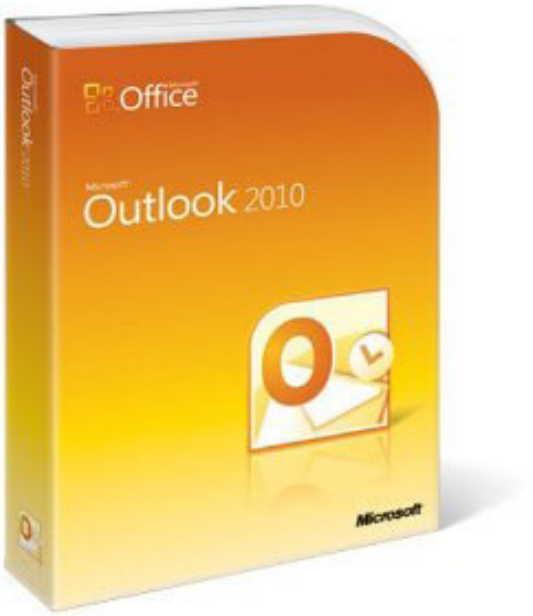
switchplus

Internet Services by SWITCH

E-Mail configuration with Outlook 2010



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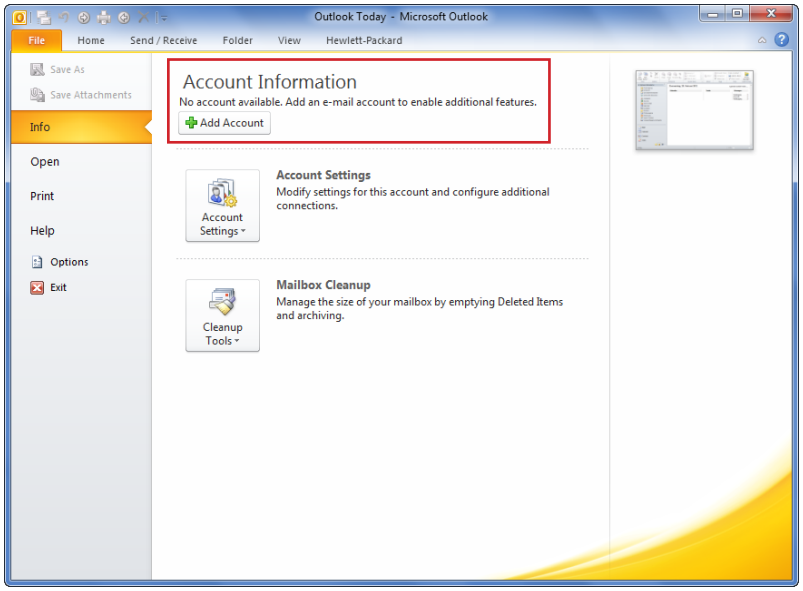
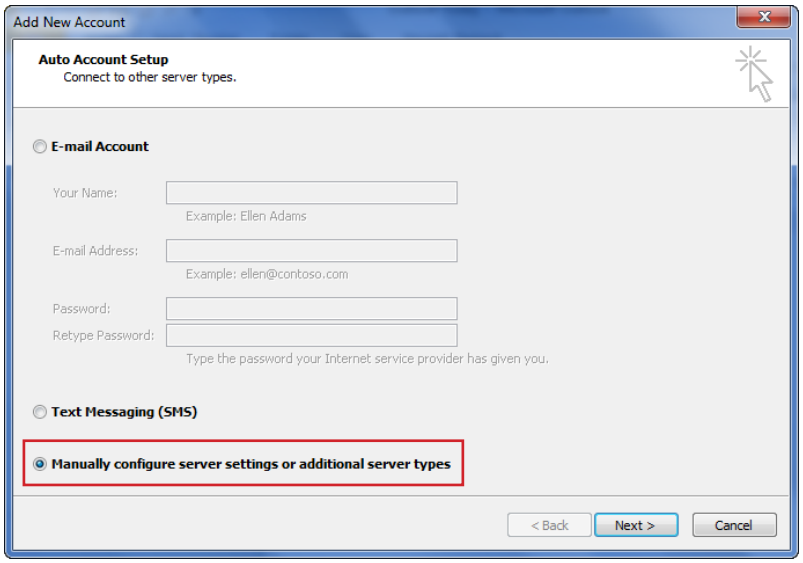
03/2012



1. Open Outlook

Start Microsoft Outlook.

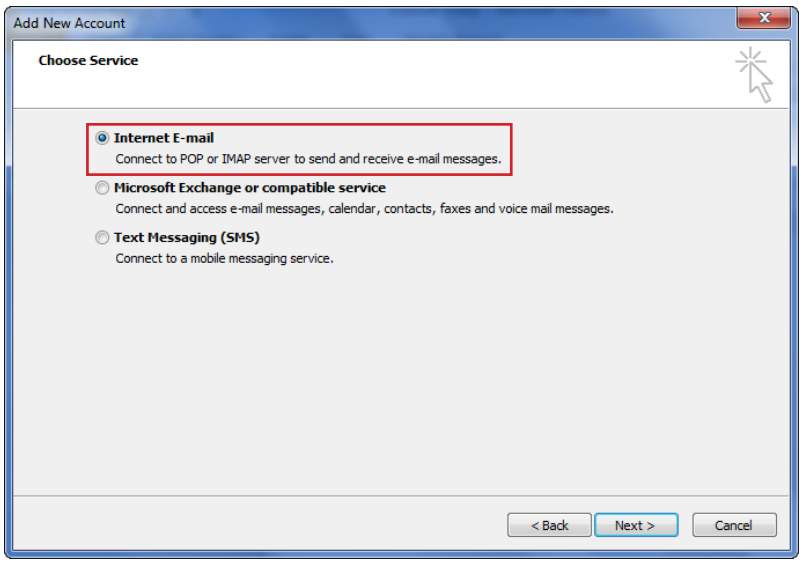
- Open the menu «File», «Info»
- Click on «Add Account»



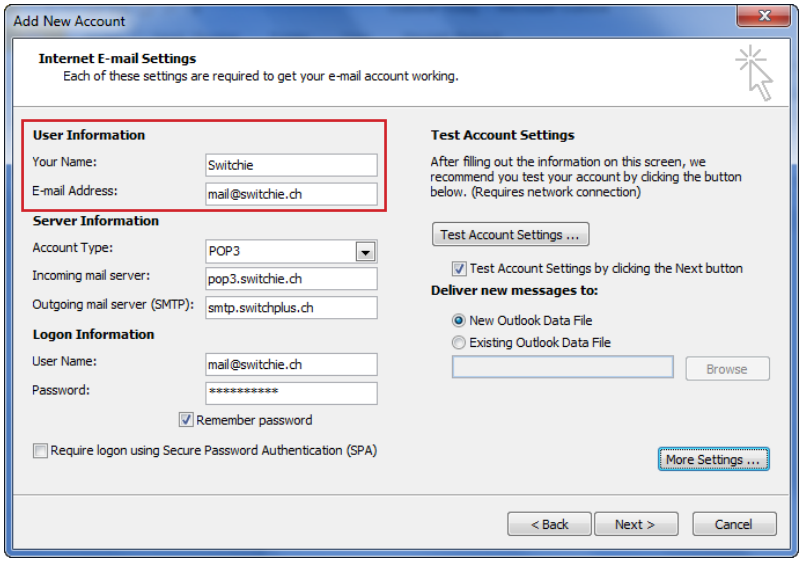
2. Add a new account

Select «Manually configure server settings or additional server types»

Click on «Next»



Select the option «Internet E-Mail» and click on «Next»

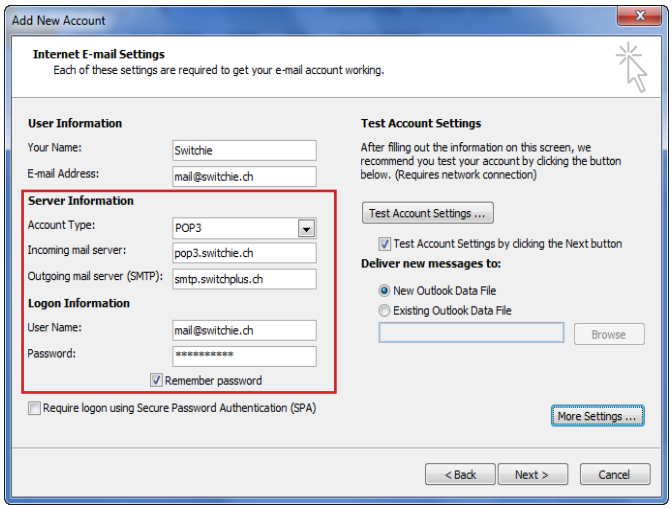


3. User Informationen

Enter the following information:

- Your Name
- Your E-Mail Address

*If you would like to install your e-mails on only one computer --> **Use POP3***



4. Server Information POP3

Account Type **POP3**

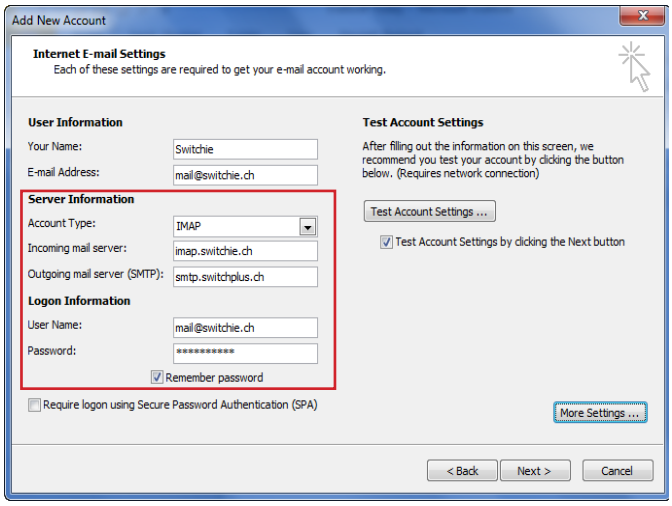
If you want to set up your account with POP3, enter the following information:

Account Type: POP3
Incoming mail server: pop3.your-company.ch
Outgoing mail server: smtp.switchplus.ch

User Name: Your e-mail address
Kennwort: Your password

Click on «More settings»

*If you would like to install your e-mails on several computer --> **Use IMAP***



5. Server Information IMAP

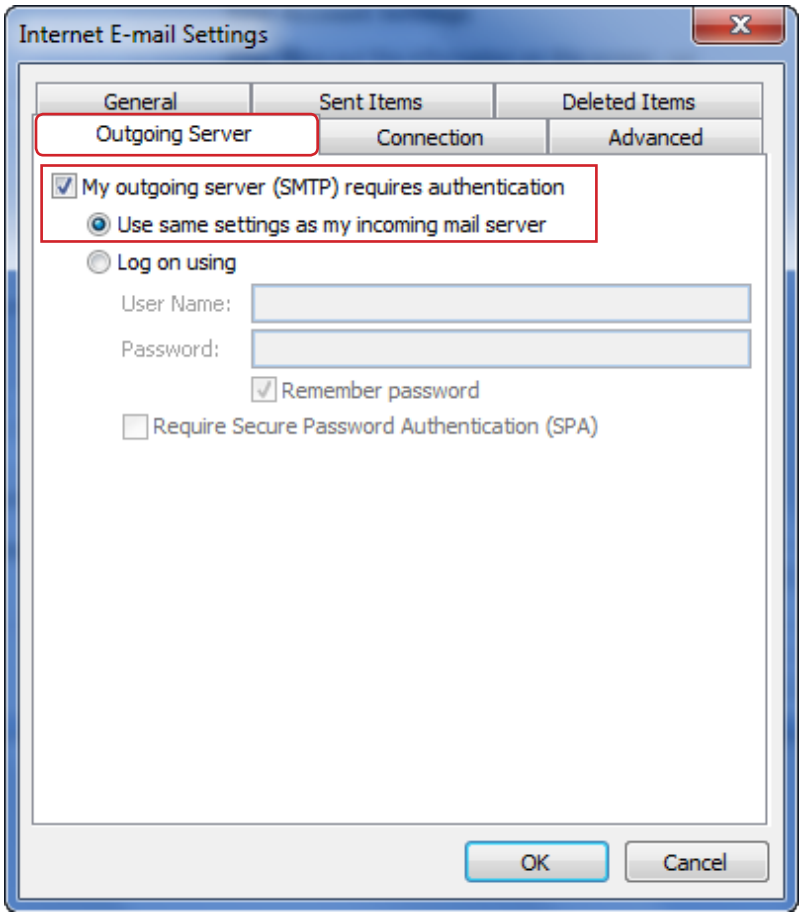
Account Type **IMAP**

If you want to set up your account with IMAP, enter the following information:

Account Type: IMAP
Incoming mail server: imap.your-company.ch
Outgoing mail server: smtp.switchplus.ch

User Name: Your e-mail address
Password: Your password

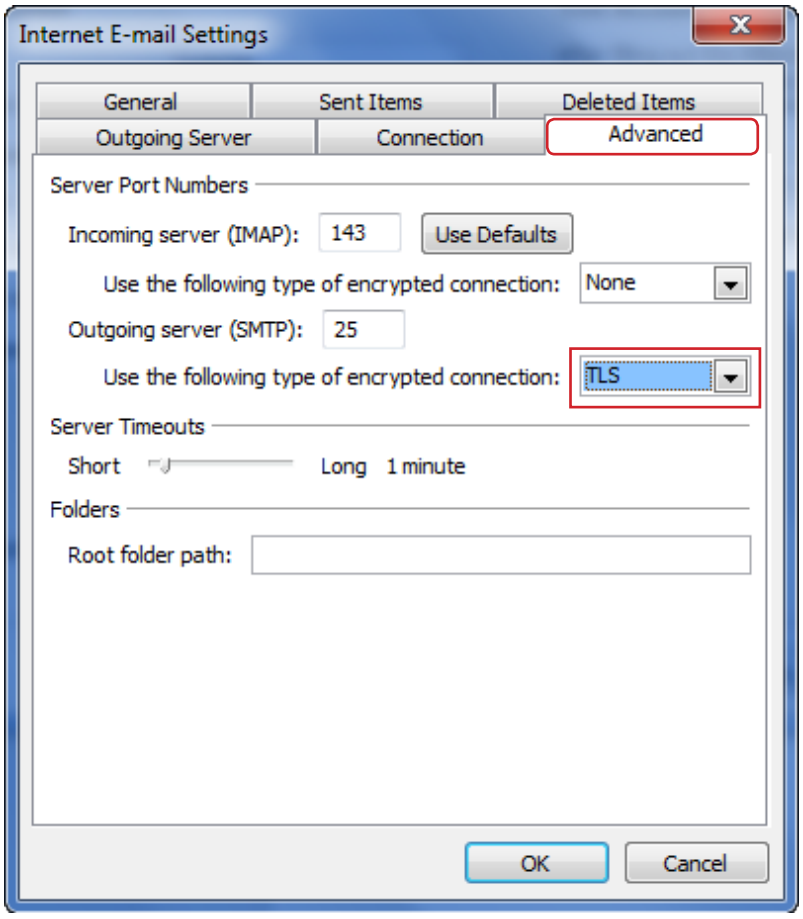
Click on «More settings»



6. More settings

Click on the tab «Outgoing Server»

Activate «My outgoing server (SMTP) requires authentification»



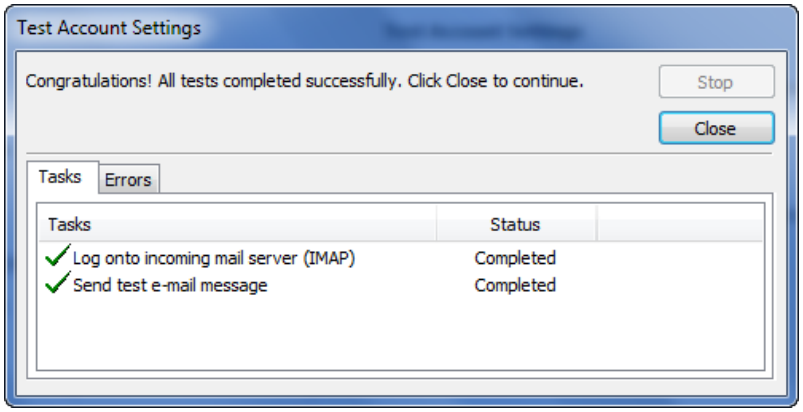
6. More settings

Click on the tab «Advanced»

Select by «Use the following type of encrypted connection» «TLS».

Attention! If you have your broadband connection with Swisscom, enter «587», instead of the number «25».

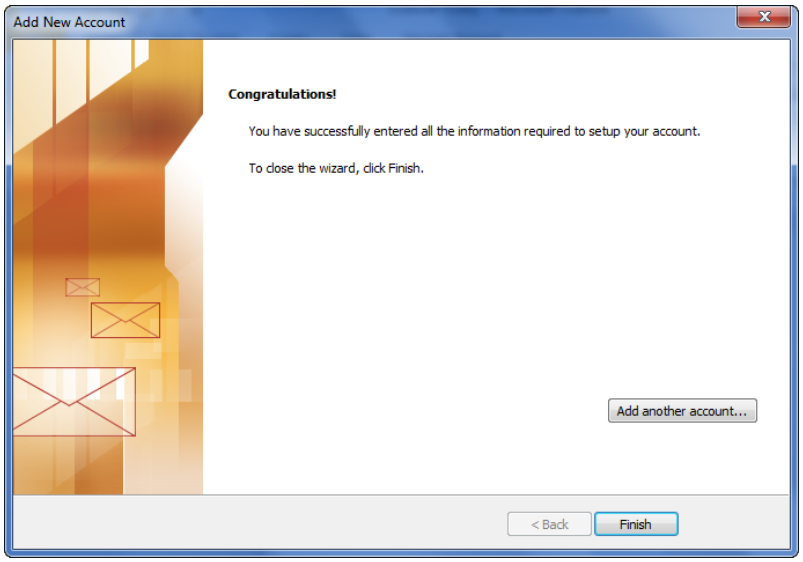
Click on «OK»



7. Test account settings

In the following window after each step, a green check mark appears.

Click on «Close»



8. Finalization

Your e-mail account was successfully set up and is now ready for use.

Click on «Finish»