

# 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** [X]

**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.