

Puerto Rico WebMasters (PRW.NET) Setup Instructions for Outlook 2010 Mail Client

Outlook Mail Client Setup for PRW Email

	Outlook To	oday - Microsoft Outlook			- 0	23
File Home Send / Receive	Folder View Adobe PD	IF				∾ 🕜
New New Delete	Reply Forward Reply Reply Forward All	Move to: ?	Move -	Unread/ Read Categorize * Follow Up *	Find a Contact Address Book Filter E-mail Find	
Drag Your Favorite Folders Here 🔇	Sunday January 01 20	112		Cust	omize Outlook Today	-
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Mail Calendar Socontacts					Inbox Outbox	000
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Done				10%	• · · ·	÷.,;

1. Open Oulook 2010 and Press File on the upper left side of the screen.

0 📑 🤊 🖙	Outlook Today - Microsoft Outlook	- • ×
File Home Send /	Receive Folder View Adobe PDF	۵ (
Save As Save As Save as Adobe PDF Save Attachments	Account Information No account available. Add an e-mail account to enable additional features.	
Info Open Print	Account Settings Account Account and configure additional connections.	14 14 16 16 16 16 16 16 16 16 16 16 16 16 16
Preup Options Exit	Cleanup Tools *	

2. Press Info and then "+ Add Account"

3. Select E-mail Account and press "Next"

Add New Account			×
Choose Service			×
 E-mail Account Connect to an e-mail account provided by your Internet service provyour organization. Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport Live Meeting Transport 	vider (ISP) or		
	< <u>B</u> ack	Next >	Cancel

4. Enter your name, email address and PRW account password. Press Next.

Auto Account Setu Click Next to conn	p ect to the mail server and automatically configure your account settings.	K
E-mail <u>A</u> ccount		
Your Name:	Your Name	
	Example: Ellen Adams	
E-mail Address:	username@prw.net	
	Example: ellen@contoso.com	
Password:	*****	
Retype Password:	*******	
	Type the password your Internet service provider has given you.	
Text Messaging (5M5)	
Manually configu	re server settings or additional server types	
		-1

5. Select Internet E-mail option. Press Next.

Ad	Id New Account	×
	Choose Service	×
	Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. <u>Microsoft Exchange or compatible service</u> Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages. Text Messaging (SMS) Content to provide the provid	
	Connect to a mobile messaging service.	
	< Back Next > C	ancel

6. Enter E-mail setting parameters as shown on the image to the right. Press "More Settings..." afterwards.

Internet E-mail Settings Each of these settings are required to get your e-mail account working. User Information Your Name: E-mail Address: username@prw.net Server Information Account Type: IMAP Incoming mail server: imap.prw.net Qutgoing mail server: imap.prw.net Logon Information User Name: username@prw.net Bassword: #******** @ Remember password	Add New Account		×
User Information Test Account Settings Your Name: Your Name E-mail Address: username@prw.net Server Information After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection) Server Information ImAP Account Type: ImAP Incoming mail server: imap.prw.net Outgoing mail server (SMTP): smtp.prw.net Logon Information sername@prw.net User Name: username@prw.net Password: ******** Image: wername@prw.net Image: wername@prw.net Image: wername@prw.net Image: wername@prw.net Image: wername@prw.net Image: wername@prw.net Image: ******** Image: wername@prw.net Image: ******** Image: ********* Image: *********	Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	ount working.
Your Name: Your Name F-mail Address: username@prw.net Server Information	User Information		Test Account Settings
E-mail Address: username@prw.net Server Information	Your Name:	Your Name	After filling out the information on this screen, we
Server Information Account Type: IMAP Incoming mail server: imap.prw.net Outgoing mail server (SMTP): smtp.prw.net Logon Information smtp.prw.net User Name: username@prw.net Password: ******* Image: with the second s	E-mail Address:	username@prw.net	below. (Requires network connection)
Account Type: IMAP Incoming mail server: imap.prw.net Outgoing mail server (SMTP): smtp.prw.net Logon Information username@prw.net Password: ******** Image: with the second	Server Information		Test Account Settinas
Incoming mail server: imap.prw.net Outgoing mail server (SMTP): smtp.prw.net Logon Information username@prw.net Password: ******** Image: Remember password ********	Account Type:	IMAP 👻	
Qutgoing mail server (SMTP): smtp.prw.net Logon Information User Name: username@prw.net Password: ******** V Remember password	Incoming mail server:	imap.prw.net	V Test Account Settings by clicking the Next button
Logon Information User Name: username@prw.net Password: ******** ☑ Remember password	Outgoing mail server (SMTP):	smtp.prw.net	
User Name: username@prw.net Password: ******* ✓ Remember password	Logon Information		
Password:	<u>U</u> ser Name:	username@prw.net	
Remember password	Password:	*******	
	R	emember password	
Reguire logon using Secure Password Authentication (SPA)	Reguire logon using Secure	Password Authentication (SPA)	More Settings
< <u>Back</u> <u>Next</u> Cancel			< <u>B</u> ack <u>N</u> ext > Cancel

7. Press the Advanced tab and change the Outgoing server to 2525. Press OK. You will return to the previous screen. Press Next.

Internet E-mail Settings		x
General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers		
Incoming server (IMAP)): 143 Use <u>D</u> e	faults
Use the following ty	pe of <u>encrypted</u> conne	ection: None 💌
Outgoing server (SMTP): 2525	
Use the following ty	pe of en <u>c</u> rypted conne	ection: None
Server <u>T</u> imeouts		
Short	Long 1 minute	
Folders		
Root <u>f</u> older path:		
L		
		OK Cancel

NOTE: Domain accounts should substitute prw.net for their domain, e.g. username@domain.com and smtp.domain.com instead of username@prw.net and smtp.prw.net.