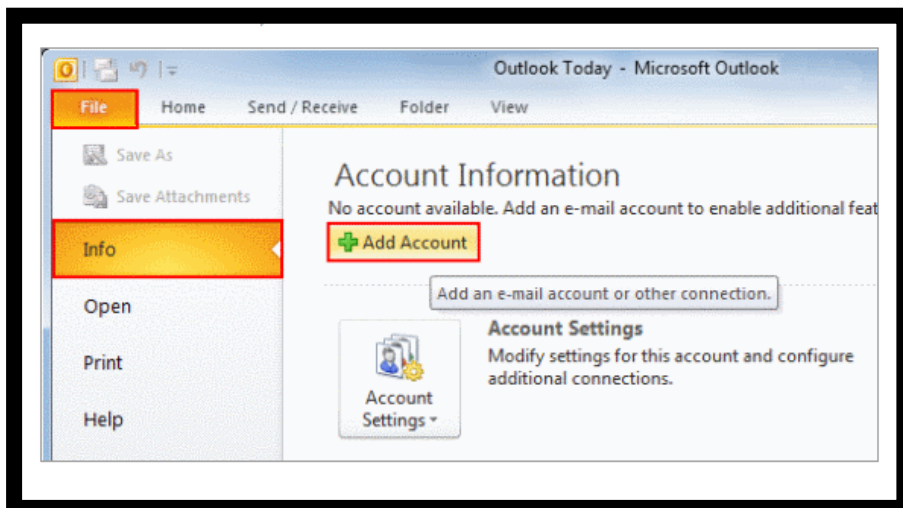# How to setup an email address in Outlook 2010

To set up an E-mail account in Microsoft Outlook 2010, you will need to do the following:

- Open Microsoft Outlook.

- Click on the "File" tab on the top toolbar and select "Info"

- Then click "Add Account"

- You will then need to fill out the fields requested the account information.

- Also make sure that there is a tick in the "Manually configure server settings or additional server types"

.

- Then click "Next.

- You will then see a list of options which allow you to choose the service for the account.

- Highlight the option "Internet E-mail" and then click "Next".

- The next stage is to then fill out the fields, these are required in order to get your e-mail account working.

- Your name can be anything.

- E-mail address is as ordered.

- Account Type = POP3

- Incoming mail server = mail.intouchsystems.co.uk

- Outgoing mail server = mail.intouchsystems.co.uk

- The username is the full E-mail address

- Password is as requested

- Also make sure that the tick from the "Test account settings by clicking the next button" is removed.

- Finally click "More Settings"

- On the "Outgoing Server" tab, place a tick in "My outgoing server (SMPT) requires authentication" and then press "OK" this will then take you back to the previous stage.
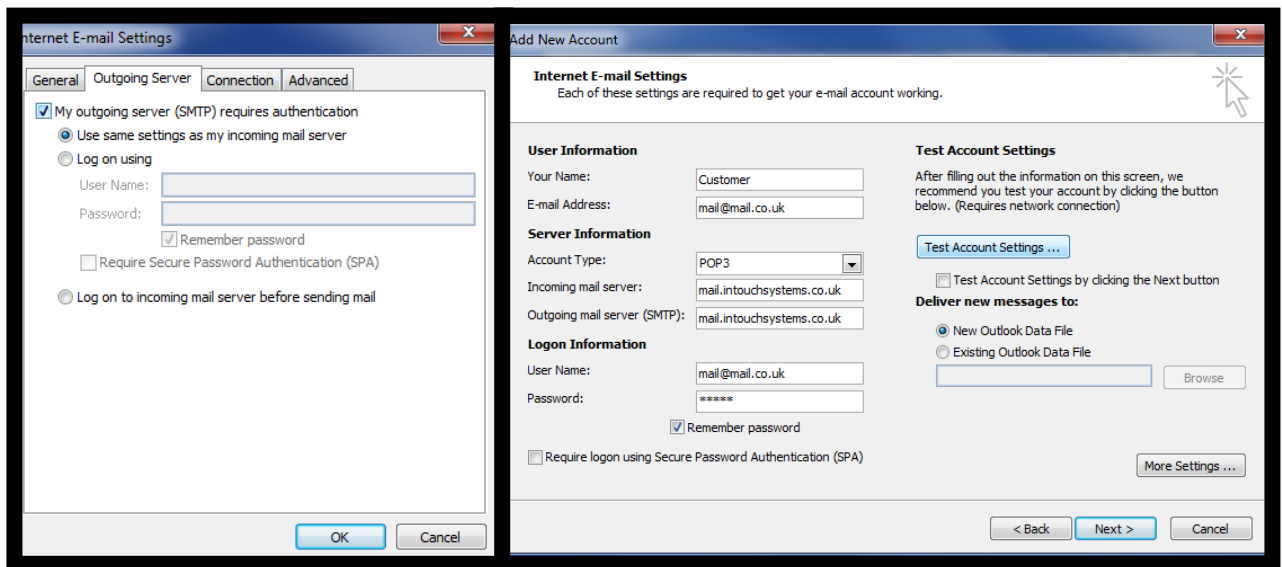
- Finally, select "Next" and then "Finish" to complete the setup wizard (unless another account needs to be added)