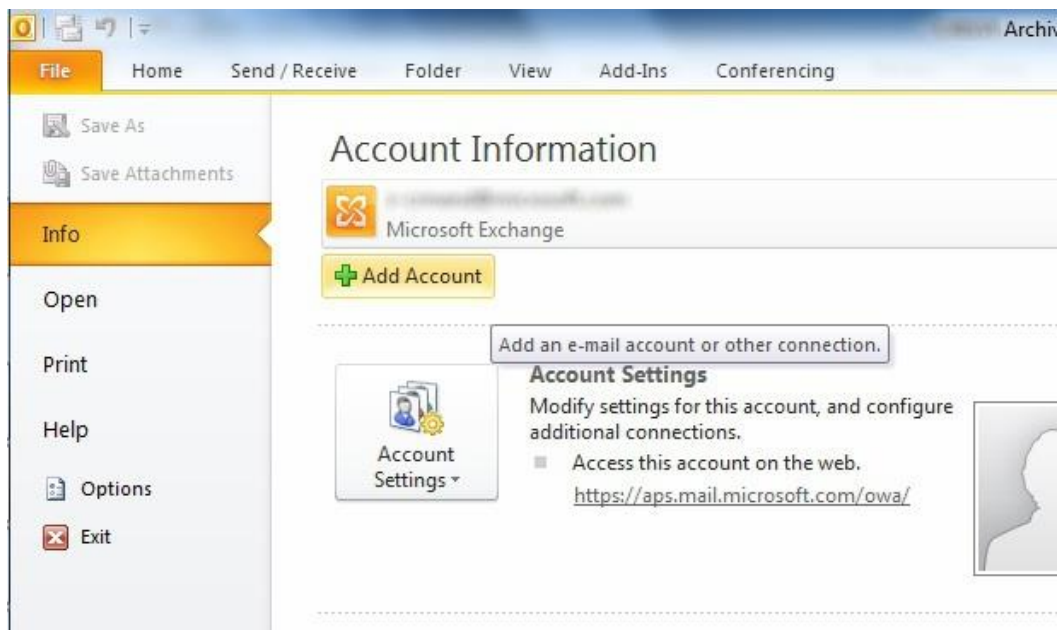
Outlook 2010 setup guide



1. Click on the Menu Button



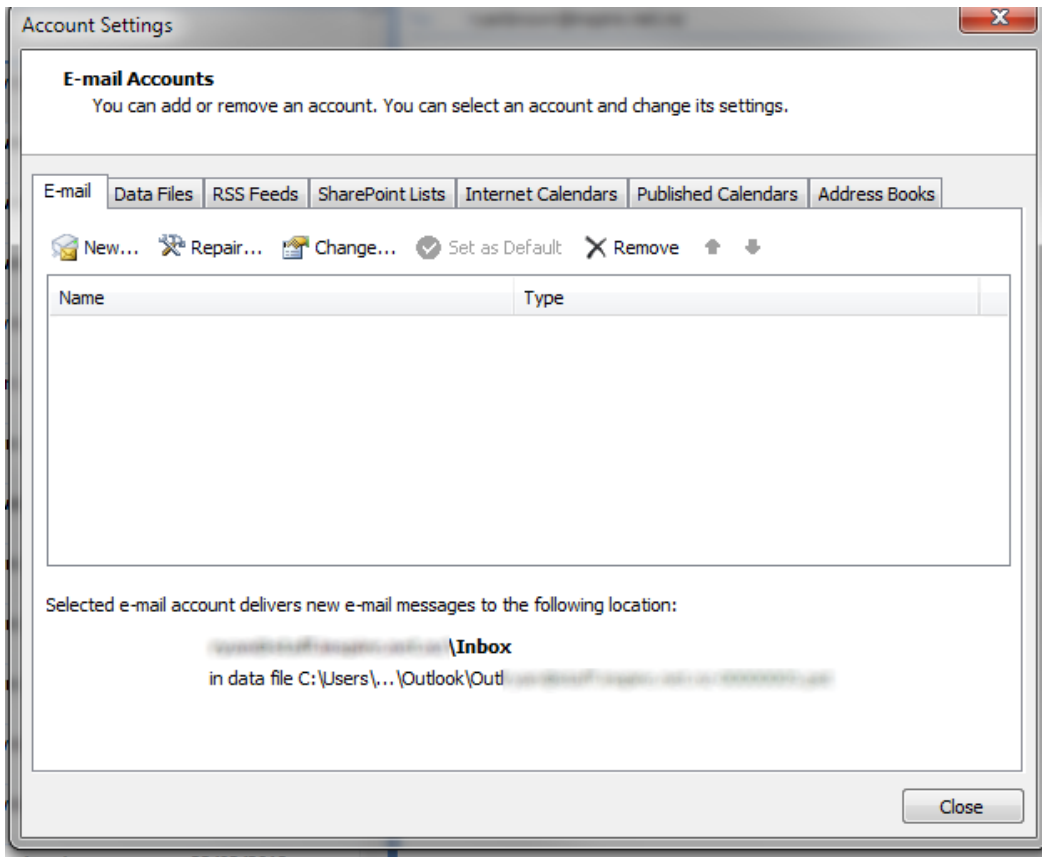
2. Click 'Info' then click on "Add Account"



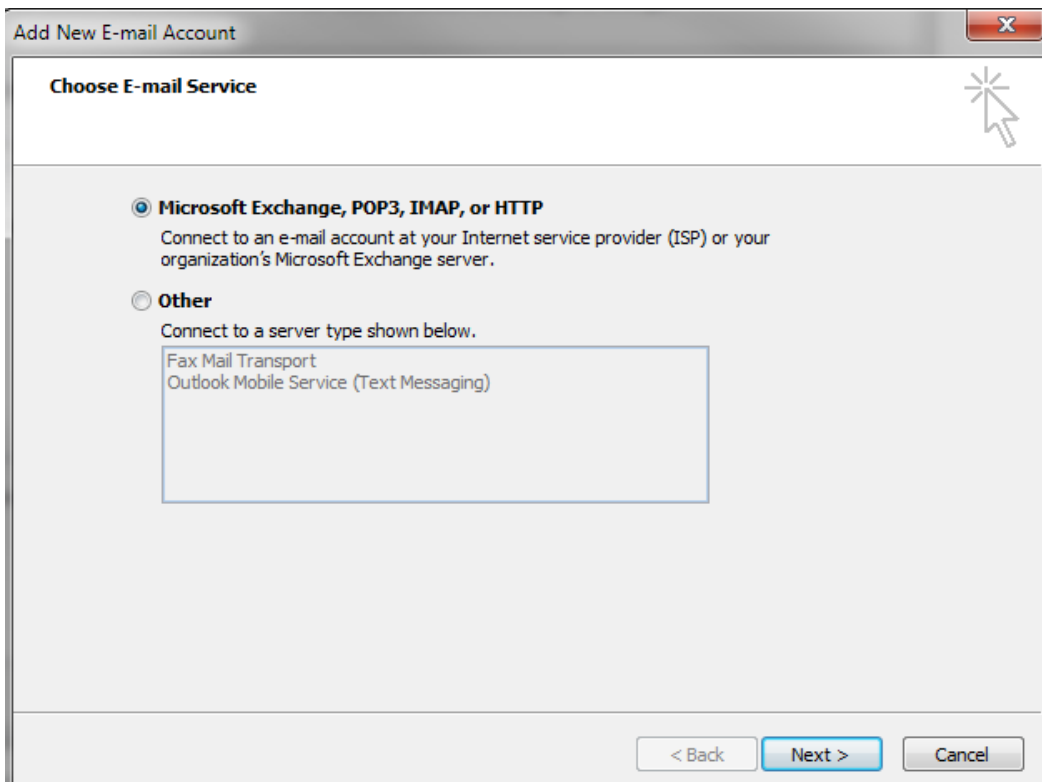
Outlook 2010 setup guide



3. Under 'Email' Click on 'New'



4. Select 'Microsoft Exchange, POP3 IMAP, or HTTP' then click 'Next'



Outlook 2010 setup guide



5. Fill in the details, select 'Manually Configure Server Settings' then click 'Next'

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The fields are filled with the following information:

- Your Name: John Doe (Example: Barbara Sankovic)
- E-mail Address: johndoe@inspire.net.nz (Example: barbara@contoso.com)
- Password: [Redacted]
- Retype Password: [Redacted] (Type the password your Internet service provider has given you.)

The checkbox 'Manually configure server settings or additional server types' is checked. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

6. Select 'Internet Email' then click 'Next'

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The options are:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Fax Mail Transport
Outlook Mobile Service (Text Messaging)

At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

Outlook 2010 setup guide



7. Enter in the required details and click 'Next'

A screenshot of the "Add New E-mail Account" dialog box in Outlook 2010. The window title is "Add New E-mail Account" and it has a close button (X) in the top right corner. The main heading is "Internet E-mail Settings" with a sub-heading "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The dialog is divided into several sections: "User Information" with fields for "Your Name:" (John Doe) and "E-mail Address:" (johndoe@inspire.net.nz); "Server Information" with a dropdown for "Account Type:" (POP3), and text boxes for "Incoming mail server:" (pop3.inspire.net.nz) and "Outgoing mail server (SMTP):" (smtp.inspire.net.nz); "Logon Information" with fields for "User Name:" (johndoe) and "Password:" (masked with asterisks), a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)"; and "Test Account Settings" with a text box for "Test Account Settings ..." and a "Test Account Settings ..." button. At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

8. Click 'Finish'