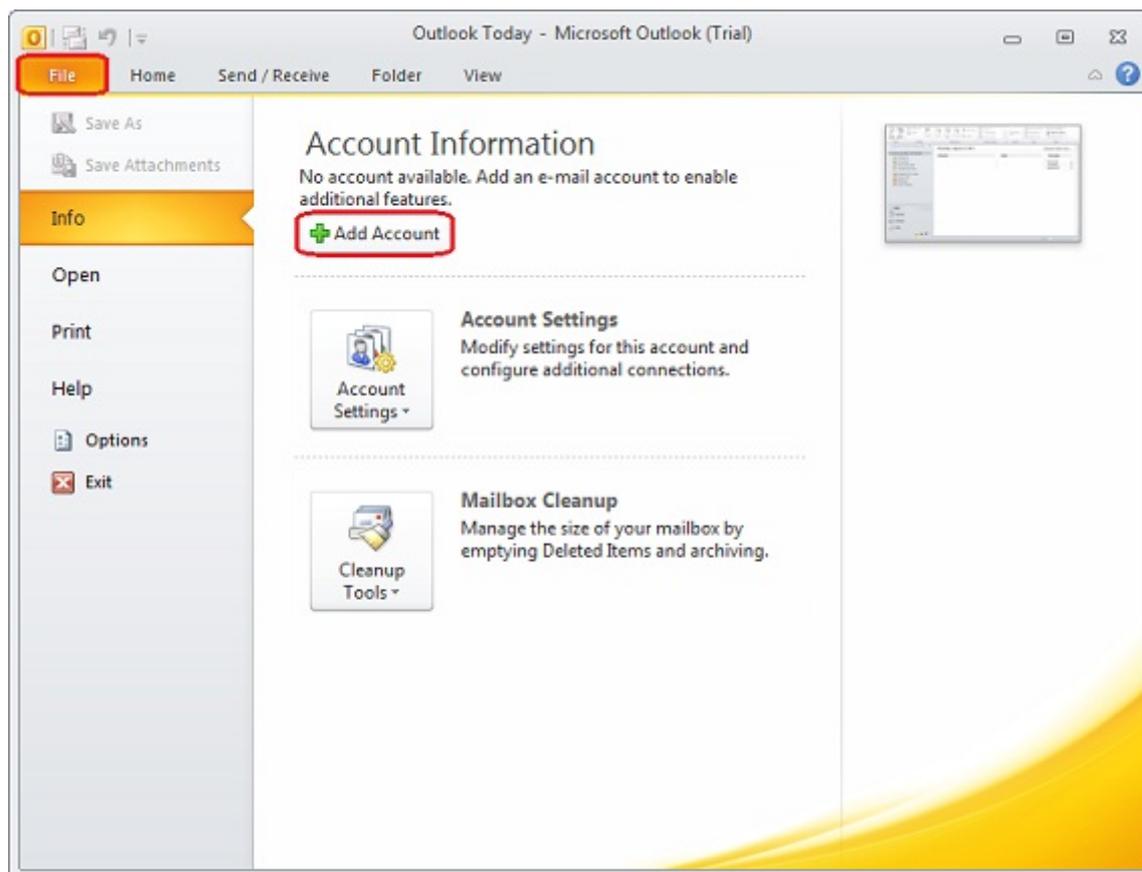


Sending and receiving Emails with Outlook 2010

In this article we will show you how this works with Outlook 2010 for direct retrieval of your emails.

Start Outlook and click on File menu and **Add Account**:



After you have clicked on **Add Account**, a new window will open. Now select **server settings** or **additional server types configured manually** and press **Next**:

Add New Account

Auto Account Setup
Connect to other server types.

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 > Cancel

Now select **Internet e-mail** in order to set up a POP3 or IMAP mailbox.

Confirm by clicking on the button **Next**:

Add New Account

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.

< Back Next > Cancel

On the next page please enter your personal data and the STRATO incoming and outgoing server data (including username and e-mail password).

Please choose the correct **account type POP3 or IMAP**. **We recommend choosing IMAP**.

Enter the following server information:

Incoming mail (POP3 SSL/TLS) pop3.strato.de (Port: 995) or

Incoming mail (IMAP SSL/TLS) imap.strato.de (Port: 993)

Outgoing mail (SMTP SSL/TLS) smtp.strato.de (Port: 465) Authentication must be 'on' (password)!

Username Your full email address

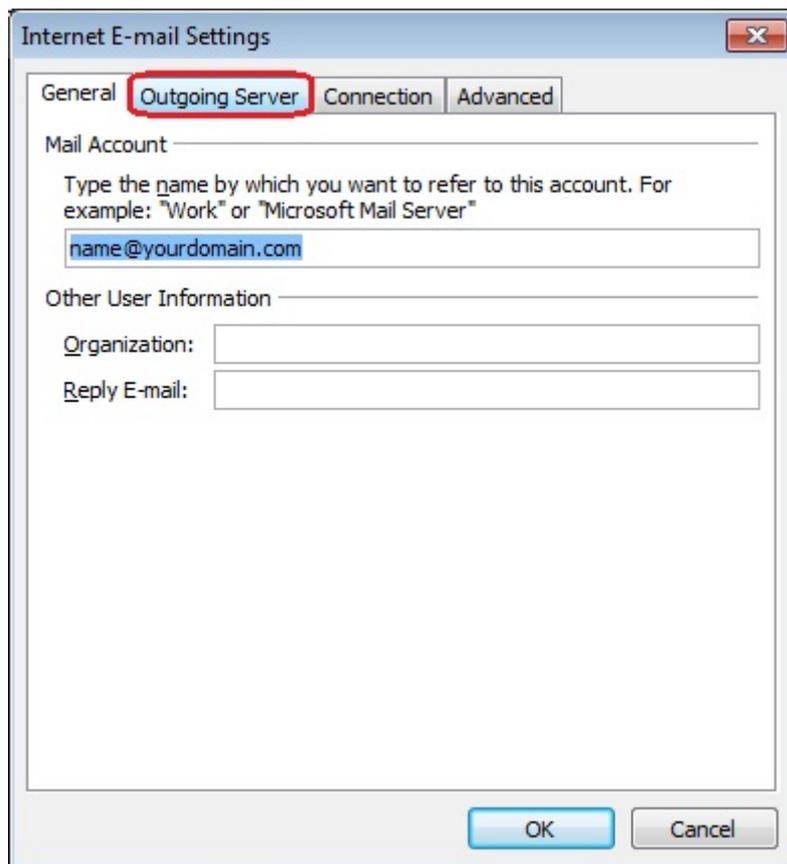
Your password e-mail password

Click on **More Settings** to set the authenticated SMTP access.

The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The 'Server Information' section is highlighted with a red box, showing 'Account Type' set to 'POP3'. The 'More Settings ...' button is also highlighted with a red box. The dialog box contains the following fields and options:

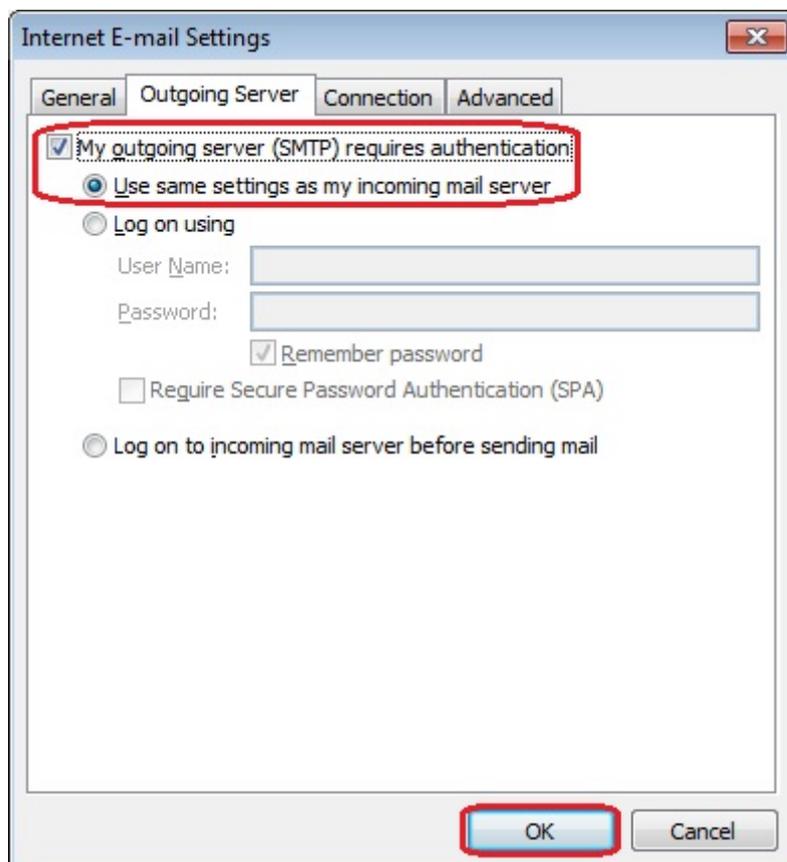
- User Information:** Your Name (text box), E-mail Address (text box).
- Server Information:** Account Type (dropdown menu, set to POP3), Incoming mail server (text box, pop3.strato.com), Outgoing mail server (SMTP) (text box, smtp.strato.com).
- Logon Information:** User Name (text box, name@yourdomain.com), Password (text box, masked with asterisks), Remember password, Require logon using Secure Password Authentication (SPA).
- Test Account Settings:** Test Account Settings ... button, Test Account Settings by clicking the Next button.
- Deliver new messages to:** New Outlook Data File, Existing Outlook Data File, Browse button.
- Buttons:** < Back, Next >, Cancel.

Under the **Outgoing Server** tab you can configure the authenticated outgoing mail server.

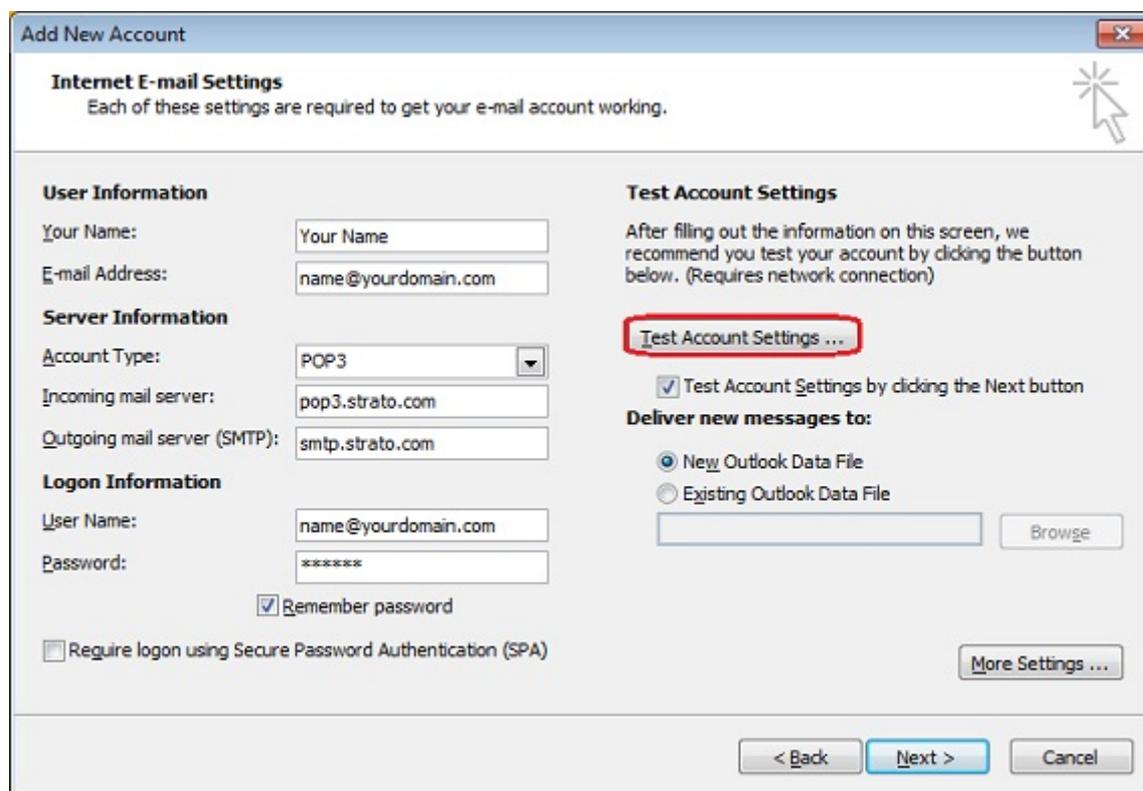


Here select: my outgoing server requires **authentication** and use **the same settings as my incoming mail server**.

You can then click on **OK**.



To make sure that the settings you made are correct and that you have configured the mailbox correctly, please click **Test Account Settings**.



The screenshot shows the 'Add New Account' dialog box in Outlook 2010. The window title is 'Add New Account'. Below the title bar, there is a section titled 'Internet E-mail Settings' with a sub-header 'Each of these settings are required to get your e-mail account working.' and a mouse cursor icon. The dialog is divided into two main columns. The left column contains sections for 'User Information' (Your Name, E-mail Address), 'Server Information' (Account Type, Incoming mail server, Outgoing mail server (SMTP)), and 'Logon Information' (User Name, Password, Remember password, Require logon using Secure Password Authentication (SPA)). The right column contains a 'Test Account Settings' section with a red box around the 'Test Account Settings ...' button, a checked checkbox for 'Test Account Settings by clicking the Next button', and a 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' and 'Existing Outlook Data File', a text box, and a 'Browse' button. At the bottom right of the right column is a 'More Settings ...' button. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

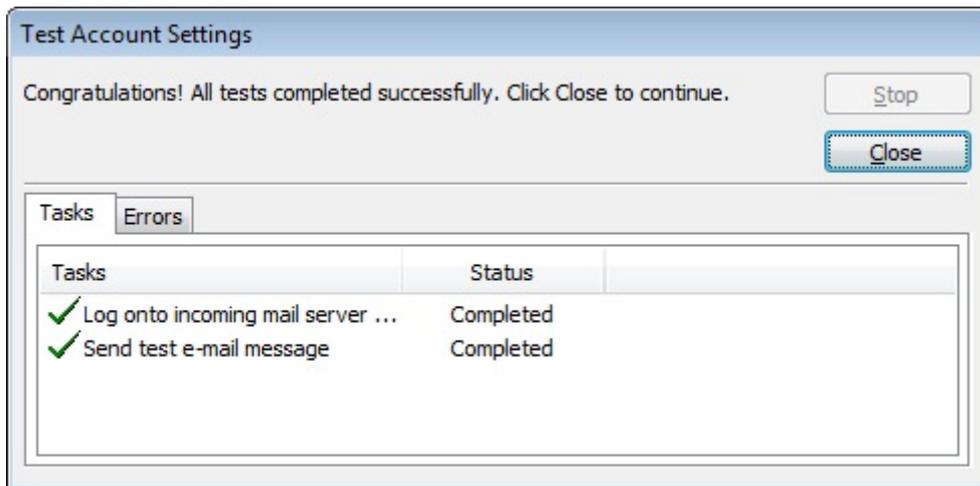
Once Outlook 2010 is able to successfully connect to POP3/IMAP server and could send a test message, two green check marks will appear.

Should there be an error message at this point, the error message might have occurred due to entering in a wrong password or e-mail address (e-mail address; Please make sure that there are no spaces at the front, in between and at the end of the e-mail address. Password; Please make sure you type your password in manually. Copy and paste can sometimes leave a space after the last character).

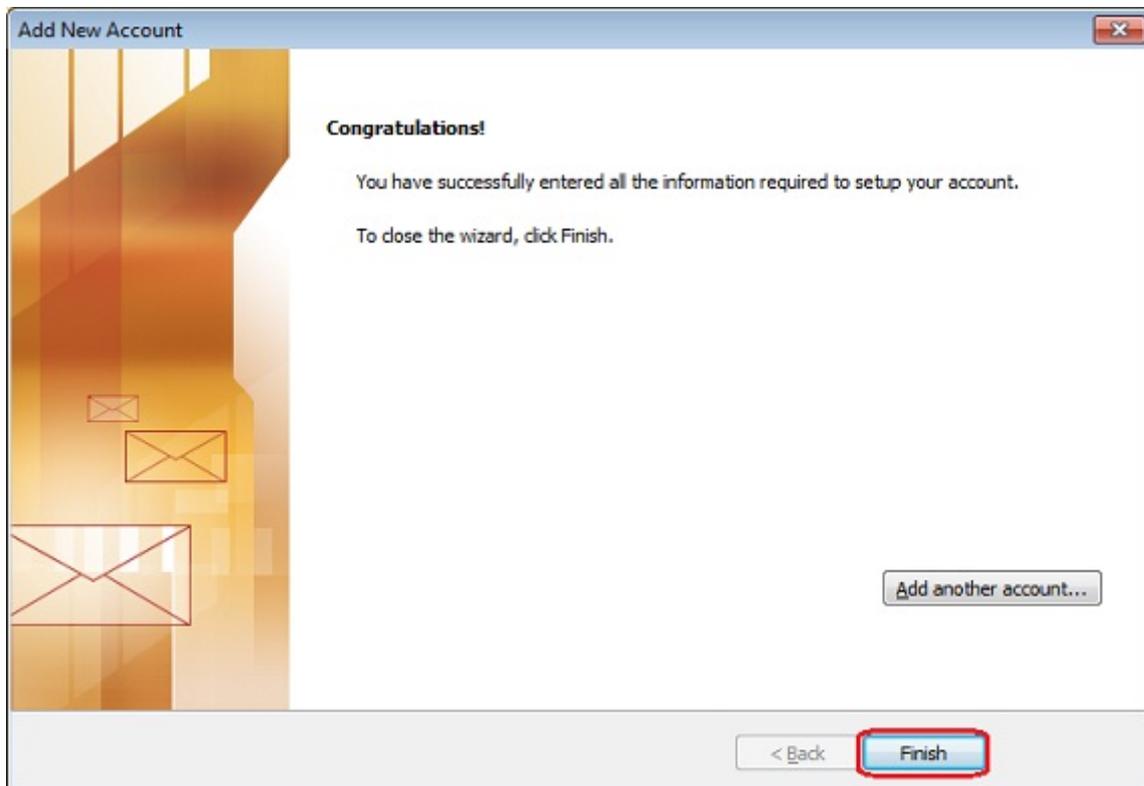
Please check all the settings and try again

If the POP3/IMAP setting was successful, and you however, receive an error message when trying to send an e-mail, you have either not enabled the SMTP authentication or your ISP uses a different default port for the transmission of e-mails.

If Outlook was able to send and receive successfully, the configuration can be completed:



You can now end the configuration.



If you have encountered any problems during setup, which you cannot resolve, please contact Hai our friendly experts any time.