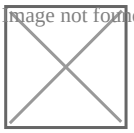
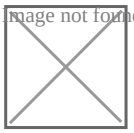
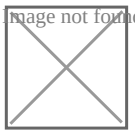
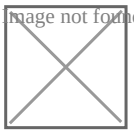
Outlook 2010 - Windows

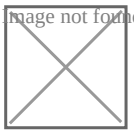
1. Click on **File** > **Account Settings** > **Account Settings...**
2. Click **New** to add an email address to Outlook.
3. If you are prompted with an **Auto Account Setup** window, select **Manually configure server settings or additional server types** and select **Next** to continue.


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


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

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


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)


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

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Revision #1

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