3700 South Pine Avenue
Ocala, FL 34471
Local (352) 732-7700
Toll Free (800) 709-3240
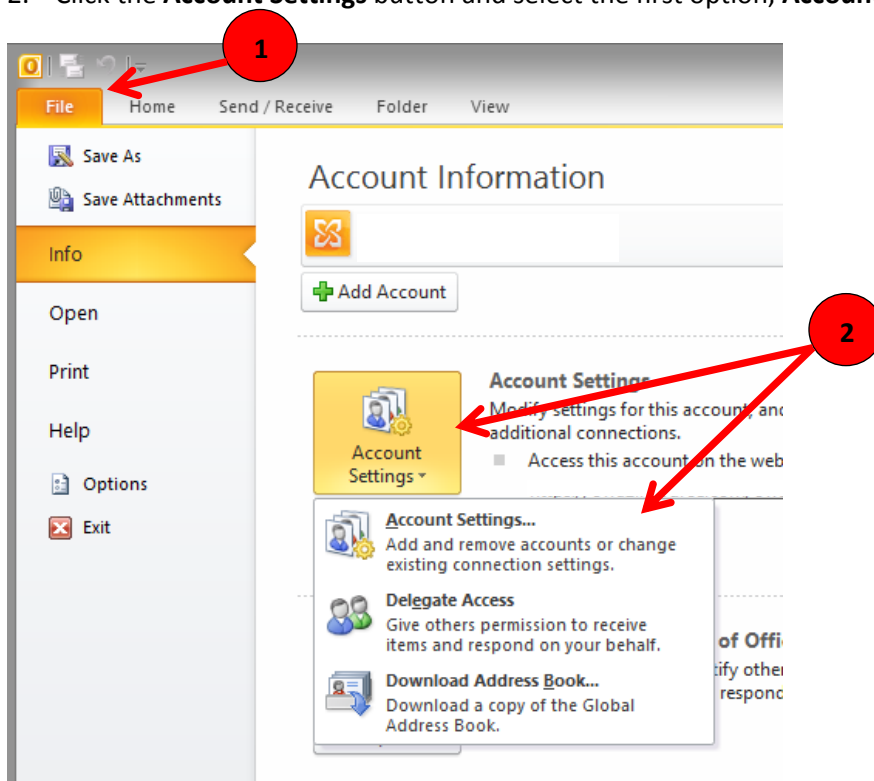support@netsourcemedia.com
www.netsourcemedia.com

NetSource E-mail Setup - Microsoft Outlook 2010

If you are setting up Outlook 2010 for the first time, <u>select to add new account & skip to Step 4</u>.

1. Click the **File** button at the top left corner of the Outlook window.
2. Click the **Account Settings** button and select the first option, **Account Settings**.

3. In the **Account Settings** window, click on the **New** button.
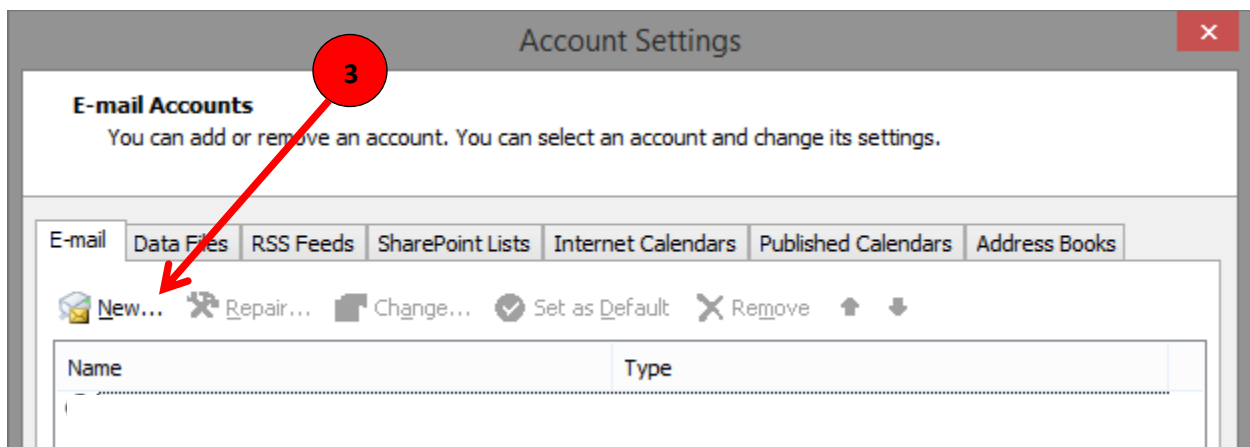
4. Select **Manually configure server settings or additional server types** and click **Next**.
5. Select **Internet E-mail** and click **Next**.
6. Enter your email account information into the fields as follows: (See red letters in graphic below.)
    A. Your name as you would like it displayed to message recipients.
    B. Full email address
    C. Select POP3
    D. pop.nsource.com
    E. smtp.nsource.com
    F. Full email address
    G. Password for the email account
    H. This option **must** remain unchecked.
7. Click **More Settings**

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: _____ **A**

E-mail Address: _____ **B**

Server Information

Account Type: POP3 ▾ **C**

Incoming mail server: _____ **D**

Outgoing mail server (SMTP): _____ **E**

Logon Information

User Name: _____ **F**

Password: _____ **G**

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA) **H**

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 ...

☑ Test Account Settings by clicking the Next button

Deliver new messages to:

◉ New Outlook Data File

○ Existing Outlook Data File

_____ Browse

7

More Settings ...

< Back   Next >   Cancel

8. In the **Internet E-mail Settings** window, click the **Outgoing Server** tab.
9. Put a check mark in the box next to **My outgoing server (SMTP) requires authentication** and make sure there is a dot selected next to **Use same settings as my incoming mail server**.
10. Click on the **Advanced** tab.
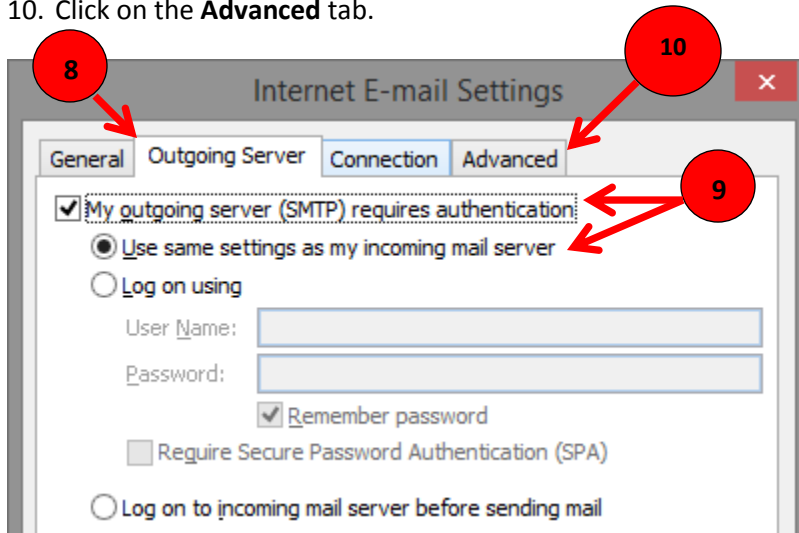
11. Match the same settings illustrated in the below graphic with the options shown in your **Advanced** tab. Click **OK** when finished. This will return you to the **Add New Account** window.
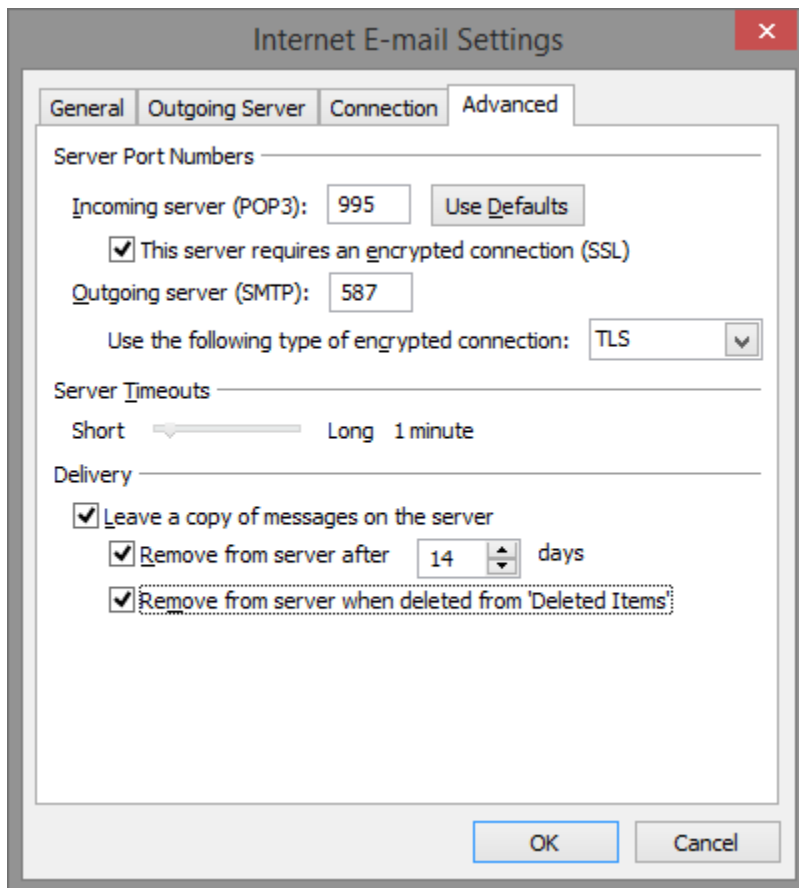
12. Click on **Next** and **Finish**. Your email account is now ready for use.