

## How to set up an email account in Outlook 2010

1. Open Outlook 2010 by clicking on the icon, or finding it in Program Files.



2. Go to File > Info > Account Settings > Account Settings and click on it.

The screenshot displays the Microsoft Outlook 2010 interface. The title bar reads "Inbox - Axigen Mailbox - Emmanuell Tetteh - Microsoft Outlook". The ribbon at the top includes "File", "Home", "Send / Receive", "Folder", "View", and "Axigen Outlook Connector". The "File" tab is highlighted with a red circle. The ribbon contains various actions like "New E-mail", "Clean Up", "Delete", "Reply", "Forward", "Move to?", "Move", "Unread/Read", "Find a Contact", "To Manager", "Rules", "Categorize", "Address Book", "Team E-mail", "OneNote", "Follow Up", and "Filter E-mail".

The left-hand navigation pane shows the "Favorites" section with "Inbox", "Sent Items", and "Deleted Items". Below that, the "Axigen Outlook Connector" section lists several folders including "Inbox", "GRAD", "UGCS", "Ugstaff-lists", "Drafts", "Sent Items", "Deleted Items", "Filtered Email", "Junk E-mail", "Outbox", "RSS Feeds", "Search Folders", and "ugbackup". The "Mail" section is currently selected.

The main pane displays a search bar for the "Inbox" and a list of messages. The selected message is titled "Regarding your message (12GBCW47ENA000976)" from "HTC <contact\_us@htc.com>". The message content reads:

Dear Emmanuel Tetteh,

This is a courtesy email from HTC customer care team, thank you for your prompt message Mr. Tetteh. Precisely I wanted to give a lots of concise, but important information who will help you to send your device in our repair centre.

I hope this would be helpful.

Once again thank you very much for your message.

Best regards,

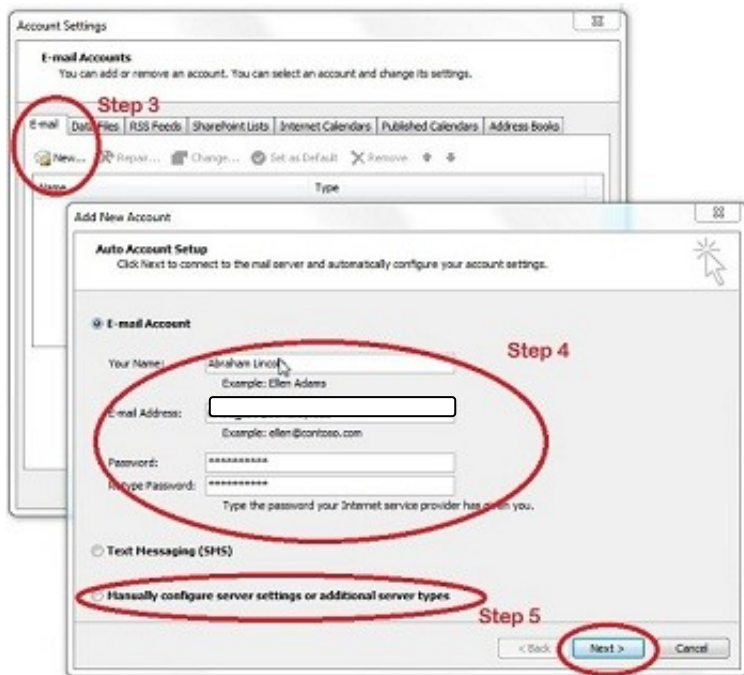
Aude M,  
HTC Care Manager

The right-hand pane shows a calendar for November 2012, with the 22nd highlighted. Below the calendar, there is a task list with "Aunt COnstance Funeral 6:00 AM - 6:30 AM" highlighted. The bottom status bar shows "Items: 870", "Connected", and "100%".



3. If you are not already on the Email tab, click on it and choose New.

4. In the Auto Account Setup box, enter Your Name, E-mail Address, Password, and Retype Password.



5. Choose Manually configure server settings or additional server types and click Next.

6. Choose Internet E-mail and click Next.

7. Under Server Information enter the following:

Account Type: POP

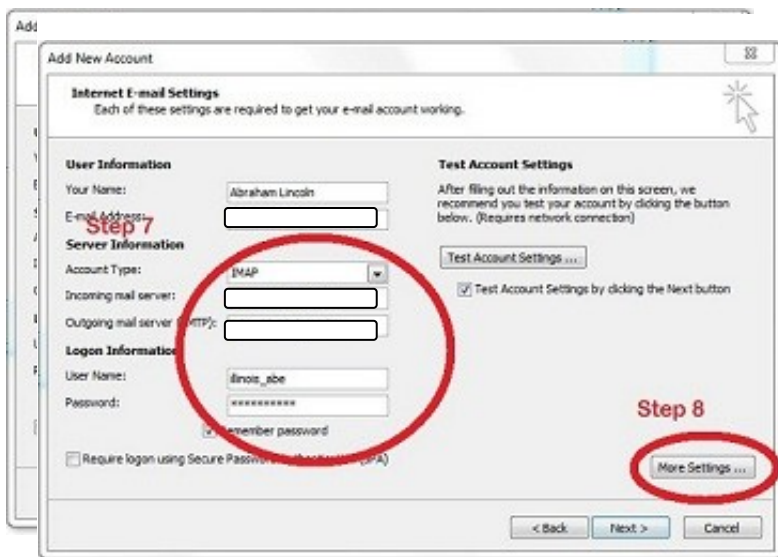
Incoming mail server: pop.ug.edu.gh

Outgoing mail server (SMTP): smtp.ug.edu.gh

Username (xxx): (this is the part of your email address in front of the xxx@ug.edu.gh sign)

Password: (this is the same as your email account password)

## 8. Click on More Settings.



## 9. Click on the Outgoing Server tab.

10. Check the box in front of "My outgoing server (SMTP) requires authentication" and make sure to select "Use same settings as my incoming mail server" as well.



## 11. Click on the Advanced tab.

12. Before "Use the following type of encrypted connection" leave the check box

13. Set the **Incoming server (POP)** port to 110.

14. Set the **Outgoing server (SMTP)** port to 25.



Below “**Outgoing Server (SMTP)**”, there is “**Use the following type of encryption connection**” and Choose “None” from the drop down menu. When you’re done

15. Click on OK, Next, Close, Finish.

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