



General Information: We recommend using IMAP instead of POP for your Incoming Server type.

Your Outgoing Server may be either SSL or TLS depending on your Email program capabilities.

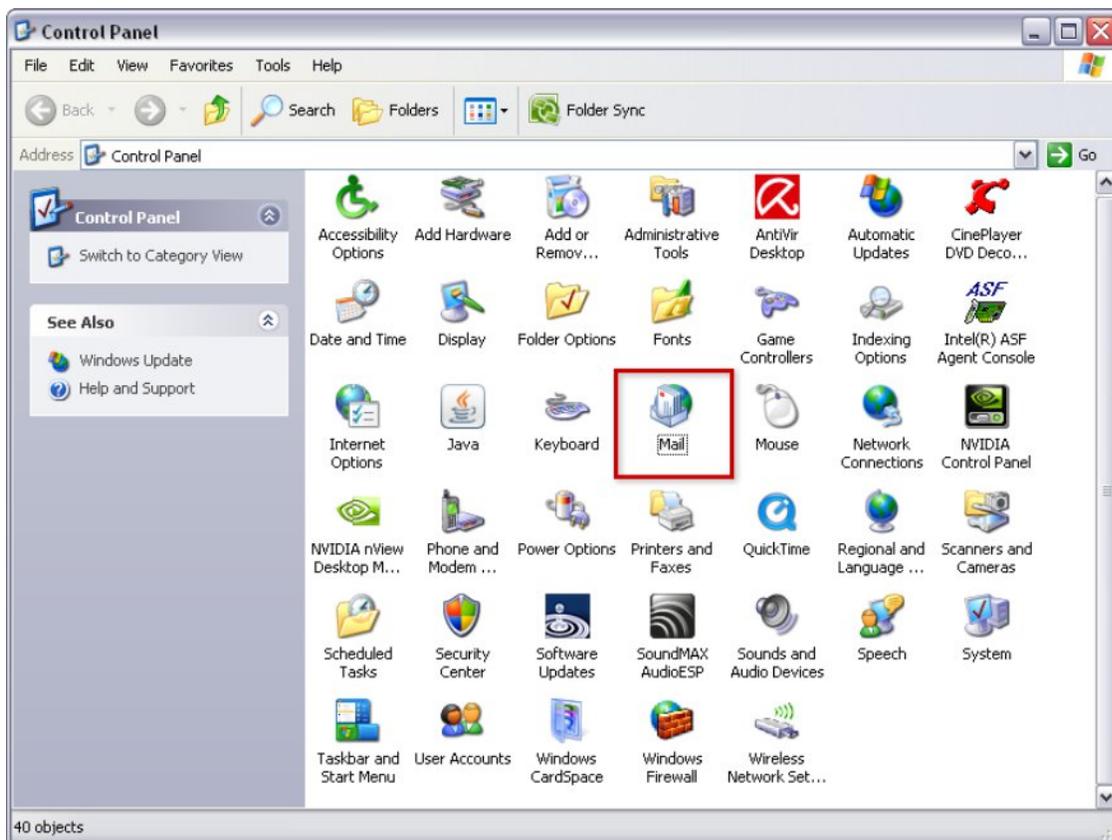
| <u>someone@ccrtc.com</u> | <u>someone@iendeavor.com</u> |
|--|--|
| Incoming Mail Server: mail.ccrtc.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes | Incoming Mail Server: mail.iendeavor.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes |
| Outgoing Mail Server: smtp.ccrtc.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server | Outgoing Mail Server: smtp.iendeavor.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server |
| Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password | Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password |

Email Setup for: **Outlook 2010**

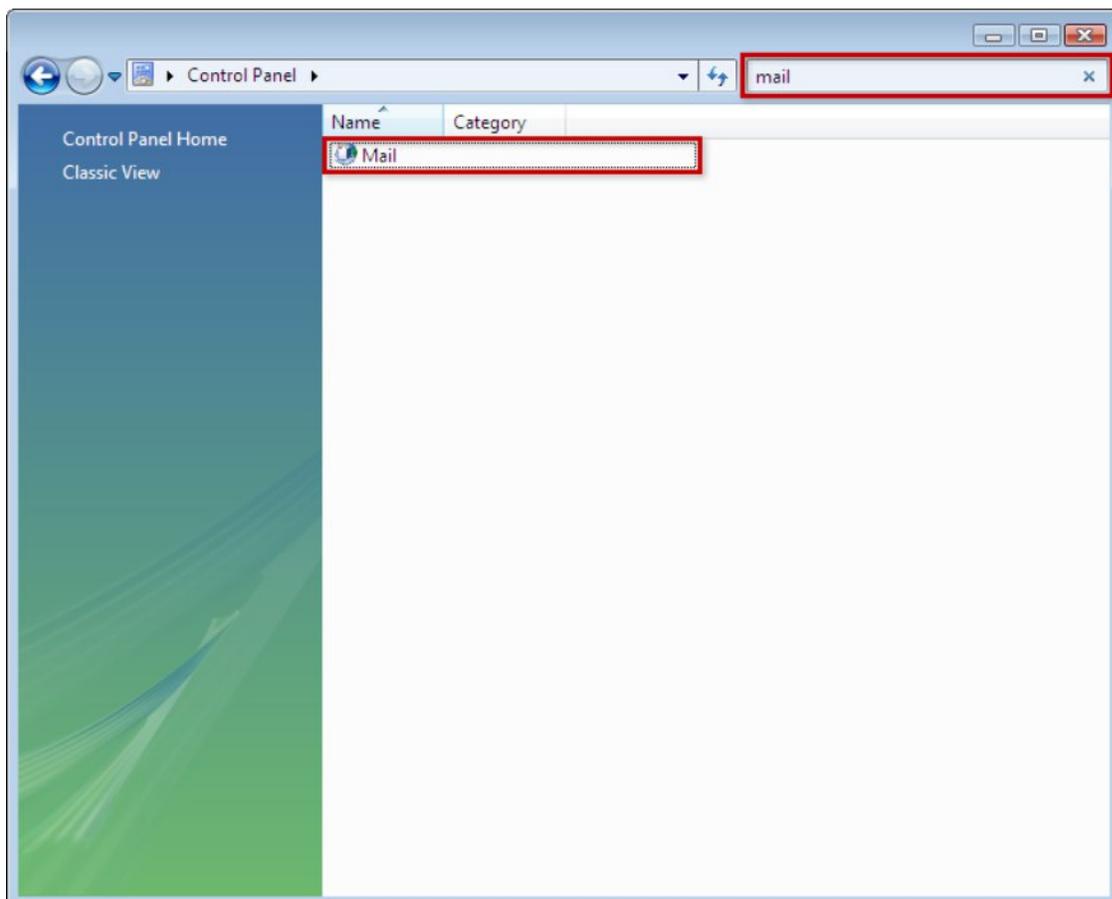
Scroll down for detailed steps to setup your email program.

Replace the example information with your information and the details listed above.

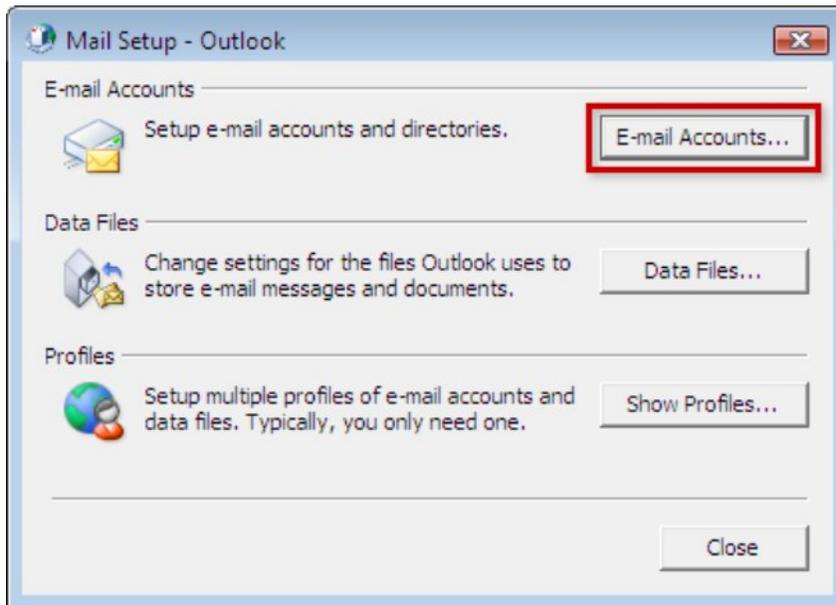
On your computer, click the **Start Menu** and select **Control Panel**. If using Windows XP, Double-click the Mail icon



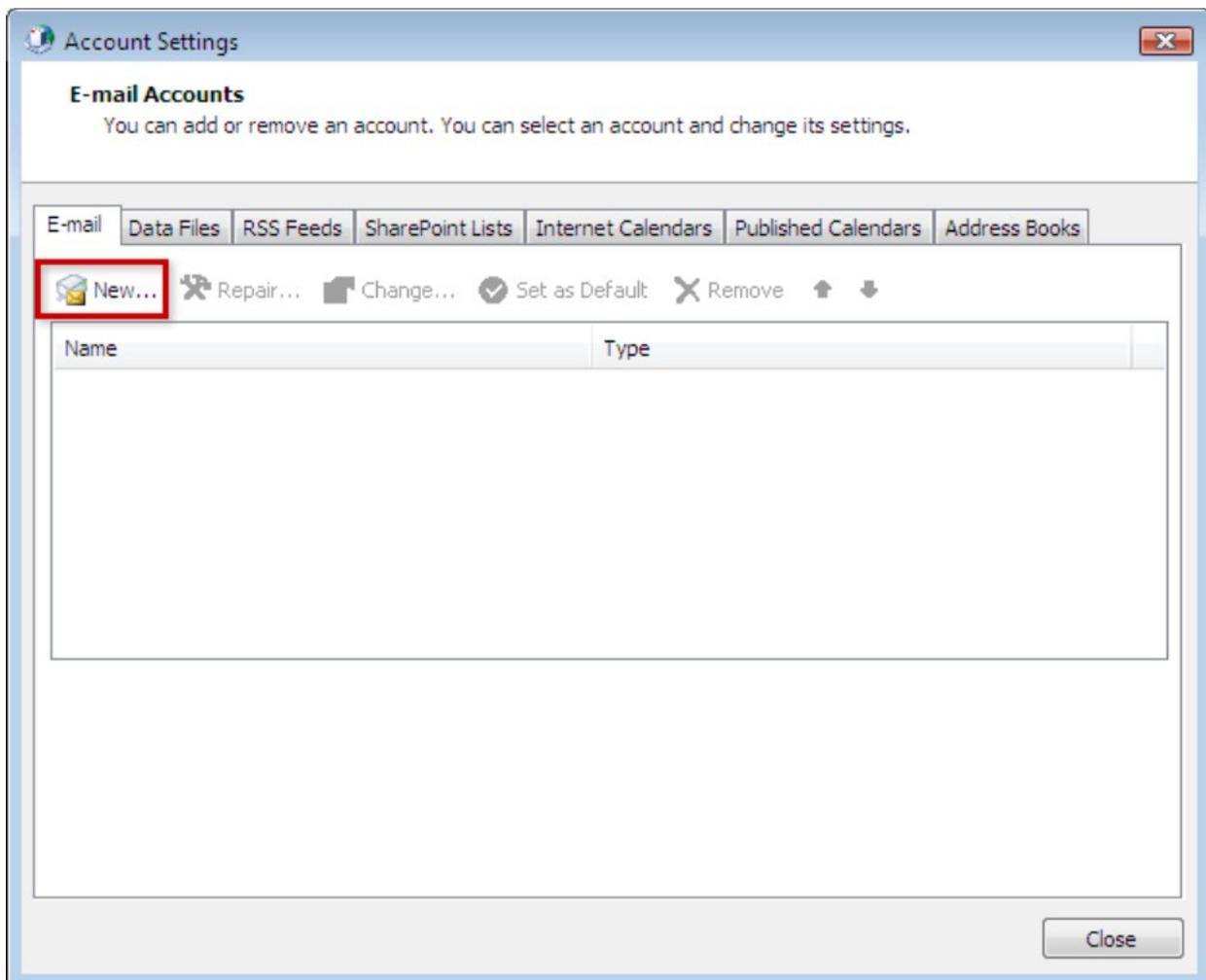
If using Windows Vista, Windows 7 or above, type **Mail** into the search box at the top-right of the Control Panel window to quickly find the **Mail** icon. Then, double-click it.



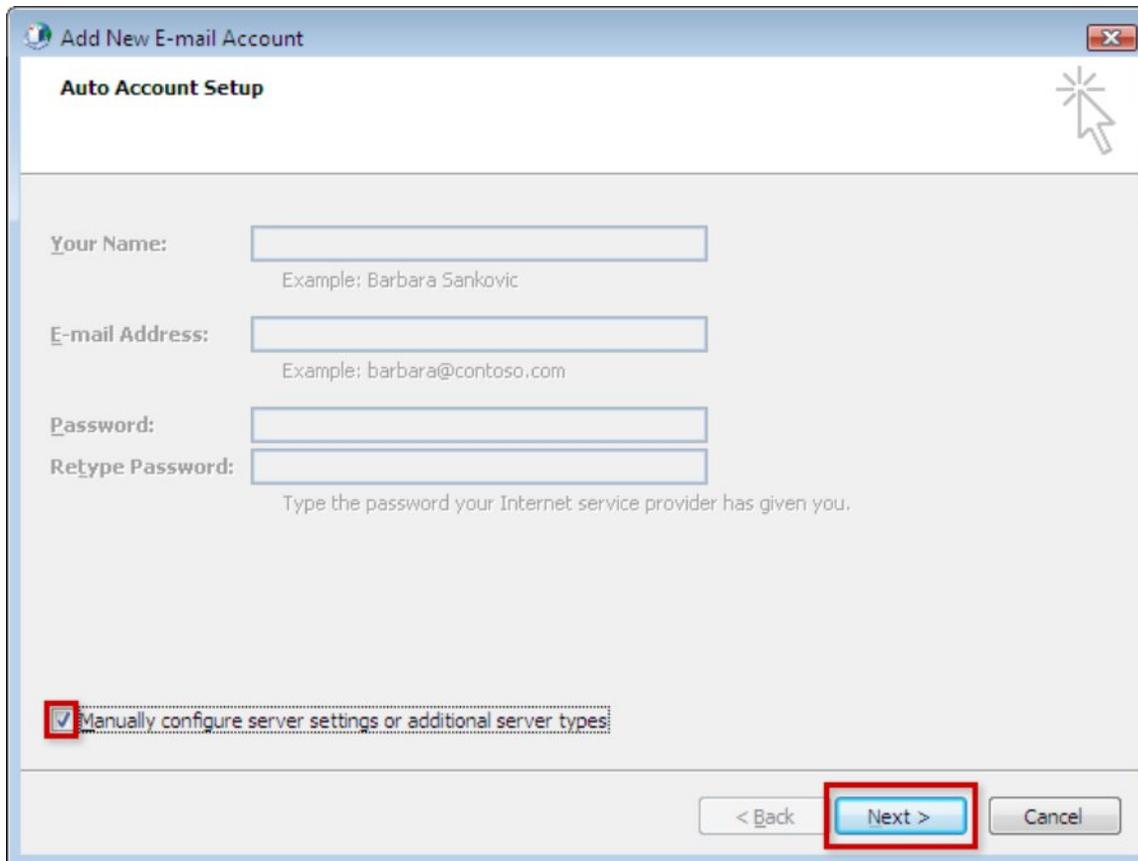
Click the **E-mail Accounts** button.



Under the **E-mail** tab, click the **New** button to add your 1&1 e-mail account.

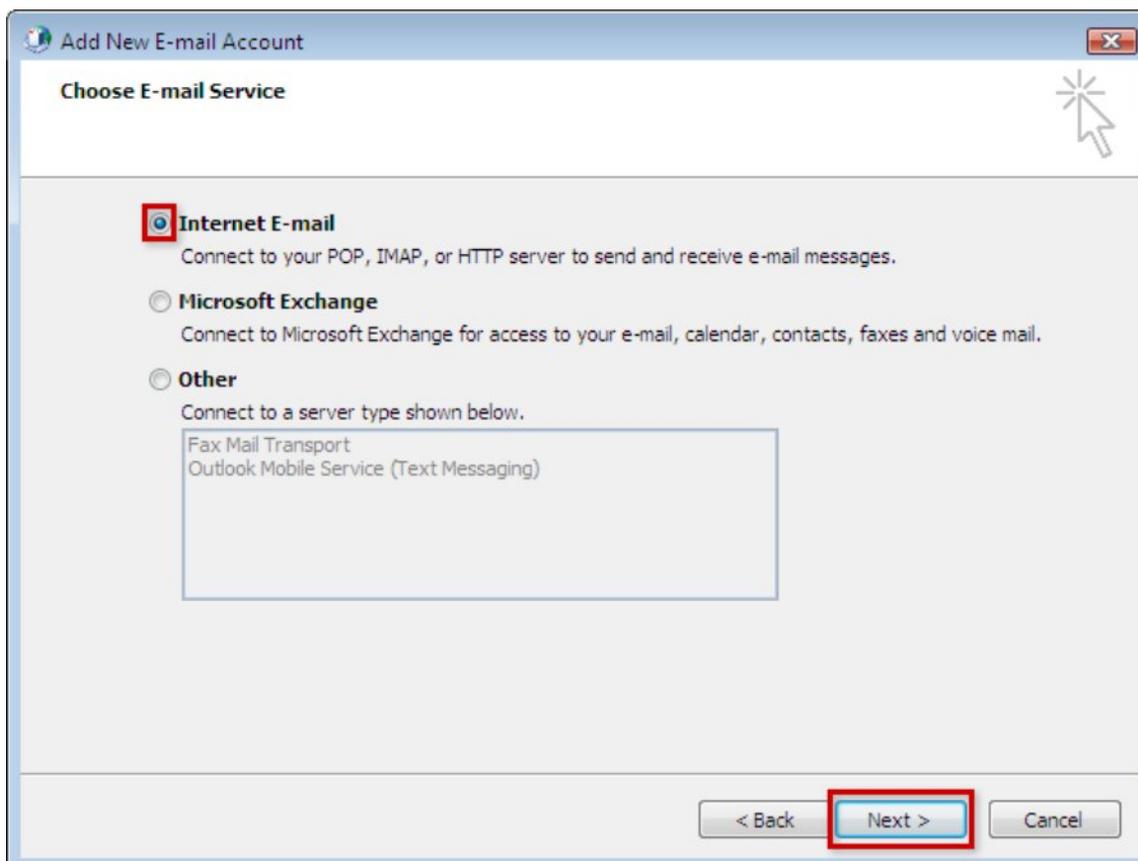


Check the box for **Manually configure server settings or additional server types** and then click the **Next** button.



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' section. It contains four input fields: 'Your Name' (with example 'Barbara Sankovic'), 'E-mail Address' (with example 'barbara@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). A checkbox labeled 'Manually configure server settings or additional server types' is checked and highlighted with a red box. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

Select the **Internet E-mail** type of account and then click the **Next** button.



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' section. It features three radio button options: 'Internet E-mail' (selected and highlighted with a red box, with description 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.'), 'Microsoft Exchange' (with description 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.'), and 'Other' (with description 'Connect to a server type shown below.'). Under 'Other', there is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

Enter **Your Name**. This is the name that will appear when others receive your e-mail.

- Enter **Your Name**. This is the name that will appear when others receive your e-mail.
- Enter **your e-mail address**.
- Make sure that **IMAP** is selected from the **Account Type** drop-down box.
- Enter **mail.example.com** as the **Incoming mail server**.
- Enter **smtp.example.com** as the **Outgoing mail server**.
- Enter **your full e-mail address** as the **User Name**.
- Enter the e-mail account's **Password**.
- Check the box for **Remember password** if you do not want to enter your password every time you check or send mail from this account.
- Click the **More Settings** button.

Add New E-mail Account

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

User Information

Your Name: John Smith
E-mail Address: someone@example.com

Server Information

Account Type: IMAP
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): smtp.example.com

Logon Information

User Name: someone@example.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

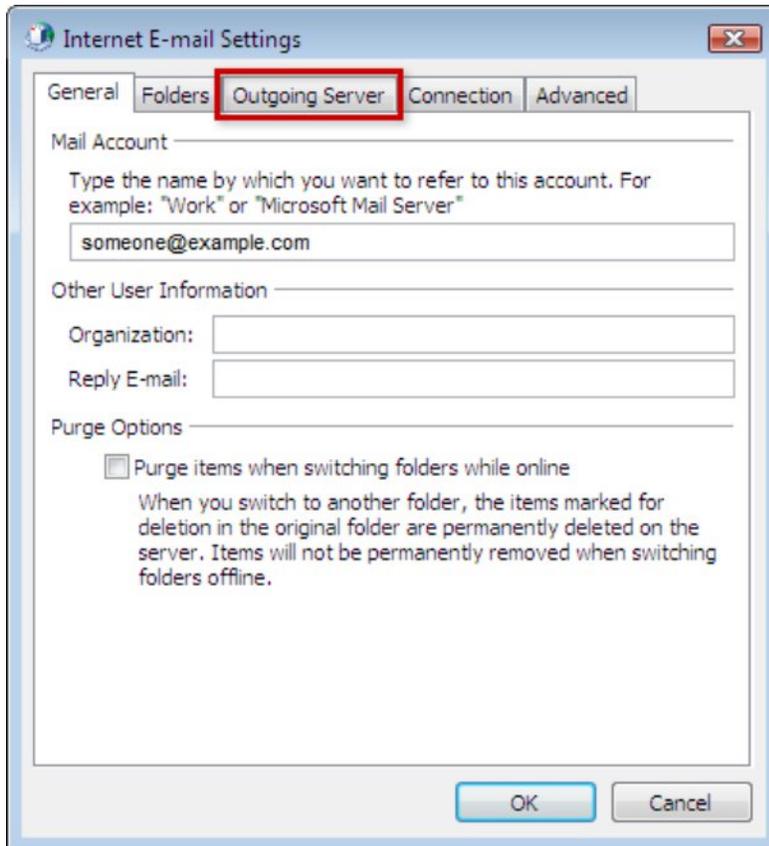
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

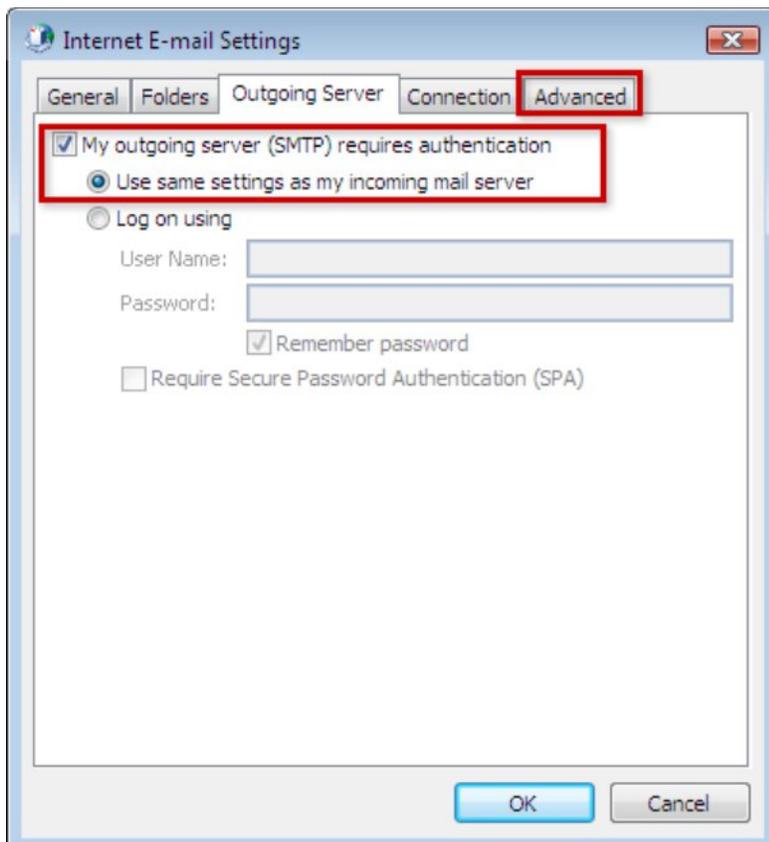
More Settings ...

< Back Next > Cancel

Select the **Outgoing Server** tab from the top of the new window that opens. Check the box for **My outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

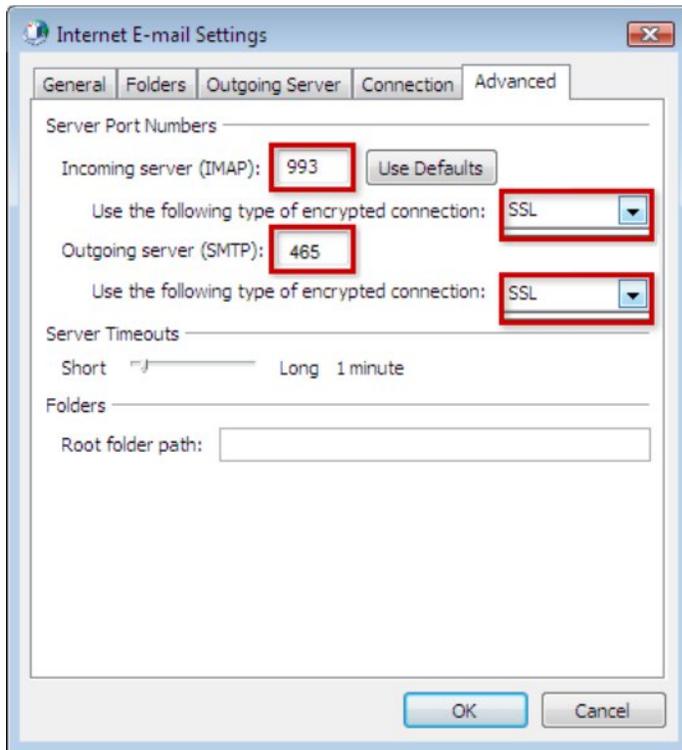


Next, click the **Advanced** tab at the top of the window.



Enter port **993** as the **Incoming server (IMAP)** port and ensure that **SSL** is chosen from the **Use the following type of encrypted connection** drop-down box.

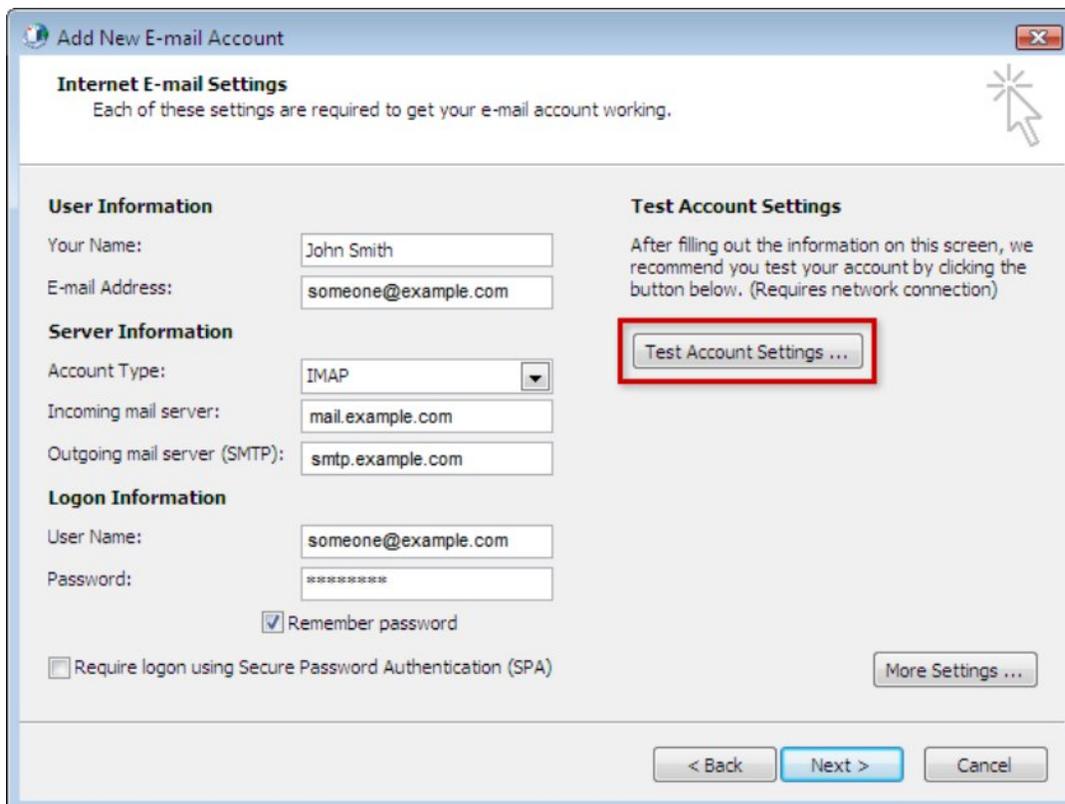
Enter port **465** as the **Outgoing server (SMTP)** port and ensure that **SSL** is chosen from the **Use the following type of encrypted connection** drop-down box.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (IMAP)' port is set to 993 and the 'Outgoing server (SMTP)' port is set to 465. Both fields have a 'Use Defaults' button next to them. Below each port field is a dropdown menu for 'Use the following type of encrypted connection', both set to 'SSL'. The 'Server Timeouts' section shows 'Short' and 'Long' (1 minute) options. The 'Folders' section has a 'Root folder path' field. At the bottom are 'OK' and 'Cancel' buttons.

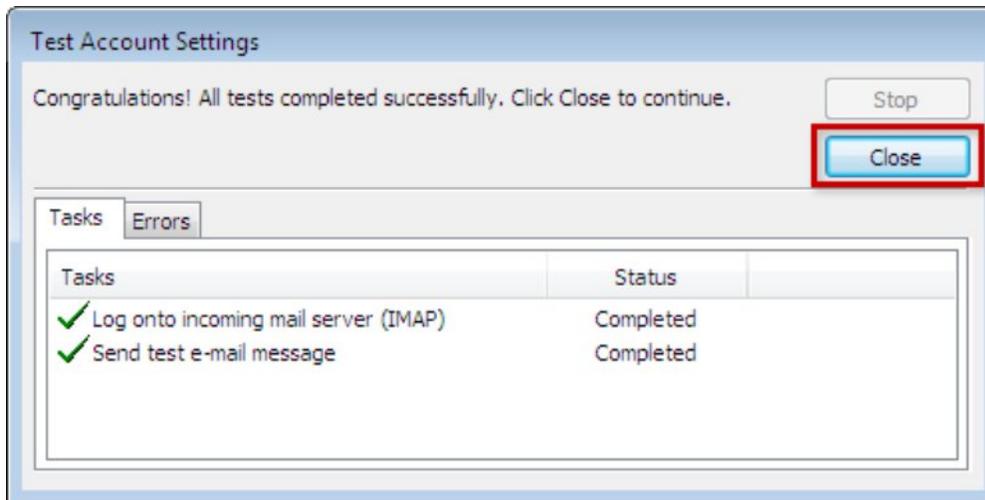
Click the **OK** button to save your settings.

Now you can click the **Test Account Settings** button to verify that the e-mail account can send and receive mail.

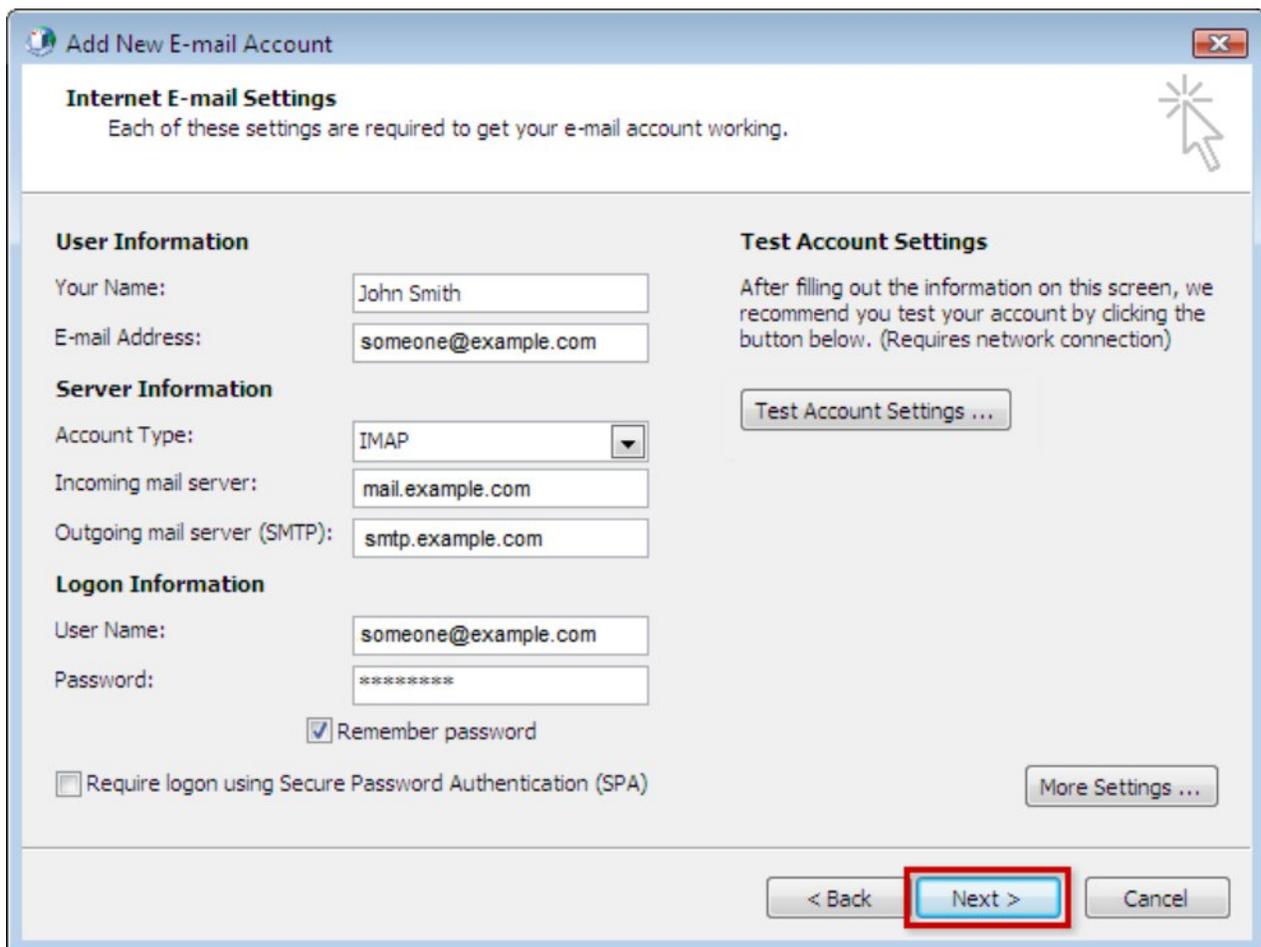


The screenshot shows the 'Add New E-mail Account' dialog box. It has a title bar and a close button. Below the title bar is the 'Internet E-mail Settings' section with a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into three main sections: 'User Information' (Your Name: John Smith, E-mail Address: someone@example.com), 'Server Information' (Account Type: IMAP, Incoming mail server: mail.example.com, Outgoing mail server (SMTP): smtp.example.com), and 'Logon Information' (User Name: someone@example.com, Password: masked, Remember password checked, Require logon using Secure Password Authentication (SPA) unchecked). A 'Test Account Settings ...' button is highlighted with a red box. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

If the part of the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the **Close** button.



Click the **Next** button.



Click the **Finish** button.

