

Outlook 2010 CIS Email Setup

This tutorial is to setup Outlook 2010 for use with CIS email accounts.

Outlook 2010 Setup

If this is the first time starting up Outlook, an "Add New Account" window will appear.

If you are adding an additional account:

File> +Add New Account

Enter your Name, CIS email address, & CIS password.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Next

Agree to using an unencrypted connection

Click "Finish" and your Outlook 2010 setup should be complete.