Mail Setup - Outlook 2010

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To Set up Email in Outlook 2010

1. Open Microsoft Outlook 2010. Click File, and then click Add Account.
2. At the bottom, select Manually configure server settings or additional server types, and click Next.
3. Select Internet E-mail, and click Next.
4. Enter Your Name and full E-mail Address.
5. If you have IMAP, select IMAP for your Account Type. Use these settings for your incoming and outgoing servers:

Incoming mail server mail.carbonlogic.com
Outgoing mail server (SMTP) mail.carbonlogic.com

6. Enter your User Name (your full email address) and Password, and select Remember password.
7. Click More Settings.
8. Click the Outgoing Server tab.
9. Select My outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server.
10. Click the Advanced tab.
11. Under Incoming Server, for "Use the following type of encrypted connection" choose "SSL"
12. Next to Outgoing Server (SMTP), type 465.
13. Next to "Use the following type of encrypted connection" choose "SSL". Then click OK.
14. Click Next.
15. Outlook 2010 will test your settings. When itâ€™s done, click Close.
16. Click Finish.

That's it. If everything is working OK, you should see some email messages. If you don't, press the F9 key on your computer to receive messages.

Below are the settings for Smartphone and Webmail (browser based email):

Smart Phone Mail Setup Instructions

INCOMING MAIL SERVER TYPE **IMAP**
INCOMING MAIL SERVER PORT **993**
INCOMING MAIL SERVER SECURITY/ENCRYPTION **SSL**
INCOMING MAIL SERVER AUTHENTICATION TYPE **Password**
INCOMING MAIL SERVER **mail.carbonlogic.com**

OUTGOING MAIL SERVER TYPE **SMTP**
OUTGOING MAIL SERVER PORT **465**
OUTGOING MAIL SERVER SECURITY/ENCRYPTION **SSL**
OUTGOING MAIL SERVER AUTHENTICATION TYPE **Password**
OUTGOING MAIL SERVER **mail.carbonlogic.com**

WEBMAIL

WEBMAIL URL https://mail.carbonlogic.com/