

Microsoft hotmail Outlook 2010 setting

[Click here to view or hide detailed information about changing Outlook 2010 account settings](#)

1. In Outlook 2010, click on the **File** menu, and then click **Add Account**.
2. Click to select **Manually configure server settings or additional server types**, and then click **Next**.
3. Click to select **Internet E-mail**, and then click **Next**.
4. On the Internet E-mail Settings screen, type the following setting information:
 - a. In the **Your Name** box, type your name as you want it to be displayed to recipients.
 - b. In the **E-mail Address** box, type your email address. For example, type yourusername@msn.com.
 - c. In **Account Type**, select **POP3**.
 - d. In the **Incoming mail server** box, type pop3.live.com.
 - e. In the **Outgoing mail server (SMTP)** box, type smtp.live.com.
 - f. In the **User Name** box, type your MSN account name.
 - g. In the **Password** box, type your MSN password.
 - h. Click to select the **Remember Password** check box, if you want to save it.
 - i. Leave the **Require logon using Secure Password Authentication (SPA)** check box unchecked.
 - j. Click **More Settings**.
 - k. Click the **Outgoing Server** tab, and then click to select the **My outgoing server (SMTP) requires authentication** check box.
 - l. Click the **Advanced** tab, and then click to select the **This server requires an encrypted connection (SSL)** check box under **Incoming Server (POP3)**.

Note The **Incoming Server (POP3)** box should be set to port 995.

- m. Select **TLS** for **Use the following type of encrypted connection under Outgoing server (SMTP)**, and then click **OK**.

Note The **Outgoing Server (SMTP)** box should be set to port 25. If port 25 is blocked in the network or by your ISP, you can set SMTP port to 587.

5. On the right side of the Internet E-mail Settings screen, click **Test Account Settings**.

If you do not receive errors, your email account is set up correctly. Go to step 6.

If you receive an error, make sure that you have entered all the information correctly, and then click **Test Account Settings** again. If all the information is correct and you continue to receive errors, go to the "Next Steps" section for more help.

6. Click **Next**, and then click **Finish**.
- 7.

Microsoft Hotmail Outlook 2007

1. In Outlook 2007, click on the **Tools** menu, and then click **Account Settings**.
2. Click the **E-mail** tab, and then click **New**.
3. Click to select **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.
4. Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.
5. Click to select **Internet E-mail**, and then click **Next**.
6. On the Internet E-mail Settings screen, type the following setting information:
 - a. In the **Your Name** box, type your name as you want it to be displayed to recipients.
 - b. In the **E-mail Address** box, type your email address. For example, type yourusername@msn.com.
 - c. In **Account Type**, select **POP3**.
 - d. In the **Incoming mail server** box, type pop3.live.com.
 - e. In the **Outgoing mail server (SMTP)** box, type smtp.live.com.
 - f. In the **User Name** box, type your MSN account name.
 - g. In the **Password** box, type your MSN password.
 - h. Click to select the **Remember Password** check box, if you want to save it.
 - i. Leave the **Require logon using Secure Password Authentication (SPA)** check box unchecked.
 - j. Click **More Settings**.
 - k. Click the **Outgoing Server** tab, and then click to select the **My outgoing server (SMTP) requires authentication** check box.
 - l. Click the **Advanced** tab, and then click to select the **This server requires an encrypted connection (SSL)** check box under **Incoming Server (POP3)**.

Note The **Incoming Server (POP3)** box should be set to port 995.

- m. Select **TLS** for **Use the following type of encrypted connection** under **Outgoing server (SMTP)**, and then click **OK**.

Note The **Outgoing Server (SMTP)** box should be set to port 25. If port 25 is blocked in the network or by your ISP, you can set SMTP port to 587.

7. On the right side of the Internet E-mail Settings screen, click **Test Account Settings**.

If you do not receive errors, your email account is set up correctly. Go to step 8.

If you receive an error, make sure that you have entered all the information correctly, and then click **Test Account Settings** again.

If all the information is correct and you continue to receive errors, go to the "Next Steps" section for more help.

8. Click **Next**, and then click **Finish**.