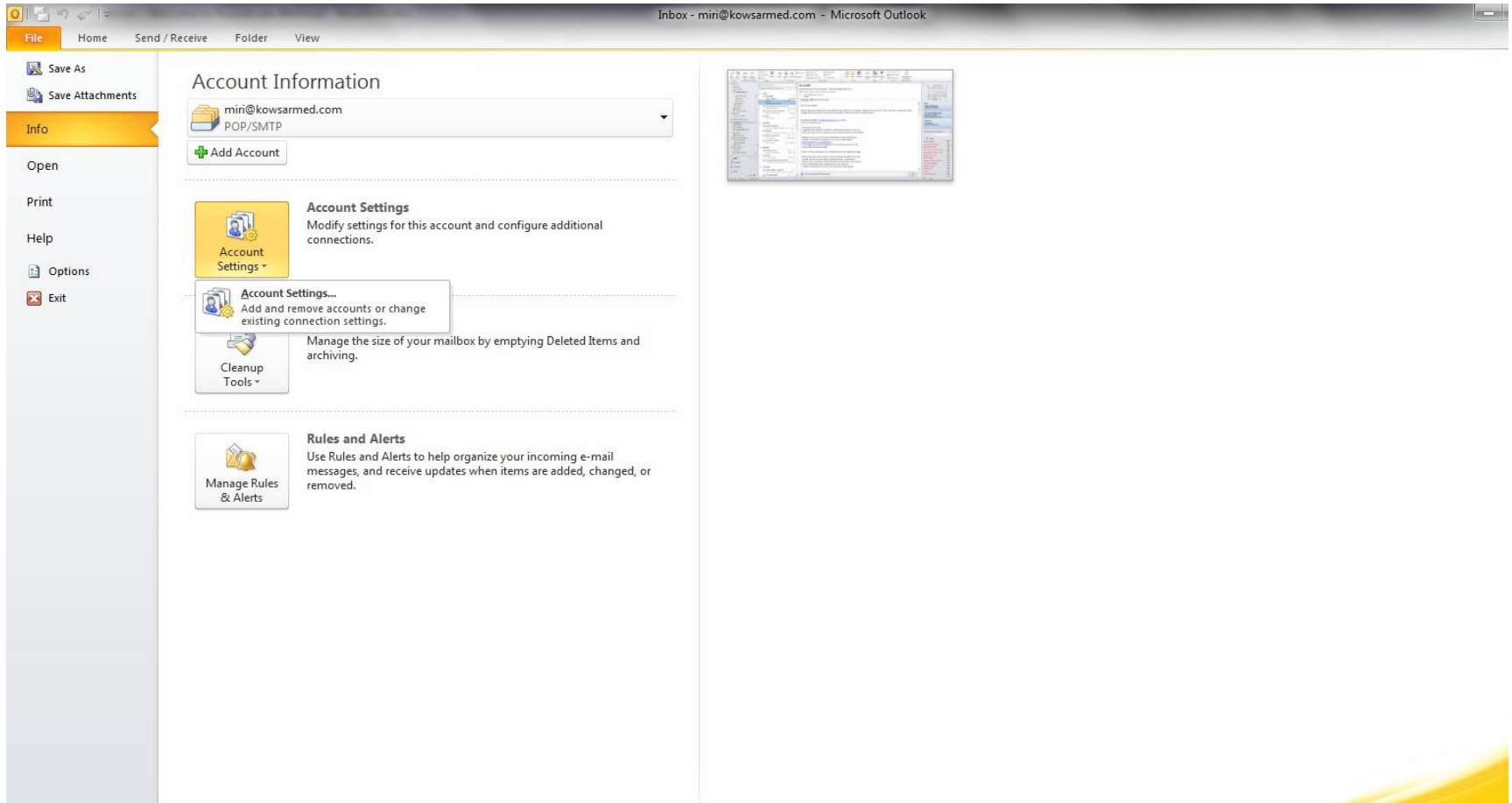


Set Official Emails in Outlook 2010

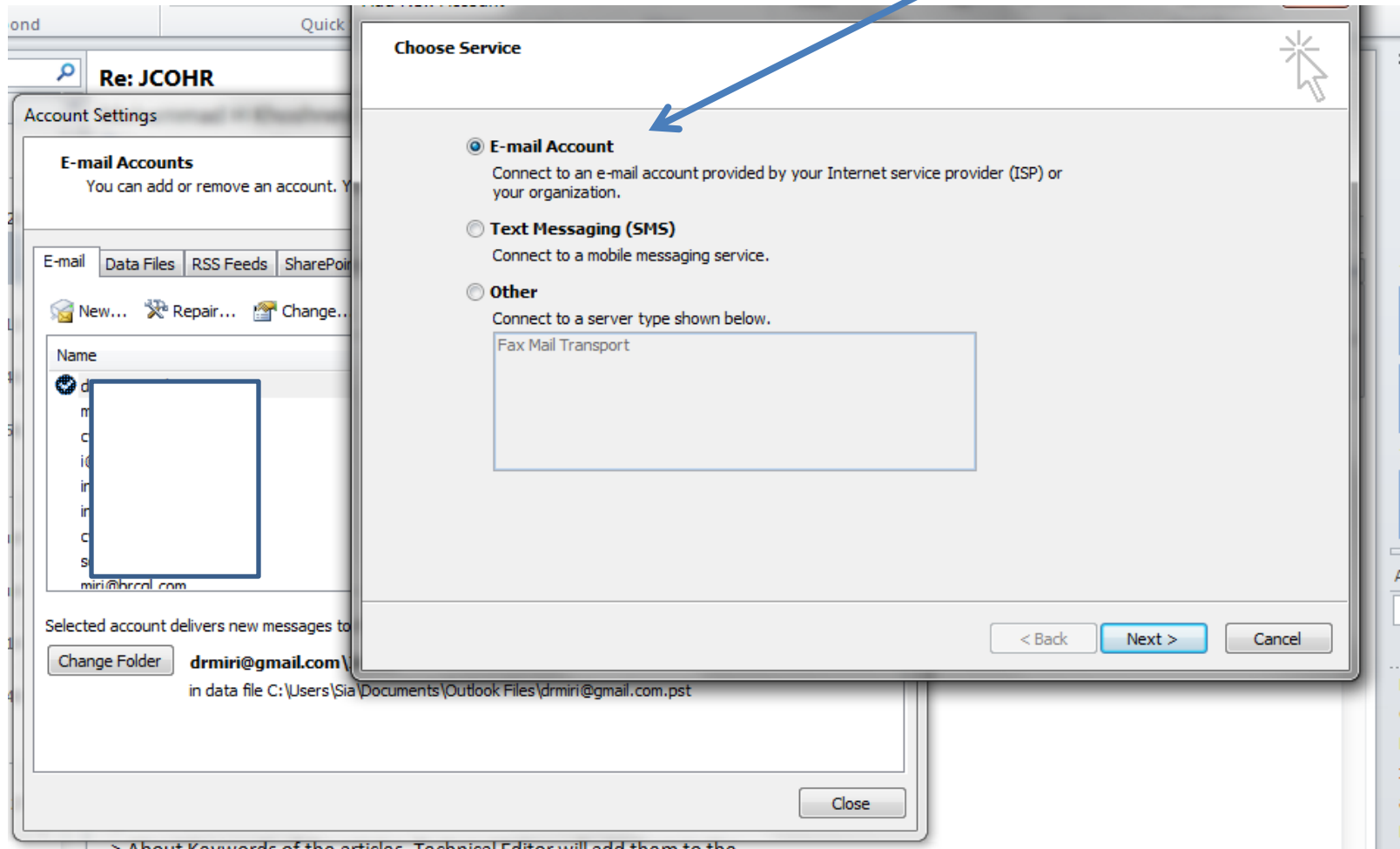
Kowsar Medical Institute

info@kowsarmed.com

Go to Outlook > File > Account Setting



Choose E-Mail Account, Click Next



Select Manually Configure, Click Next, Select Internet Email

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

Write these information and click on More Setting

- Write your name
- Write Email (XXX@yourdomain.com)
- Account type: POP3
- Incoming mail server: mail.kowsarmed.com
- Outgoing mail server: mail.kowsarmed.com
- Username: same as your email
- Password:

Add New Account

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

User Information
Your Name:
E-mail Address:

Server Information
Account Type: POP3
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

More Settings ...

< Back Next > Cancel

More Setting

- See below configuration in more setting
- Note that for SMTP port, you should ask from your ISP

