## How to configure Outlook 2010 for your iFocusMail account





• Open Outlook 2010 and click "File"

OI = → I = File Home Seno	d/Receive Folder View CRM
Save As	Account Information
Save Attachments Info	Kicrosoft Evchange
Open	Add Account
Drint	

• Click "Add Account"

) E-mail <u>A</u> ccount		
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.	
) Te <u>x</u> t Messaging (9	5MS)	

- Select "Manually configure server settings or additional server types"
- Click "Next"

hoose S	iervice ->
Γ	<ul> <li>Internet E-mail</li> <li>Connect to POP or IMAP server to send and receive e-mail messages.</li> </ul>
	Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
	Te <u>x</u> t Messaging (SMS)     Connect to a mobile messaging service.
	Other Connect to a server type shown below.
	Microsoft Outlook Hotmail Connector
	<back next=""> Cance</back>

- Select "Internet E-Mail"
- Click "Next"

Add New Account	No. 107 (8)	×	
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.	
User Information		Test Account Settings	
<u>Y</u> our Name:	John Doe	After filling out the information on this screen, we	
E-mail Address:	username@yourdomain.com	below. (Requires network connection)	
Server Information			
Account Type:	POP3	Lest Account Settings	
Incoming mail server:	ifocusmail.com	✓ Test Account Settings by clicking the Next button	
Outgoing mail server (SMTP):	ifocusmail.com	Deliver new messages to:	
Logon Information		New Outlook Data File	
<u>U</u> ser Name:	username@vourdomain.com		
Password:	******	DIOM <sup>2</sup> C	
Z Remember password			
Reguire logon using Secure	Password Authentication (SPA)	More Settings	
		< <u>B</u> ack <u>N</u> ext > Cancel	

## Enter your settings as follows:

- E-mail address: username@yourdomain.com
- Incoming mail server: ifocusmail.com
- Outgoing mail server: ifocusmail.com
- User Name: username@yourdomain.com
  Click "More Settings ..."

I	internet E-mail Settings	
	General Outgoing Server Connection Advanced	
	My outgoing server (SMTP) requires authentication	
	Use same settings as my incoming mail server	
L	◎ Log on using	
İ.	User <u>N</u> ame:	
	Password:	
	Remember password	
	Reguire Secure Password Authentication (SPA)	
	Log on to incoming mail server before sending mail	
	OK Cancel	
Ľ		

- Click "Outgoing Server"Check "My outgoing server (SMTP) requires authentication"

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an <u>encrypted</u> connection (SSL)
Outgoing server (SMTP): 25
Use the following type of engrypted connection: None
Server Timeouts
Short Ung 1 minute
Delivery
Remove from server after 14 days
Remove from server when deleted from 'Deleted Items'
OK Cancel

- Click "Advanced" •
- Check "Leave a copy of messages on the server" Ensure "Remove frrom server ..." checkboxes are **unchecked** •
- Click "OK" •

Add New Account		x		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acc	count working.		
User Information		Test Account Settings		
Your Name:	John Doe	After filling out the information on this screen, we		
E-mail Address:	username@yourdomain.com	below. (Requires network connection)		
Server Information				
Account Type:	POP3	Lest Account Settings		
Incoming mail server:	ifocusmail.com	✓ Test Account <u>Settings</u> by dicking the Next button		
Outgoing mail server (SMTP):	ifocusmail.com	Deliver new messages to:		
Logon Information		Ne <u>w</u> Outlook Data File     Svipting Outlook Data File		
User Name:	username@yourdomain.com			
Password:	*****	DIOMZE		
V R	- I Remember password			
Reguire logon using Secure	Password Authentication (SPA)	More Settings		
		< <u>B</u> ack Cancel		

• Click "Next"

Congratulations! All tests completed successfully. Click Close to continue.			
		Close	
Tasks Errors			
Tasks	Status		
Log onto incoming mail server (POP3)	Completed		
✓ Send test e-mail message	Completed		

Click "Close"



• Click "Finish"