

# Microsoft Outlook 2010

## Email Setup Guide

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## A. Introduction

This document shows the step by step instructions on how to configure your NUS email account in Outlook 2010.

Please ensure that you have internet access before configuring your account.

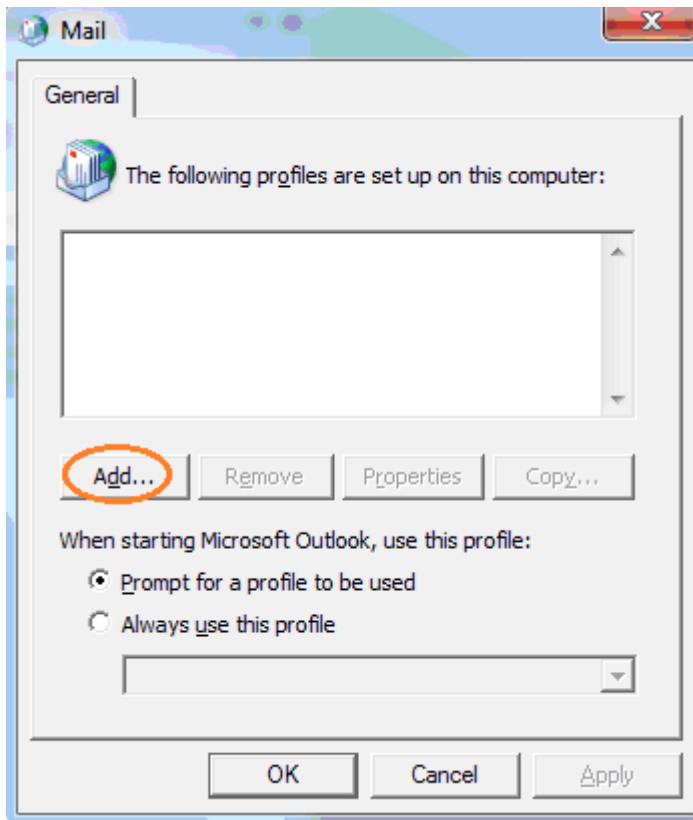
If you are connecting from outside of NUS, please login to NUS WebVPN first:

<https://webvpn.nus.edu.sg>

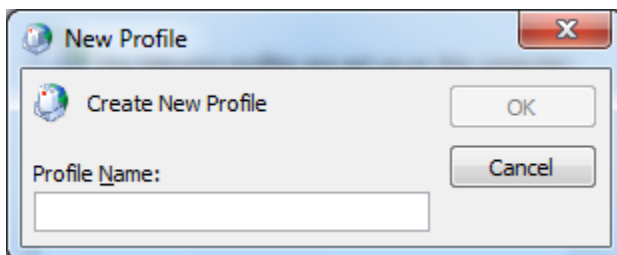
## B. Configure Outlook 2010

1. Go to **Start > Control Panel > Mail**

2. Select **Add...**



3. Enter a name for your Outlook profile and click **OK**.



4. Enter the following fields:

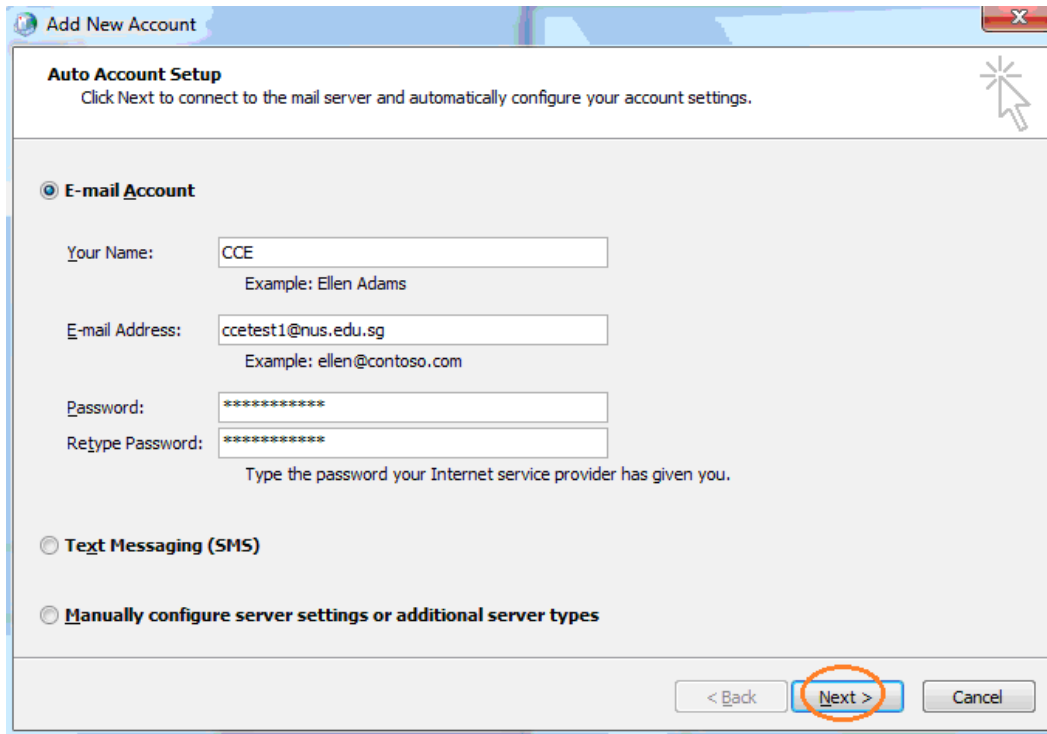
**Your Name:** your name

**Email Address:** your full NUS email address (for example, ccetest1@nus.edu.sg)

**Password:** your NUS email password

**Retype Password:** retype your NUS email password

Click **Next**.

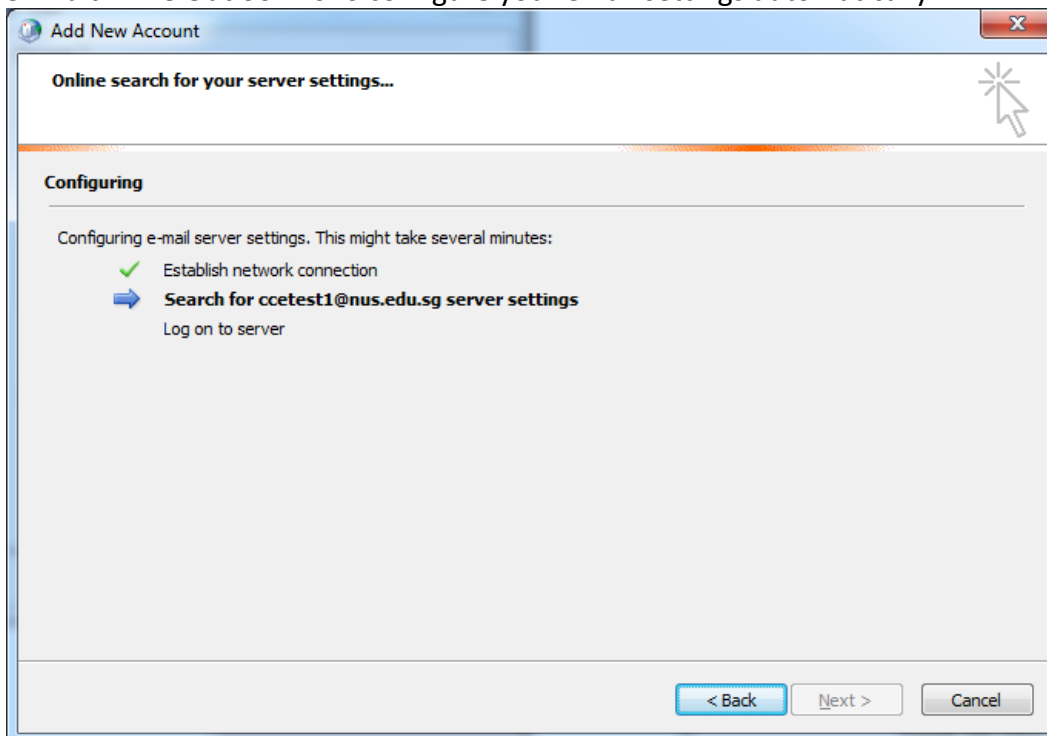


The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' option is selected. The fields are filled with the following information:

- Your Name: CCE (Example: Ellen Adams)
- E-mail Address: ccetest1@nus.edu.sg (Example: ellen@contoso.com)
- Password: [Redacted]
- Retype Password: [Redacted]

The 'Next >' button is highlighted with a red circle.

5. Wait while Outlook 2010 configure your email settings automatically.

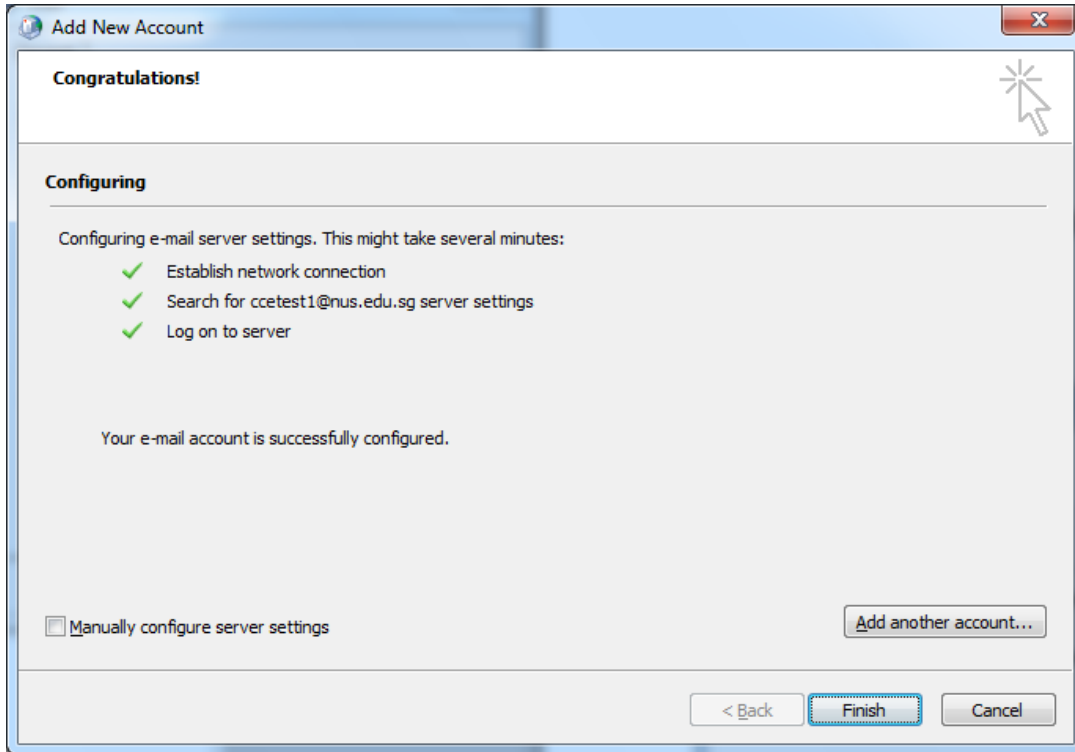


The screenshot shows the 'Add New Account' dialog box with the 'Online search for your server settings...' section. The 'Configuring' section is active, displaying a progress bar and a list of steps:

- Establish network connection (Completed)
- Search for ccetest1@nus.edu.sg server settings (In progress)
- Log on to server

The 'Next >' button is visible.

6. Once successful, you will see the following screen. Click **Finish**.



7. You could now start using Outlook 2010 to receive/send emails with your NUS account.