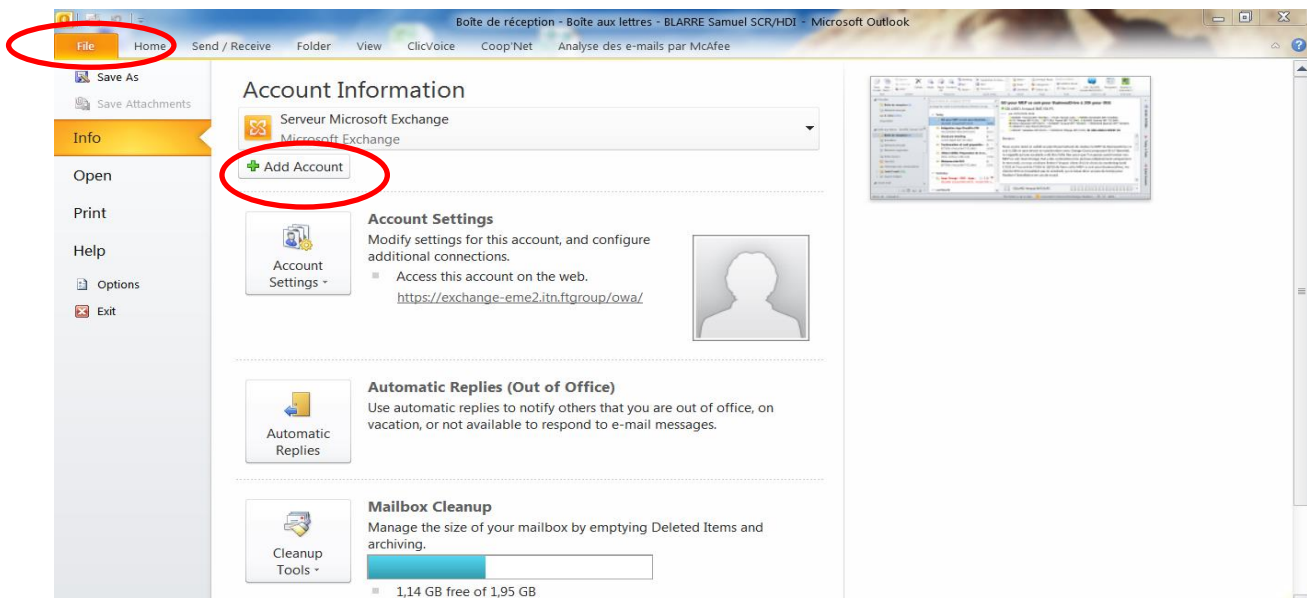
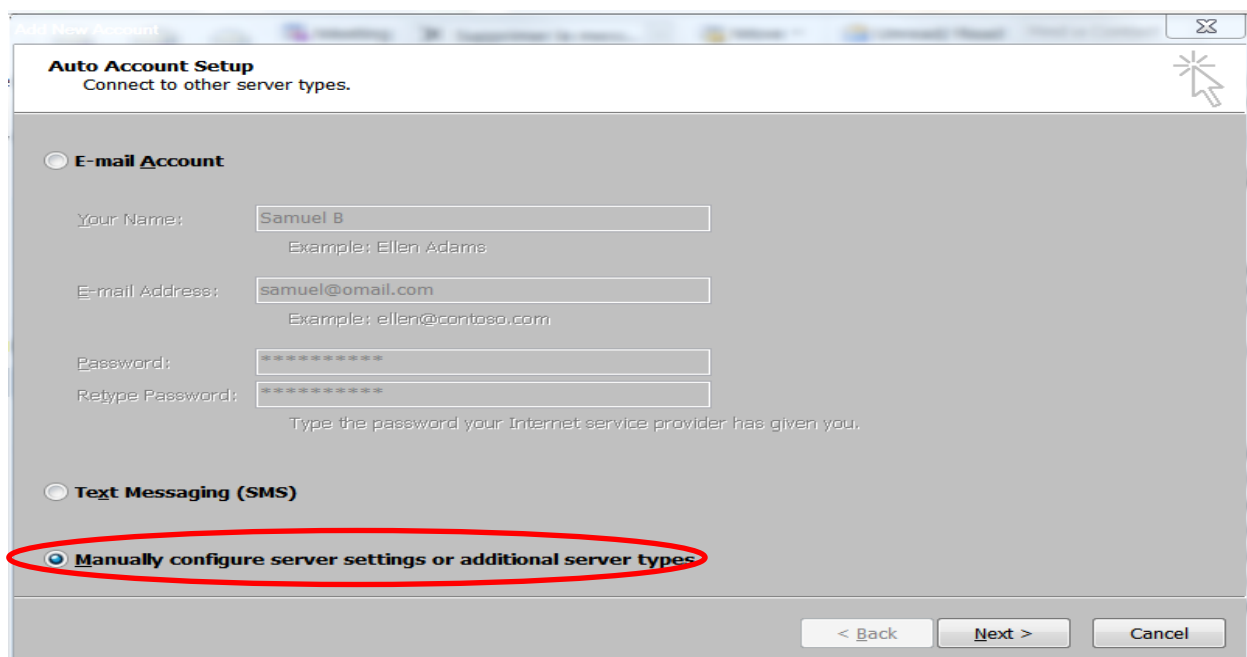


How to set up my professional email on Outlook 2010?

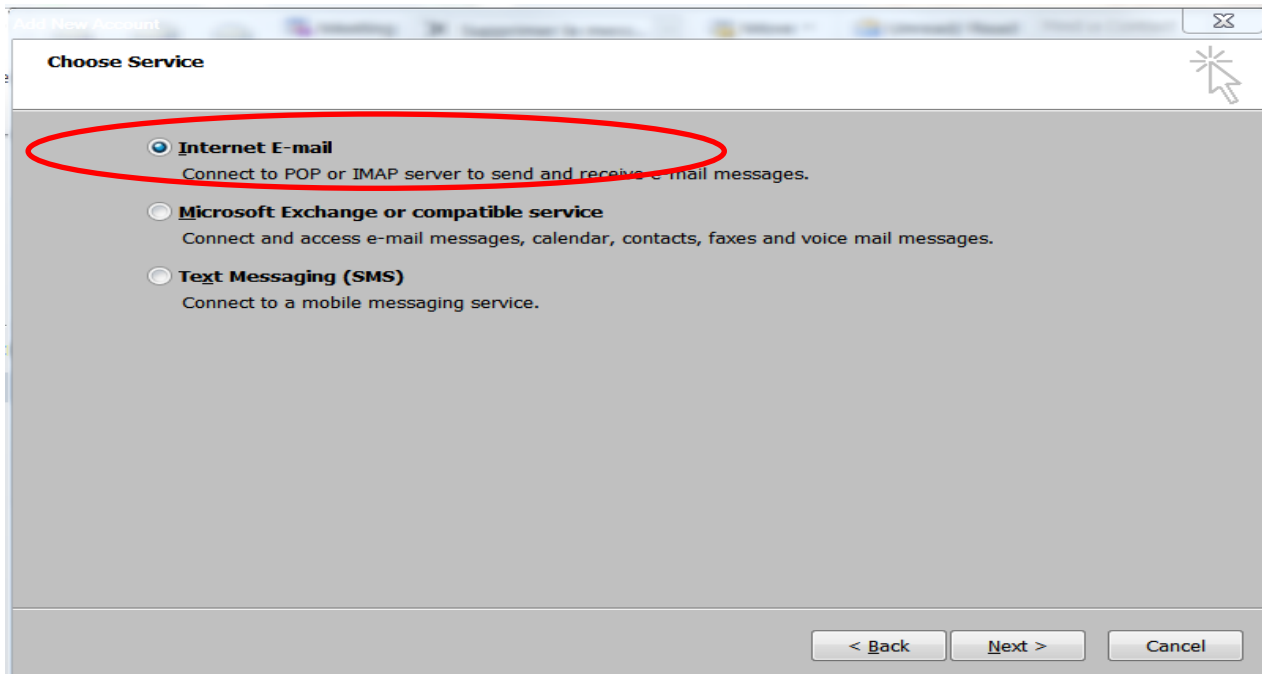
- In outlook click on **File** tab, select **Add Account**.



- Select **Manually configure server settings** and click on **Next**.



- Select **Internet E-mail** (IMAP or POP) and click on **Next**.



Server information

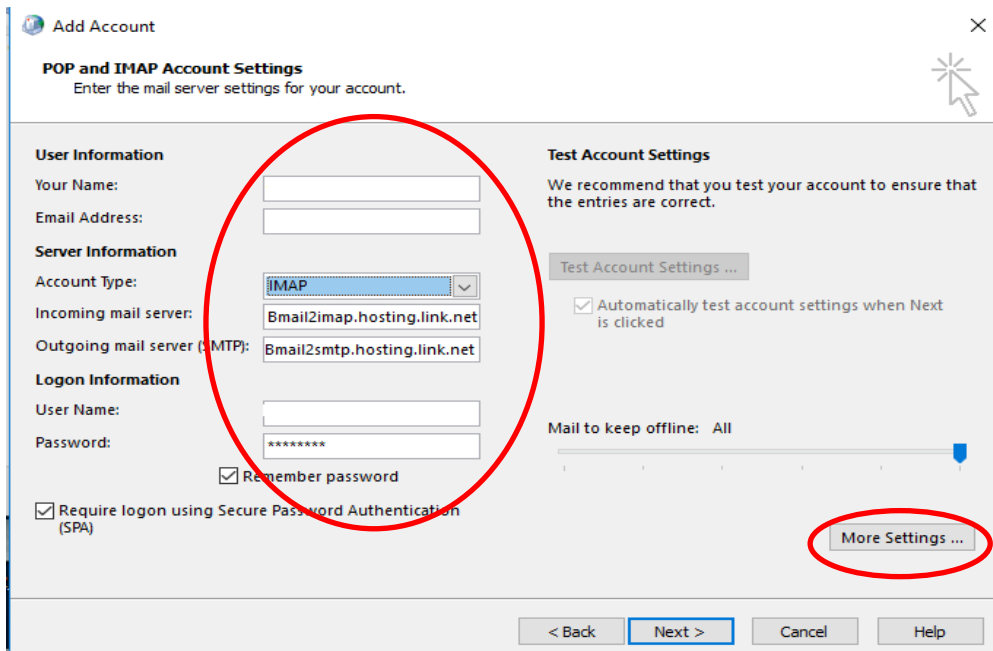
- Select the **IMAP** OR **POP** Account type.

If **IMAP**,

you should enter the below info

User Information

- Provide your name, as you want it to be displayed.
- Your e-mail address.
- Incoming mail server is: Bmail2imap.hosting.link.net
- Outgoing mail server is: Bmail2smtp.hosting.link.net
- Click on **More Settings**: a new window is opened.



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type: **IMAP** (selected)

Incoming mail server: Bmail2imap.hosting.link.net

Outgoing mail server (SMTP): Bmail2smtp.hosting.link.net

Logon Information

User Name:

Password:

☒ Remember password

☒ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Mail to keep offline: All

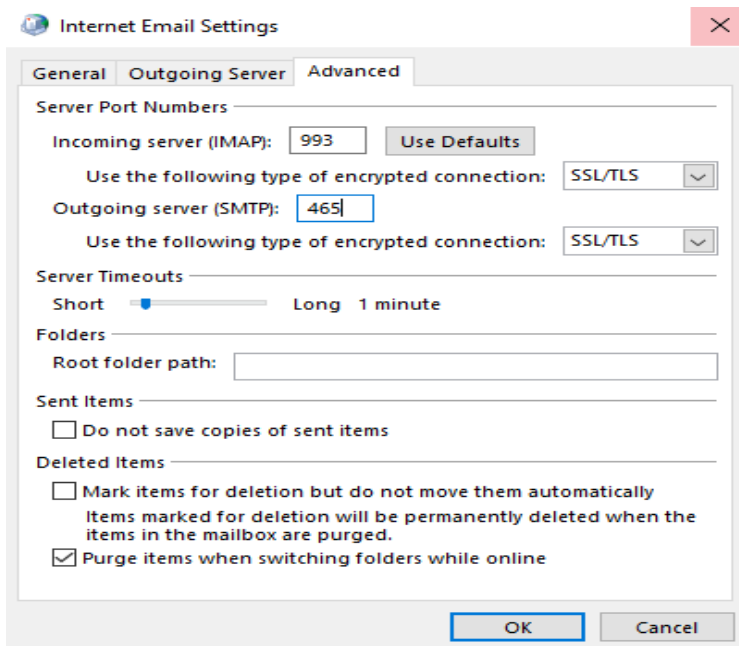
More Settings ...

< Back Next > Cancel Help

Select the **Advanced** tab.

If **IMAP**, configure as follows:

- IMAP: 993, use SSL/TLS
- SMTP: 465, use SSL/TLS



Internet Email Settings

General Outgoing Server **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL/TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel



if **POP**,

you should enter the below info

User Information

- Provide your name, as you want it to be displayed.
- Your e-mail address.
- Incoming mail server is: Bmail2pop.hosting.link.net
- Outgoing mail server is: Bmail2smtp.hosting.link.net

Logon information

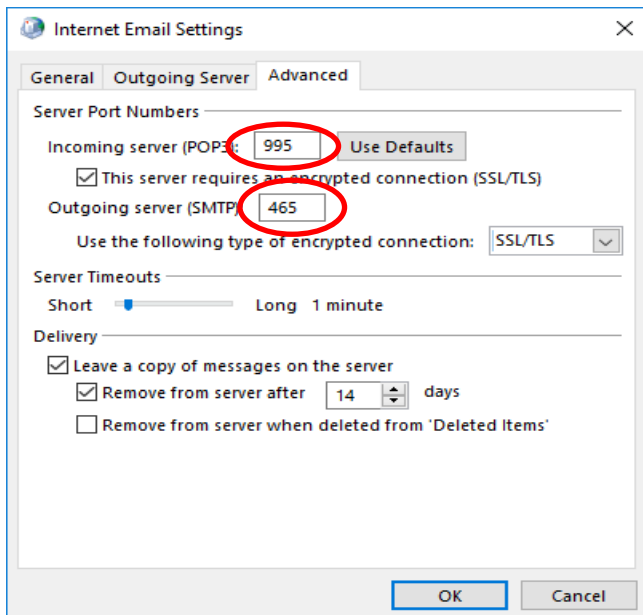
- Username: your email address.
- Password: your password.

Click on **More Settings**: a new window is opened.

Select the **Advanced** tab.

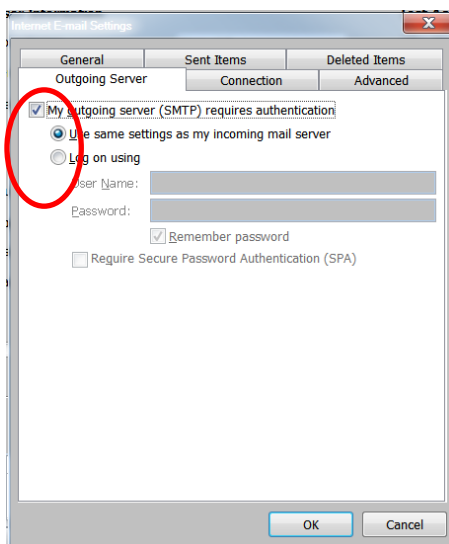
If pop, configure as follows:

- IMAP: 995, use SSL/TLS
- SMTP: 465, use SSL/TLS



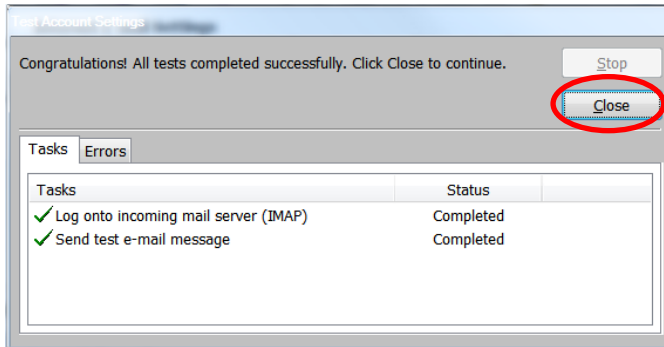
Then select the **Outgoing Server** tab.

- Click on **My outgoing server (SMTP) requires authentication**.
- **Use same settings as my incoming mail server**.
- Click on **OK**. The new windows are closed.

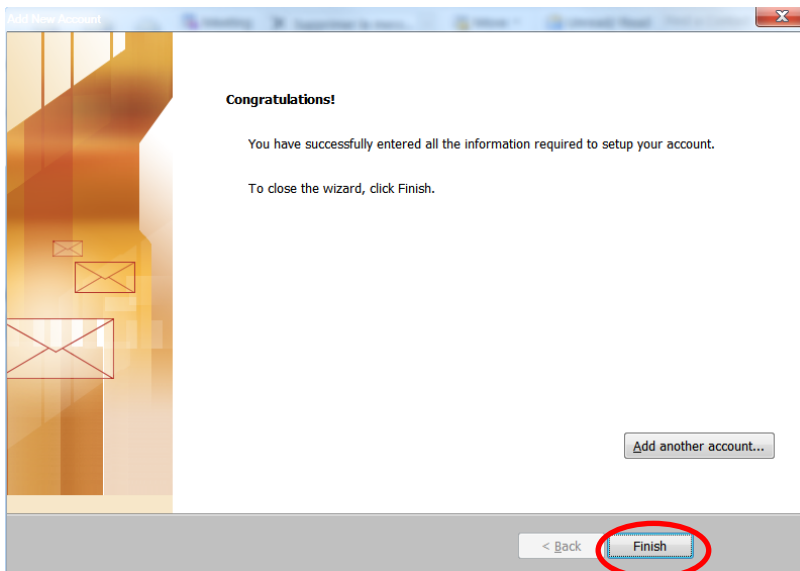


On the previous screen (called **internet Email settings**) click on **Next**. Make sure the status is completed. Otherwise check (re-do) the previous steps for E-mail settings.

Click on **Close**.



Click on **Finish**.



Your installation is completed.