

CCI User Help Guides: Outlook 2010 Mail Setup

This document shows how to add your CCI email inbox to the Outlook 2010 mail client.

1. **Open the Outlook application.** You can find it by searching "outlook" in the Windows Start menu.
2. When the app is open, click "**File**" in the top navigation bar.
3. On the following screen, click on "Info" then "+ **Add Account.**"



4. In the window that appears, select "**Manually configure server settings,**" then click "**Next.**"
5. On the "Choose Service" screen that follows, select "**Internet E-mail,**" then click "**Next.**"
6. On the "Internet E-mail Settings" screen that follows, **enter the information as follows.** See example below Step 7.
 - a. Your Name: *your name, as you would like it to be seen by others*
 - b. E-mail address: *the email you are adding*
 - c. Account Type: Select "**IMAP**" from the drop-down menu
 - d. Incoming mail server: "**mail3.cciwireless.ca**" without quotes
 - e. Outgoing mail server (SMTP): "**mail3.cciwireless.ca**" again without quotes
 - f. User Name: *the personalized part of your email before the "@cciwireless.ca"*
 - g. Password: *your password*

7. On the same screen, click **"More Settings...."**

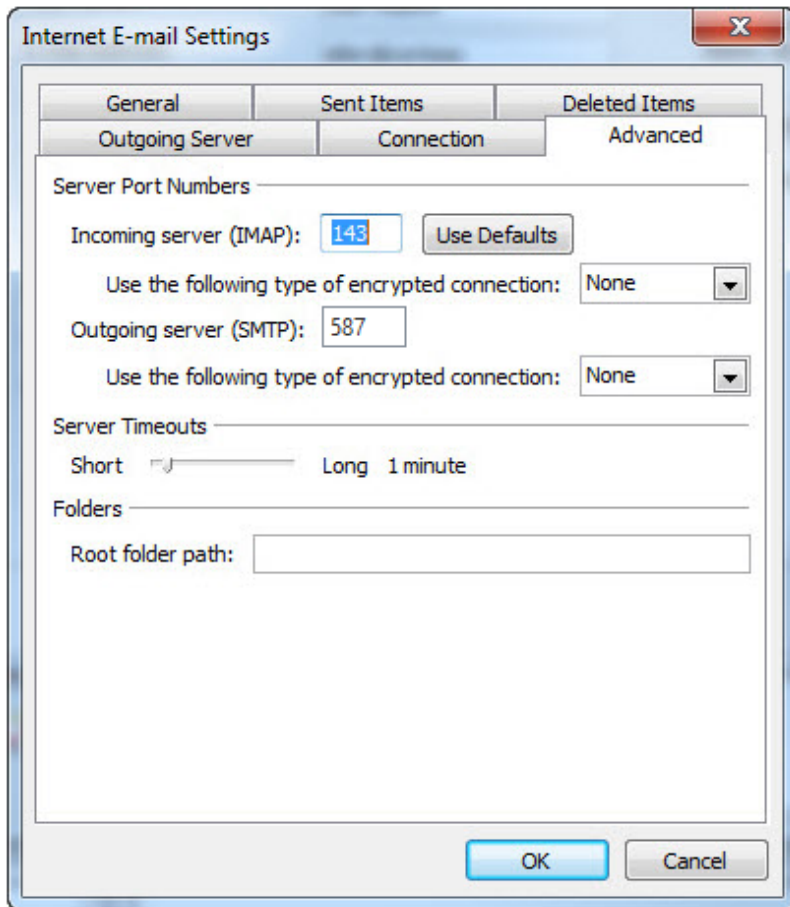
The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is titled 'Add New Account' and has a close button (X) in the top right corner. Below the title bar, there is a section for 'Internet E-mail Settings' with a sub-header 'Internet E-mail Settings' and a note: 'Each of these settings are required to get your e-mail account working.' The settings are organized into four sections: 'User Information' (Your Name: John Doe, E-mail Address: John.doe@cciwireless.ca), 'Server Information' (Account Type: IMAP, Incoming mail server: mail3.cciwireless.ca, Outgoing mail server (SMTP): mail3.cciwireless.ca), 'Logon Information' (User Name: John.doe, Password: *****), and 'Test Account Settings' (Test Account Settings by clicking the Next button, checked). There are buttons for 'Test Account Settings ...', 'More Settings ...', '< Back', 'Next >', and 'Cancel'.

8. On the screen that appears, click on the tab **"Outgoing Server."** See example below Step 9.

9. Select **"My outgoing server (SMTP) requires authentication."**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The dialog is titled 'Internet E-mail Settings' and has a close button (X) in the top right corner. The 'Outgoing Server' tab is active, and the 'Connection' sub-tab is selected. The settings are organized into three sections: 'General' (My outgoing server (SMTP) requires authentication, checked; Use same settings as my incoming mail server, selected; Log on using, unselected; User Name: [text box]; Password: [text box]; Remember password, checked; Require Secure Password Authentication (SPA), unselected), 'Sent Items', and 'Deleted Items'. There are buttons for 'OK' and 'Cancel' at the bottom.

10. In the same window, click on the tab "**Advanced.**" See example below Step 11.
11. in the "Incoming server" box, enter "**143**" without quotes. In the "Outgoing server (SMTP)" box, enter "**587**" without quotes. Click "**Next.**"



12. If you entered the details correctly, you will see a "Congratulations" message. Click "**Finish.**"
13. Your email account has now been added to Outlook 2010. You can use Outlook with your CCI Wireless email address as you usually would.

- end -