

Outlook 2010 SMTP Auth

- Open Microsoft Outlook 2010
- From the main screen click the “File” button then select “Account Settings...”
- Select your email account from the list
- Click the “Change...” button
- Click the “More Settings...” button
- Select the “Outgoing Server” tab



- Tick “My Outgoing Server (SMTP) requires authentication”
- Make sure that “use same settings as my incoming mail server” is selected
- Click “Ok”
- Click the “Next >” button then the “Finish” button
- You should now be back to the main Outlook 2010 screen
- Check you are online then test to ensure you can send mail correctly