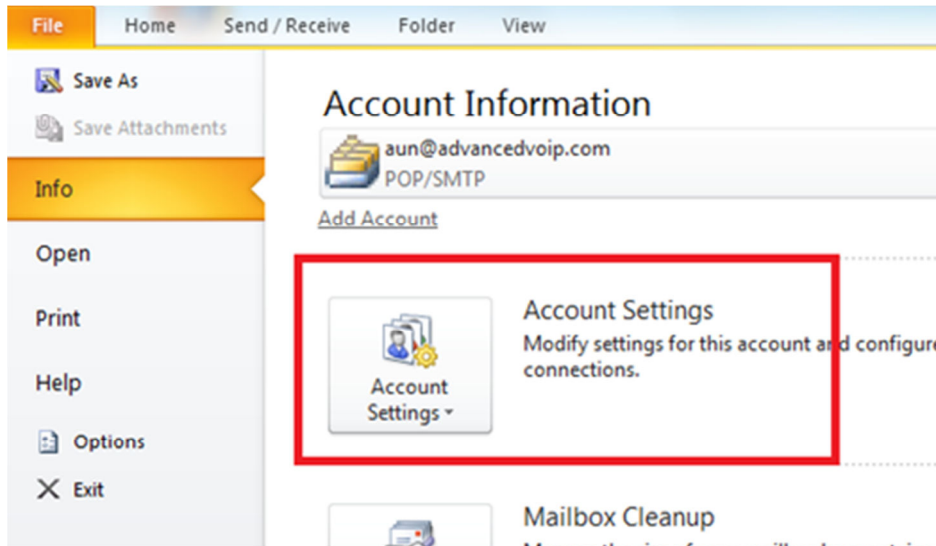
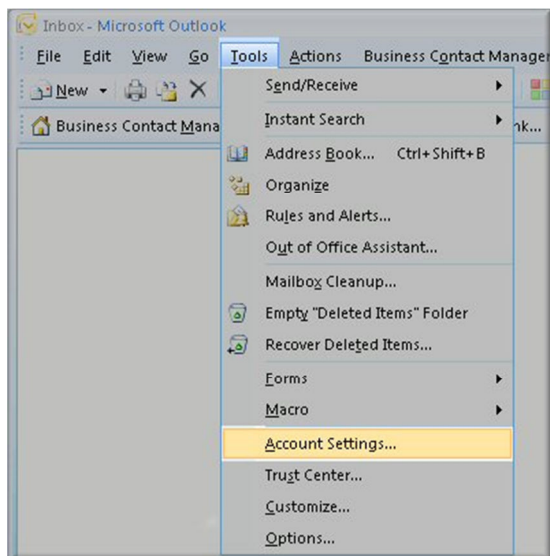


Setup Emails in Outlook 2010/2007

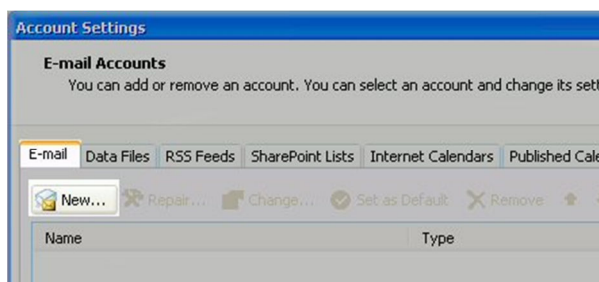
To setup emails in Outlook 2010 go to the file menu and click on account settings.



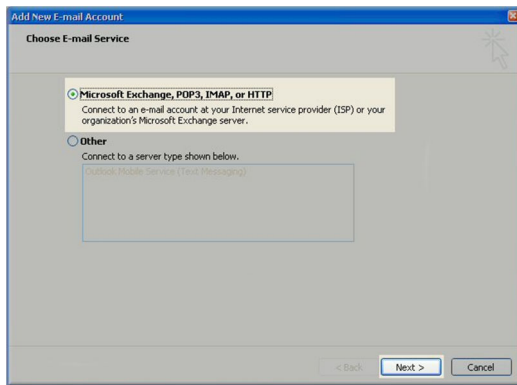
To setup emails in Outlook 2007, click the Tools menu, and select Account Settings.



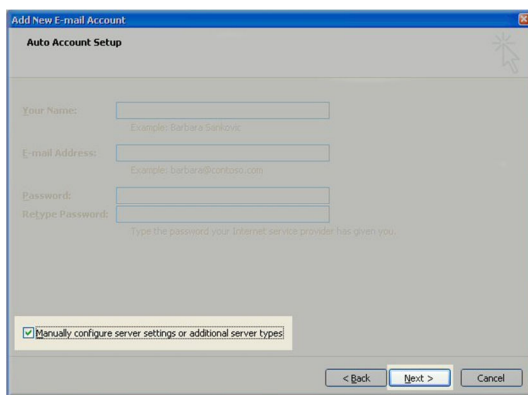
Click on the Email tab and click on the New... button.



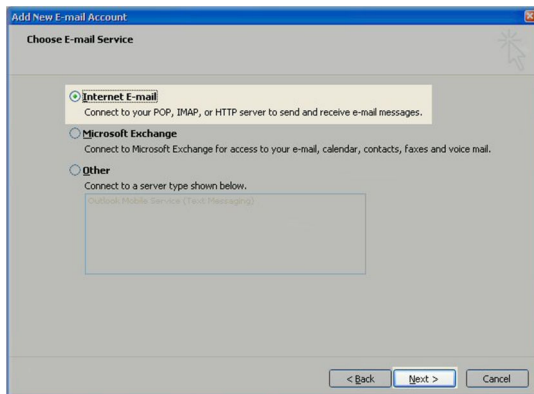
Select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.



Select Internet E-mail option and click Next.

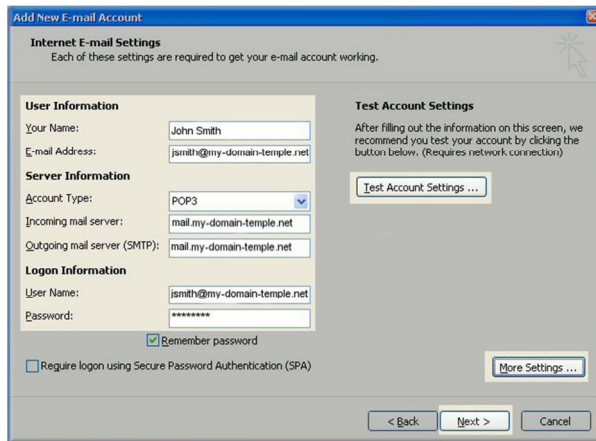


Fill in the following fields:

- Enter Your Name or the name you want your emails to be from.
- Enter your full email address example@example.co.uk in the email address field.
- Select POP3.
- Add mail.rombus.com in the incoming mail server: field.
- Input mail.rombus.com in the outgoing mail server: field.
- Enter your username – this is your email address.

Enter your email password in the Password field. This and can be changed by Rombus if you are not sure what it is.

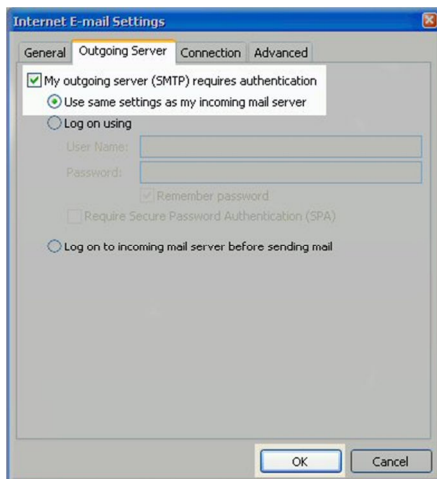
Select the more settings button in the bottom left.



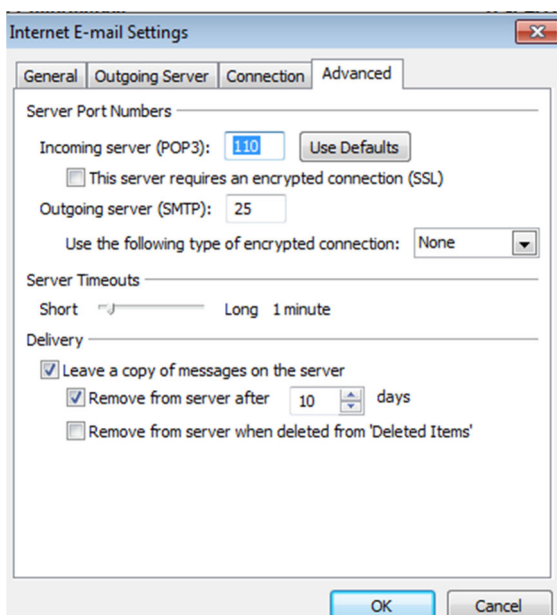
Click on the Outgoing Server tab.

Click My outgoing server (SMTP) Requires Authentication

Make sure Use same setting as my incoming mail server is also checked.



Select the advanced tab and tick the leave a copy of messages on the server box. Set the messages to be removed from the server after 10 days.



Click 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.

The screenshot shows the 'Add New E-mail Account' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into two main sections: 'User Information' and 'Test Account Settings'.
User Information:
Your Name: John Smith
E-mail Address: jsmith@my-domain-temple.net
Server Information:
Account Type: POP3 (dropdown menu)
Incoming mail server: mail.my-domain-temple.net
Outgoing mail server (SMTP): mail.my-domain-temple.net
Logon Information:
User Name: jsmith@my-domain-temple.net
Password: *****
There are two checkboxes: 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked).
Test Account Settings:
Text: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'.
Button: 'Test Account Settings ...'
At the bottom right, there is a 'More Settings ...' button.
At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click Finish to close the setup wizard.

The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' stage. The title bar reads 'Add New E-mail Account'. The background features a decorative graphic of envelopes. A white text box in the center contains the following text:
Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.
At the bottom of the window, there are two buttons: '< Back' and 'Finish'.

If you have more than one email account you want to setup then the repeat the steps above for the additional account.