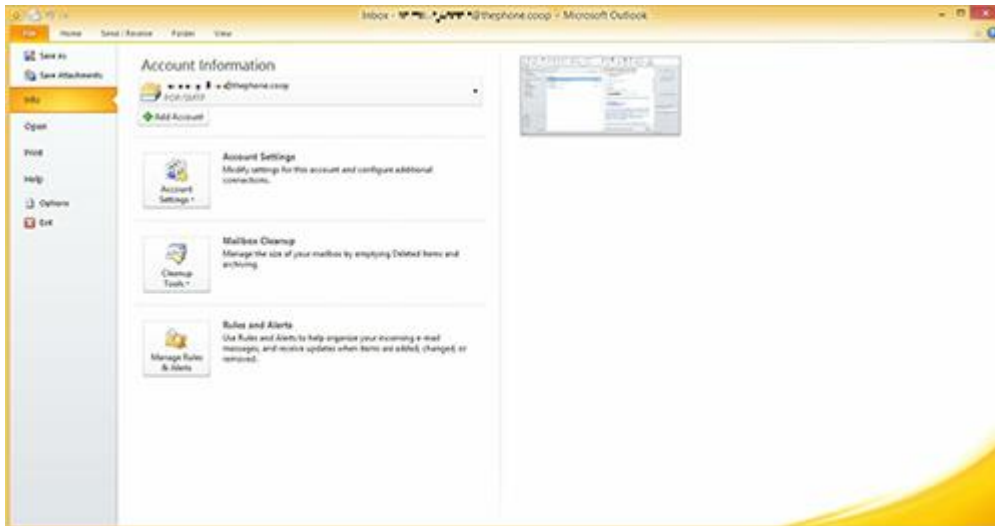


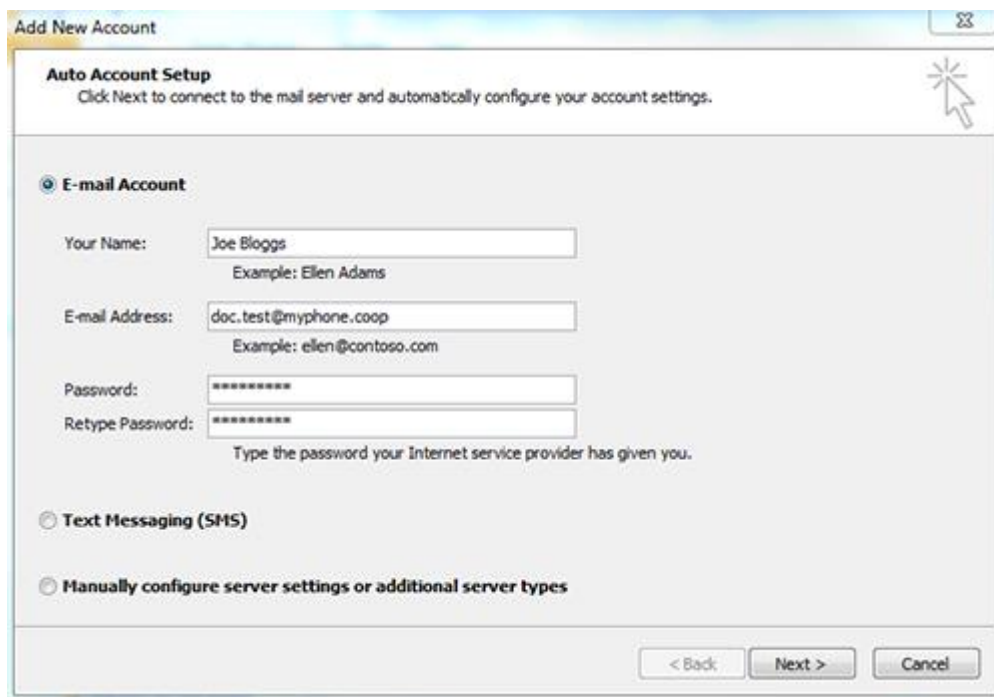
## Outlook 2010 – Email setup guide

If any of any of the following is unclear or does not work, please call our technical support team on 01608 434 000.

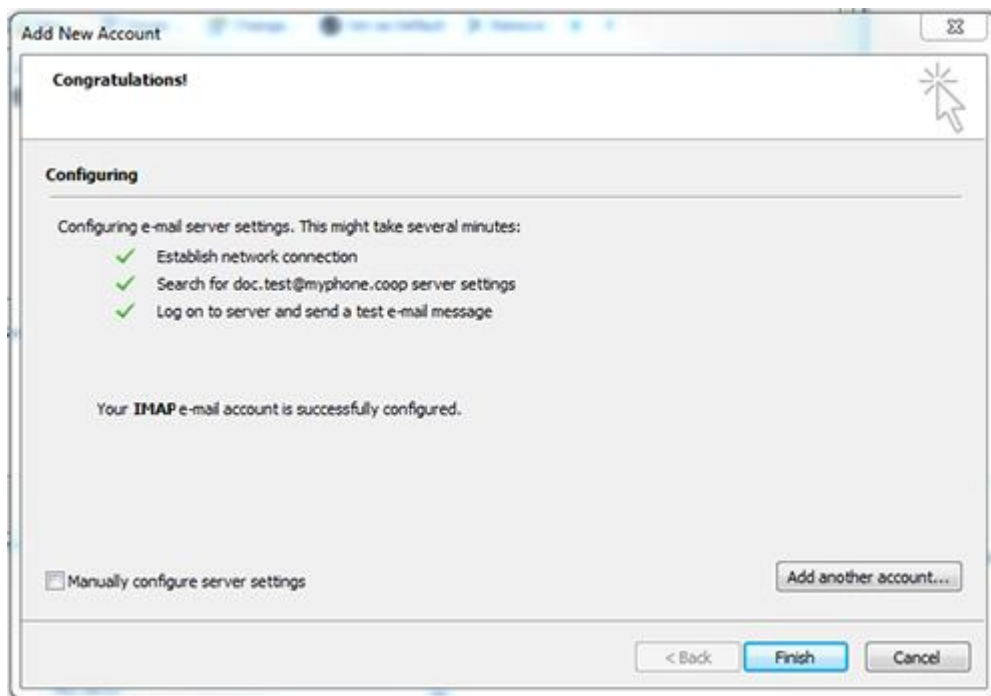
1. Click File and then 'Add account'.



2. Fill in the your name, email address and password and then click next.

A screenshot of the 'Add New Account' dialog box in Outlook 2010. The dialog has a title bar that says 'Add New Account'. Below the title bar, there is a section titled 'Auto Account Setup' with the instruction 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio button options: 'E-mail Account' (which is selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. Under the 'E-mail Account' option, there are four text input fields: 'Your Name' (containing 'Joe Bloggs'), 'E-mail Address' (containing 'doc.test@myphone.coop'), 'Password' (containing seven asterisks), and 'Retype Password' (containing seven asterisks). Below the password fields is the instruction 'Type the password your Internet service provider has given you.' At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Click finish



4. You can now start to use your email.