

Outlook 2010 - Windows

1. Click on **File > Account Settings > Account Settings...**
2. Click **New** to add an email address to Outlook.
3. If you are prompted with an **Auto Account Setup** window, select **Manually configure server settings or additional server types** and select **Next** to continue.

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4. Select **Internet E-mail** and click **Next**.

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5. Fill in the fields with the following details:
 - **Your Name:** Your full name (This is the name that will appear with all outgoing emails)
 - **E-mail Address:** Your full email address
 - **Incoming mail server:** email.barweb.com.au
 - **Outgoing mail server (SMTP):** email.barweb.com.au
 - **User Name:** Your full email address
 - **Password:** Your account password

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6. Click **More Settings**
7. In the **Outgoing Server** tab, select **My outgoing server (SMTP) requires authentication**

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8. In the **Advanced** tab, in the **Outgoing server (SMTP)** field, enter **587**.
9. Tick the checkbox **(This server requires an encrypted connection (SSL/TLS))**
10. Change the Drop down Menu item to Auto for (Use the following type of encrypted connection)

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11. Click **OK**
12. Click **Next**, a test will be performed to confirm your settings are correct, once the test is complete, click **Close** then click on **Finish** on the following screen