

Outlook 2010 Settings

USER GUIDE

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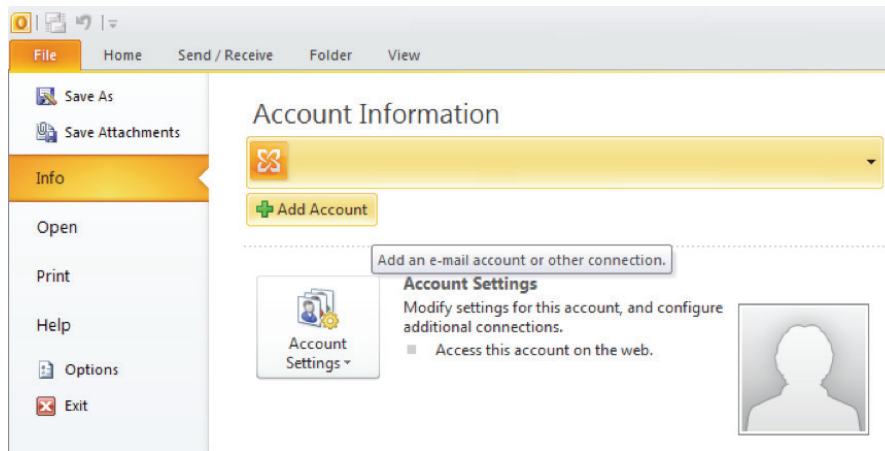
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Overview

In order to use Outlook 2010 with your Windstream Hosted Email, please follow the steps in this guide.

Step 1: Account Settings

Open Microsoft Outlook. At the top, click the orange **File** menu option, choose **Account Settings** in the middle of the screen, and then select **Account Settings** from the drop down menu.

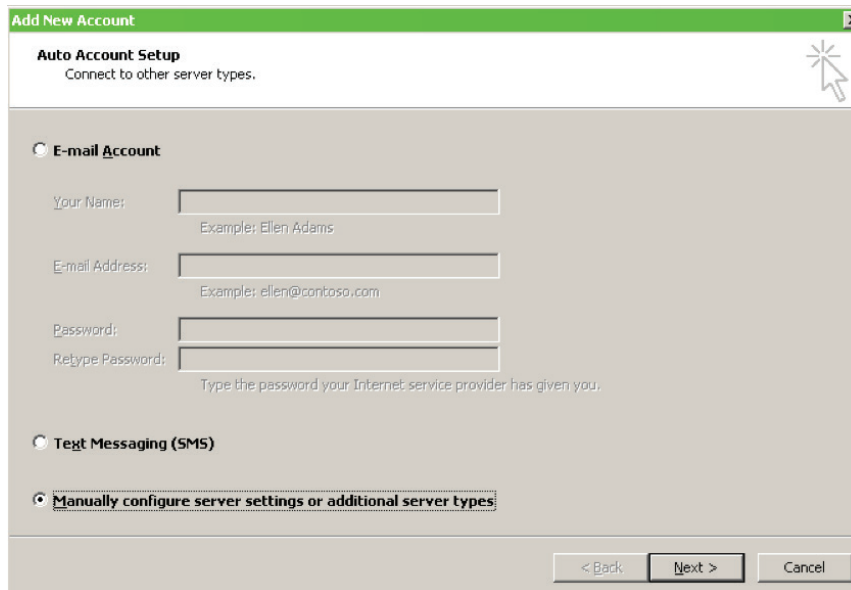


Step 2: New

Click the **New** button on the **E-mail Accounts** screen.

Step 3: Manually Configure

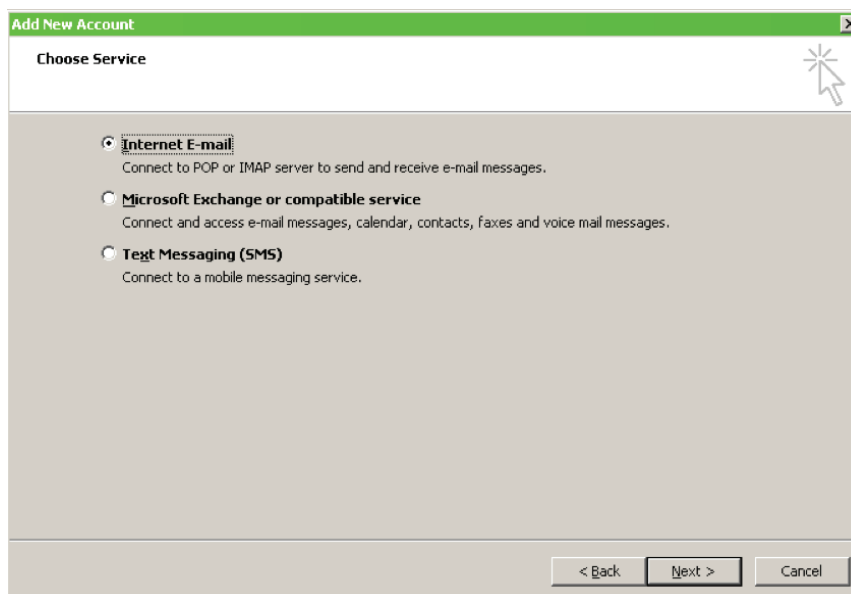
Check the box at the bottom for **Manually configure server settings or additional server types** and click **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' screen. The title bar is green and contains the text 'Add New Account' and a close button. Below the title bar, the text 'Auto Account Setup' is followed by 'Connect to other server types.' and a mouse cursor icon. There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the 'E-mail Account' option, there are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 4: Choose Service

At the Choose Service screen, put a dot in **Internet E-mail** and click **Next**.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' screen. The title bar is green and contains the text 'Add New Account' and a close button. Below the title bar, the text 'Choose Service' is followed by a mouse cursor icon. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Internet E-mail' option is selected. Below each option is a brief description: '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.), and 'Text Messaging (SMS)' (Connect to a mobile messaging service.). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 5: Server Settings

Enter in the corresponding settings at the **Internet E-mail Settings** screen. See table and image below.

Server Settings	
Incoming Server (POP)	mail.windstreamhosting.com
Incoming Server (IMAP)	mail.windstreamhosting.com
Outgoing Server (SMTP)	mail.windstreamhosting.com
Incoming Server (SSL)	securemail.windstreamhosting.com
Outgoing Server (SSL)	securemail.windstreamhosting.com
Username	Your entire email address
Password	Your email address password

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)

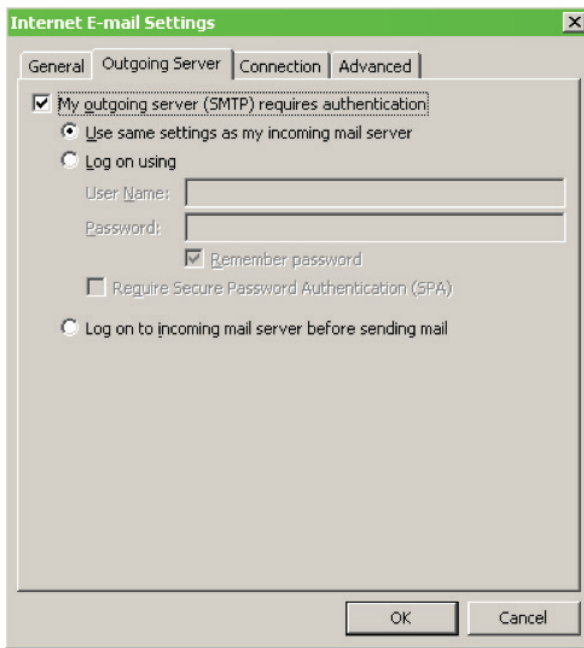
 Test Account Settings by clicking the Next button

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

< Back Next > Cancel

Step 6: More Settings

Click on the **More Settings** button to the right and select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and make sure that **Use same settings as my incoming mail server** is selected.



Step 7: Advanced Tab

Go to the **Advanced** tab to the right. Make sure that your incoming and outgoing port settings match what is shown in the below table.

Default Port Settings	
Incoming Server	110
Outgoing Server	25

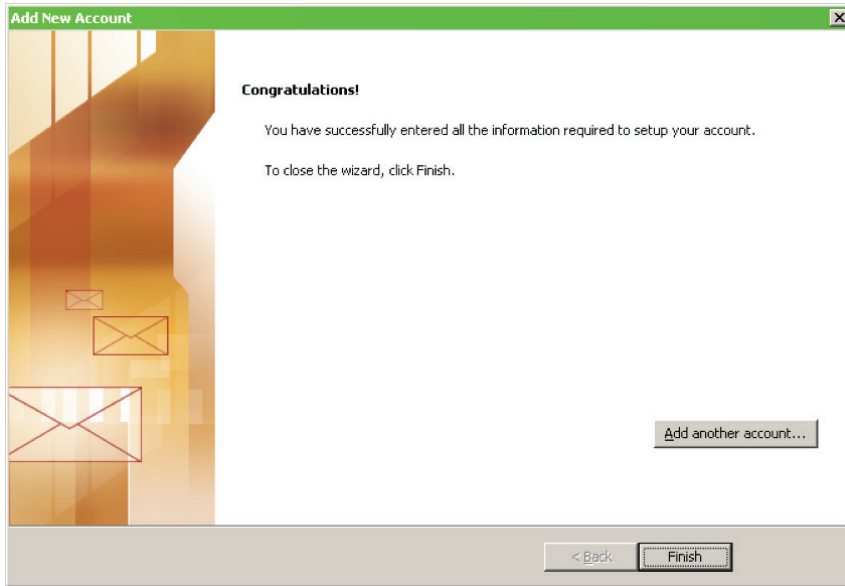
IMAP Port Settings	
Incoming Server	143
Outgoing Server	25

SSL Port Settings	
Incoming Server	995
Outgoing Server	465

Note: Outgoing port of 1025 can be used if your service provider blocks port 25.

Step 8: Finish

Click **OK**, **Next**, and then **Finish**. Your email account is now set up and you should be able to send and receive email.



data. voice. network. cloud.

