Connecting to other e-mail providers
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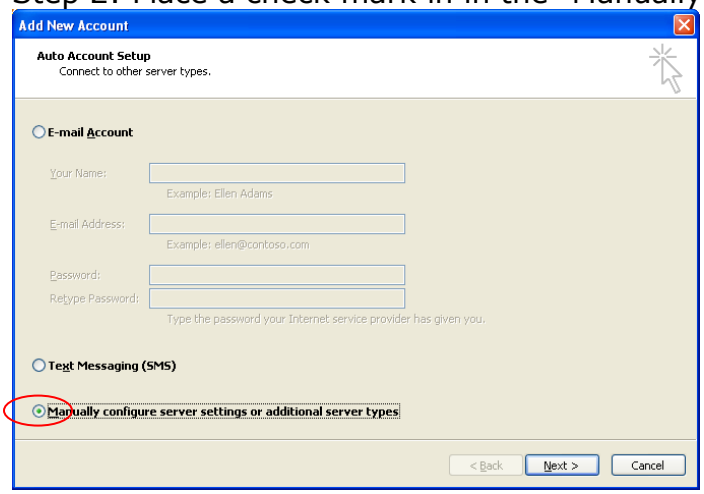
Connecting to other e-mail providers

Outlook is capable of supporting multiple profiles, that is, Outlook can check multiple e-mail accounts at the same time. Listed below is a list of various e-mail providers and how to configure Outlook 2010 for them:

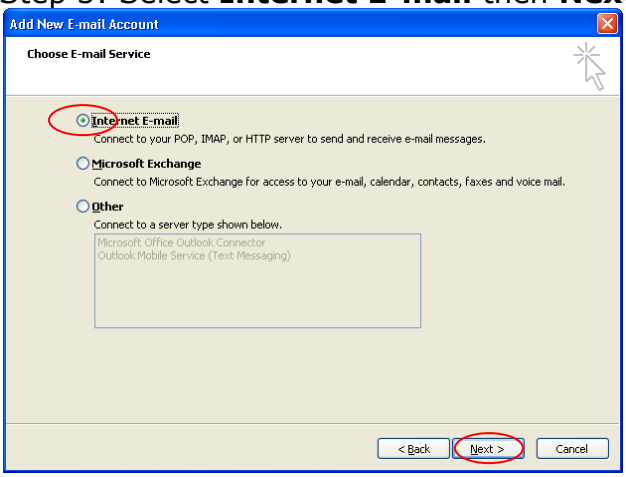
Brock E-mail (Badger or Spartan):

Step 1: Select the **File** tab → **Info** → **Add Accounts**.

Step 2: Place a check mark in in the "Manually configure …" box then **Next**.



Step 3: Select **Internet E-mail** then **Next.**



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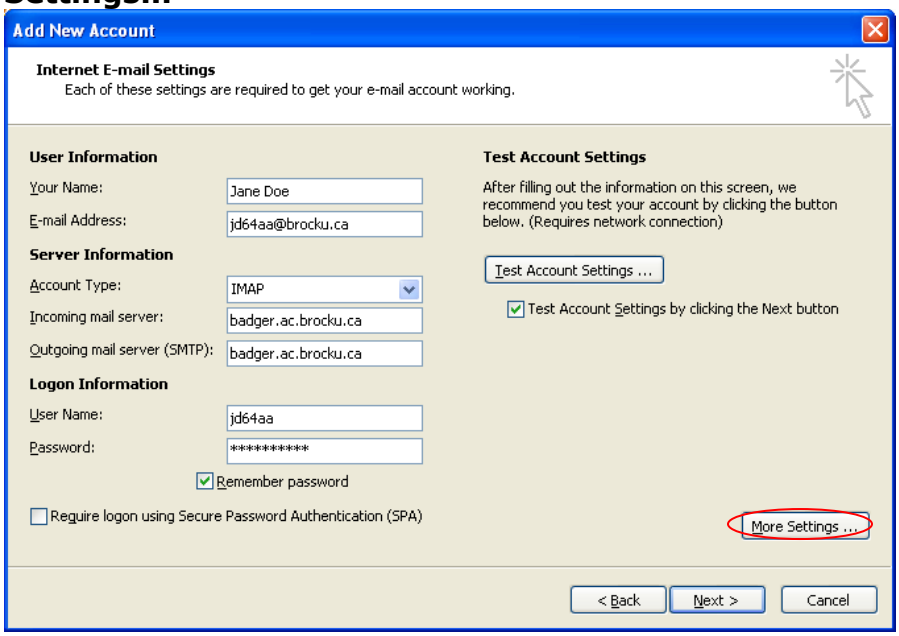
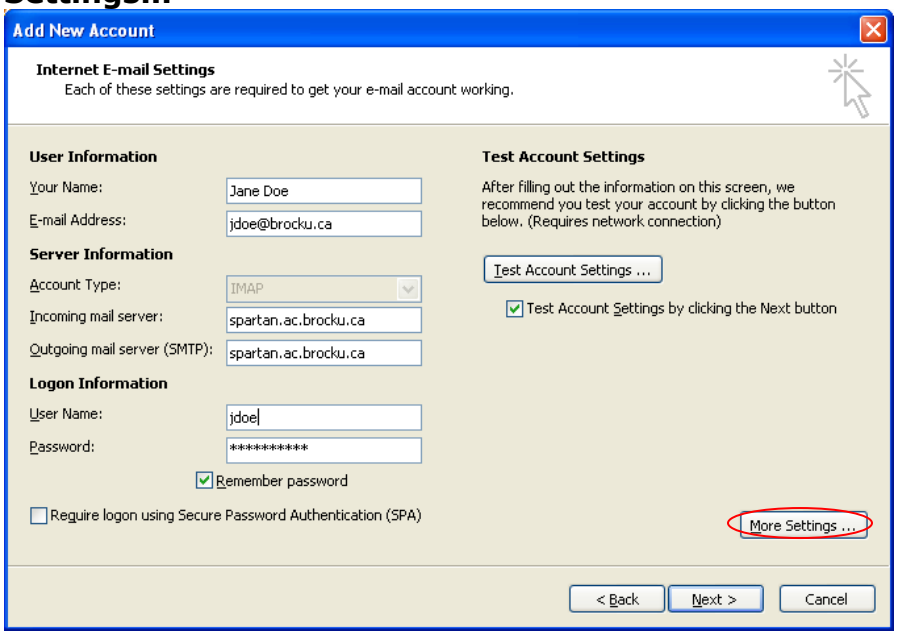
Step 4 (students): Fill out this page with you information then select **More Settings...**



Step 4 (staff): Fill out this page with your information then select **More Settings...**



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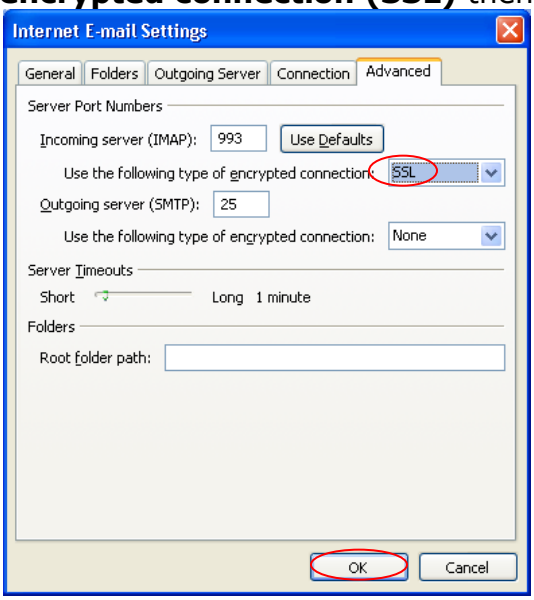
Step 5: Click on the A**dvanced** tab, select **This server requires an encrypted connection (SSL)** then **OK**.



Step 6: Click **OK** → **Next** → **Finish** to save and close

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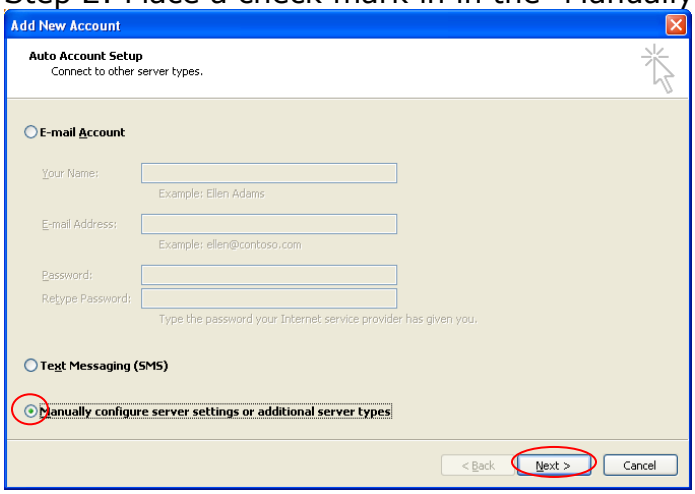
Gmail

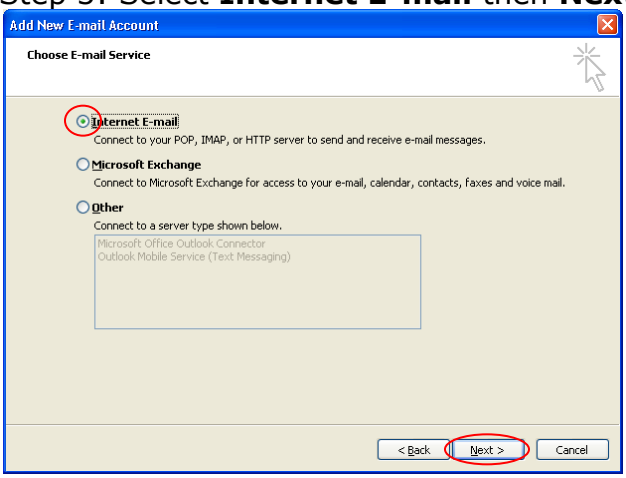
Before adding Gmail to Outlook, ensure your Gmail account has POP3 activated

Step 1: Select the **File** tab → **Info** → **Add Accounts**.

Step 2: Place a check mark in in the "Manually configure …" box then **Next**.



Step 3: Select **Internet E-mail** then **Next.**



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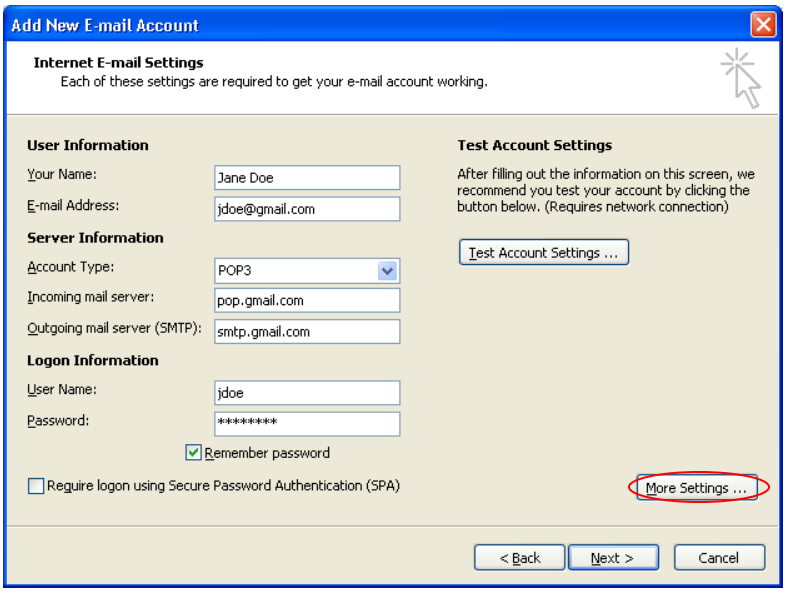
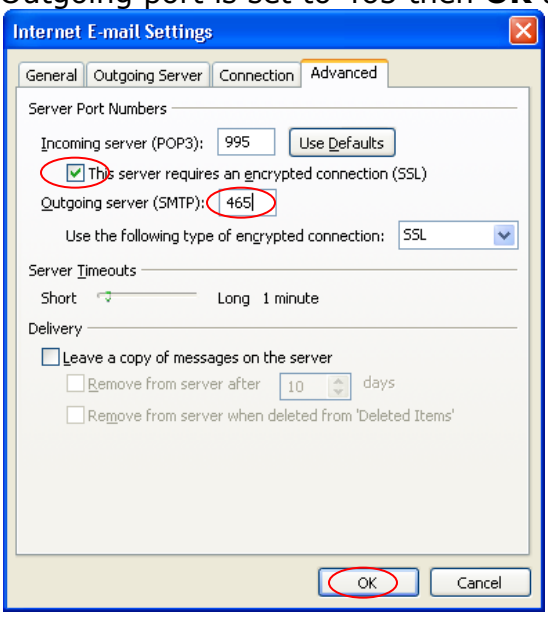
Step 4: Fill out this page with your account information then click **More Settings...**



Step 5: Click on the **Advanced** tab, select **This server requires an encrypted connection (SSL) for both incoming and outgoing.** Ensure Outgoing port is set to 465 then **OK** and next to finish.



Step 6: Click **OK** → **Next** → **Finish** to save and close

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Hotmail

No longer supported

Note: If these settings do not work, please contact our help desk at extension 4357.

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