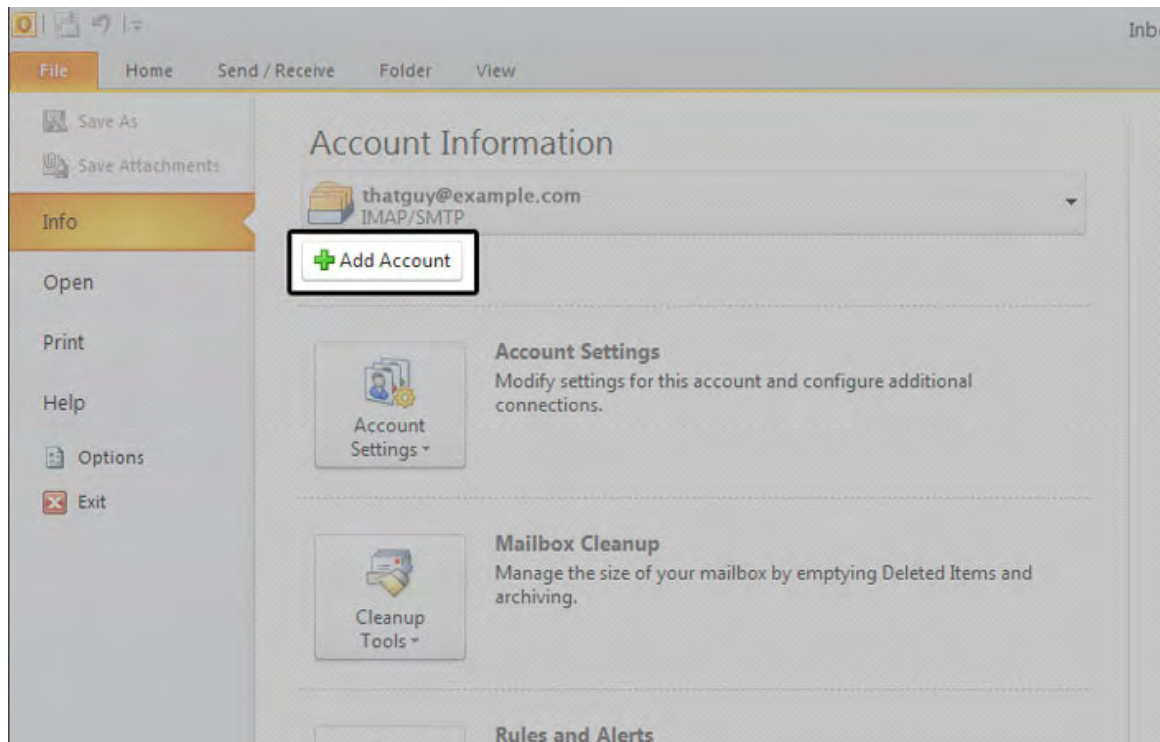


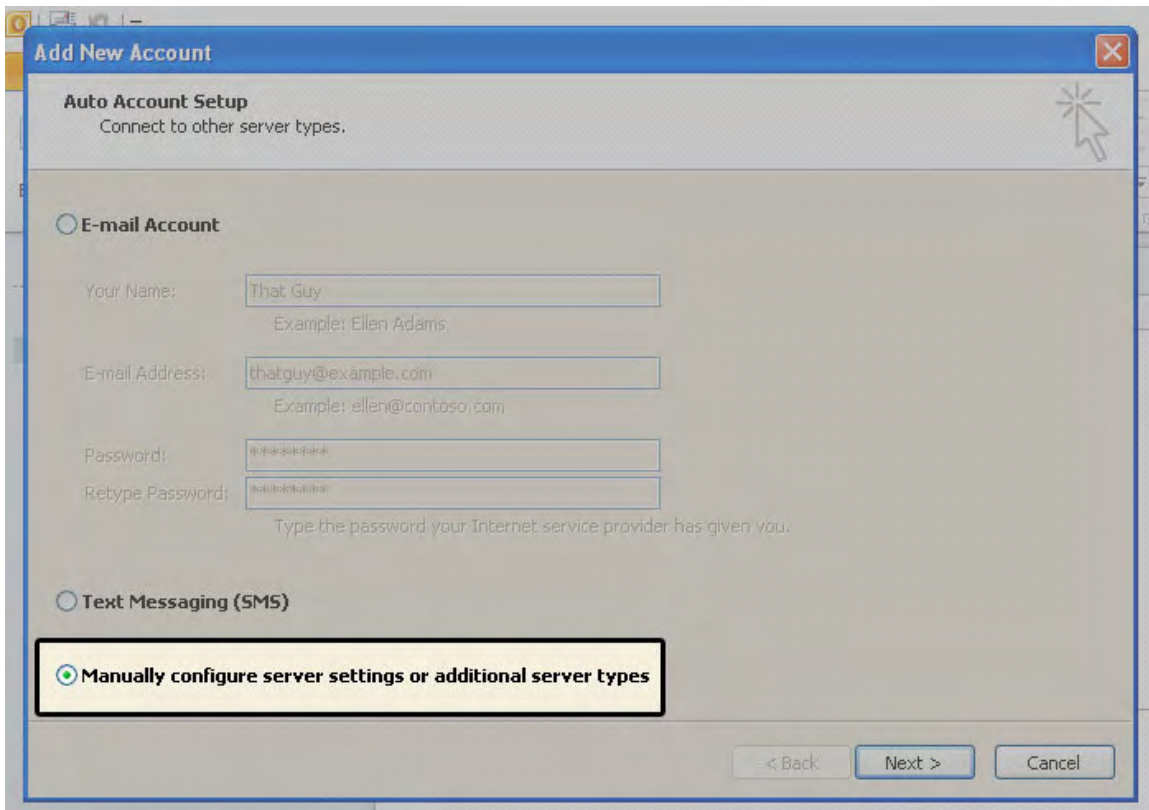


Open Outlook 2010.

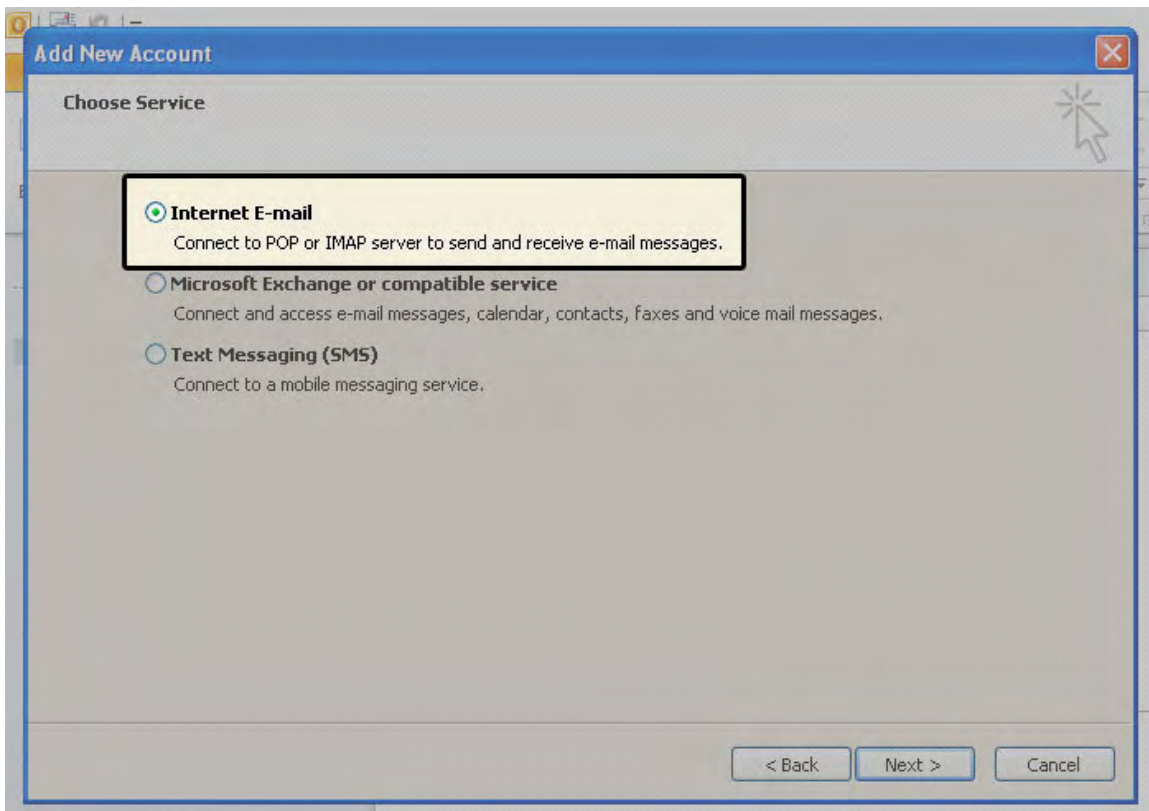
Click File, and then Add Account. See Figure 1 below.



Next, select manually configure server settings or additional server types, then click Next.



In this screen, choose Internet E-mail, then click Next.



Enter Your Name as you want it to appear.

Enter your full email address **username@united.net** in the Email address: field.

Select POP3

Enter **mail.united.net** in the Incoming mail (POP3, IMAP) server: field.

Enter **smtp.united.net** in the Outgoing mail (SMTP) server: field.

Enter your full email address, **username@united.net**, in the User Name field.

Enter your email password in the Password: field.

**Add New Account**

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

**User Information**  
Your Name: That Guy  
E-mail Address: thatguy@example.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: xxx.x.accessdomain.com  
Outgoing mail server (SMTP): xxx.x.accessdomain.com

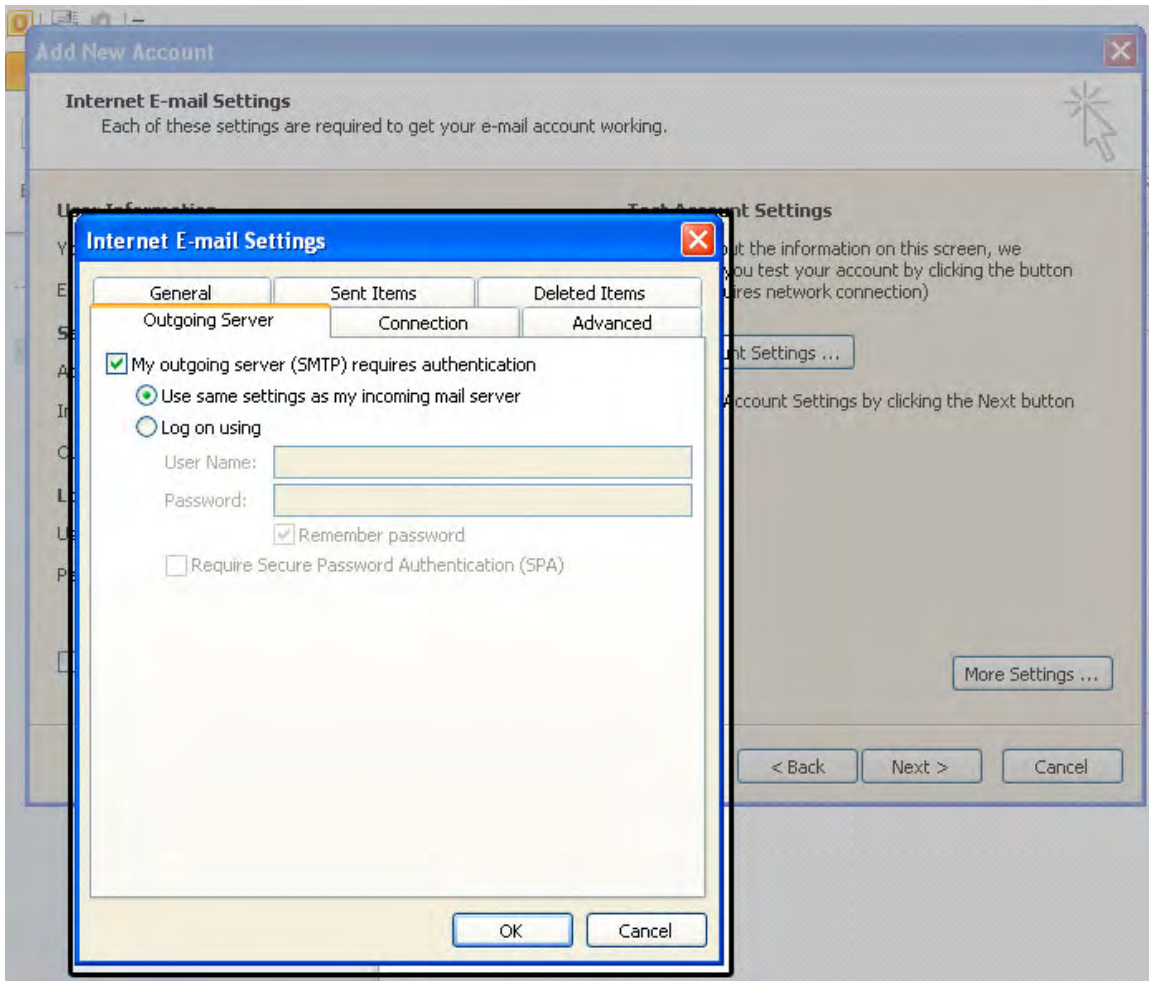
**Logon Information**  
User Name: thatguy@example.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**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

More Settings ...

< Back   Next >   Cancel

Click on the Outgoing Server tab. Check My outgoing server (SMTP) Requires Authentication. Make sure Use same setting as my incoming mail server is also checked. Click on OK.



Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window.  
Click OK to save your 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:   
E-mail Address:

**Server Information**  
Account Type:   
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 by clicking the Next button

Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.