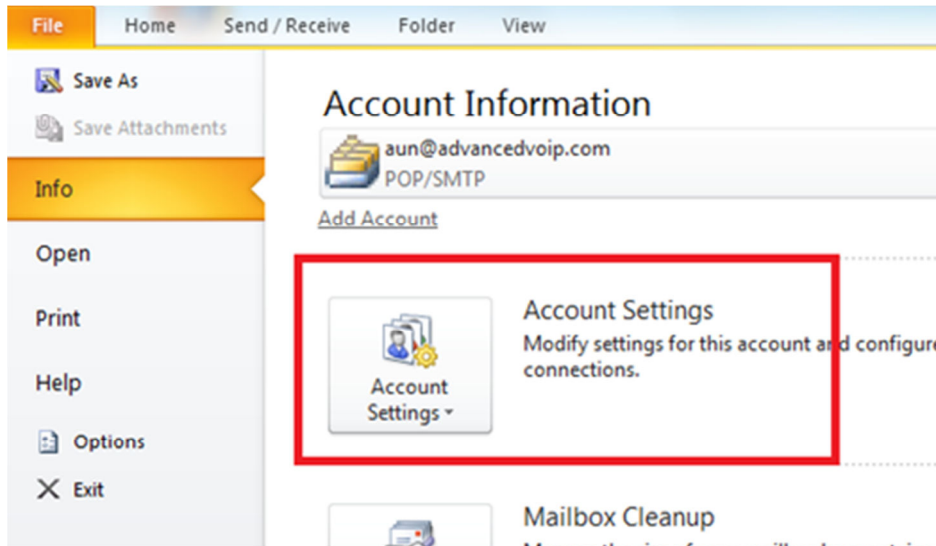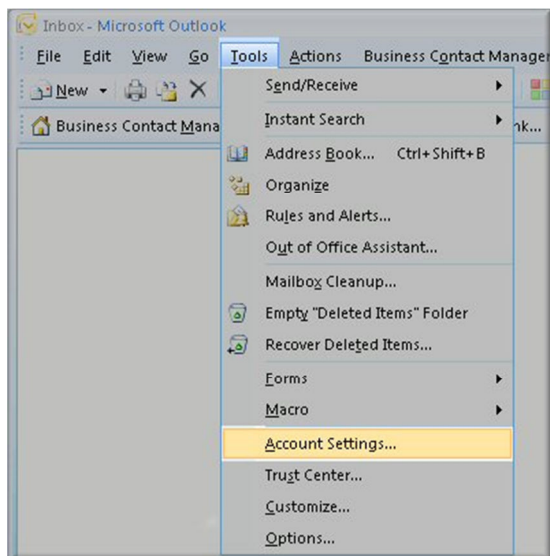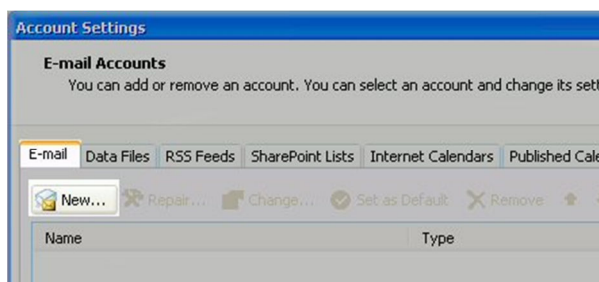# Setup Emails in Outlook 2010/2007

To setup emails in Outlook 2010 go to the file menu and click on account settings.
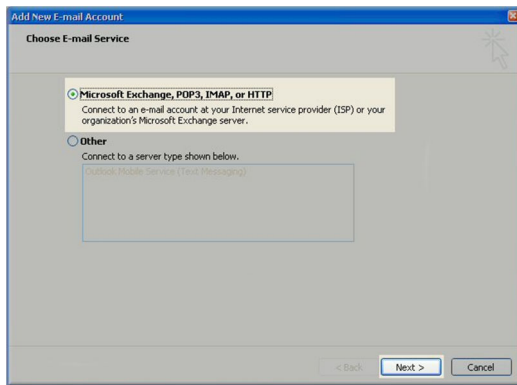

To setup emails in Outlook 2007, click the Tools menu, and select Account Settings.
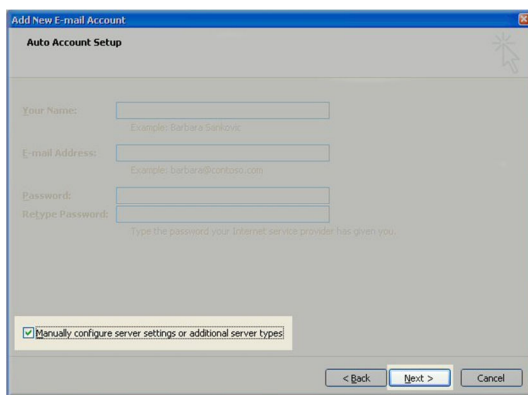

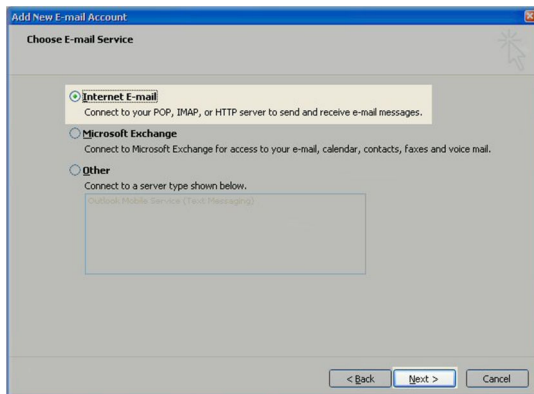Click on the Email tab and click on the New... button.

Select Microsoft Exchange, POP3, IMAP or HTTP and click Next.

On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.


Select Internet E-mail option and click Next.

Fill in the following fields:

- Enter Your Name or the name you want your emails to be from.
- Enter your full email address example@example.co.uk in the email address field.
- Select POP3.
- Add mail.rombus.com in the incoming mail server: field.
- Input mail.rombus.com in the outgoing mail server: field.
- Enter your username – this is your email address.

Enter your email password in the Password field. This and can be changed by Rombus if you are not sure what it is.
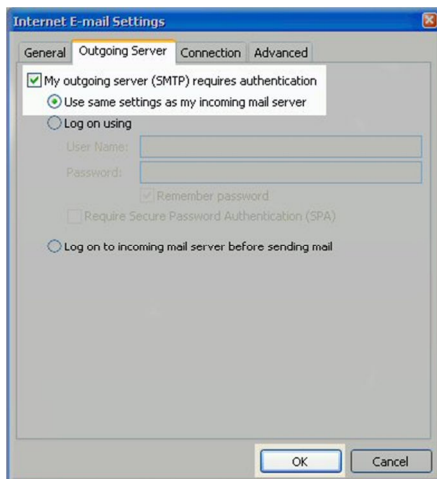
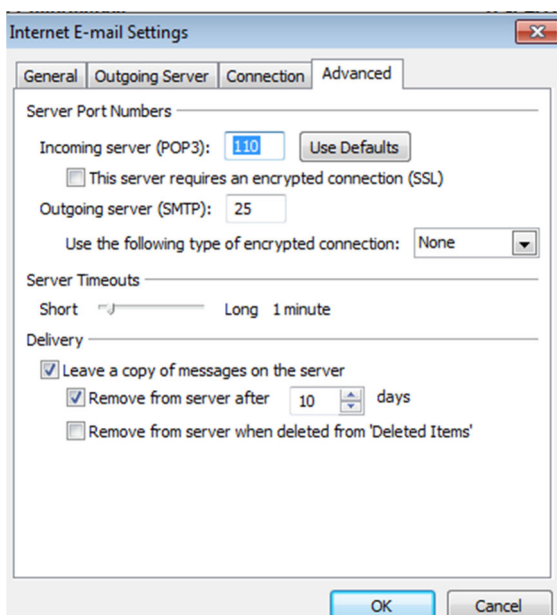Select the more settings button in the bottom left.
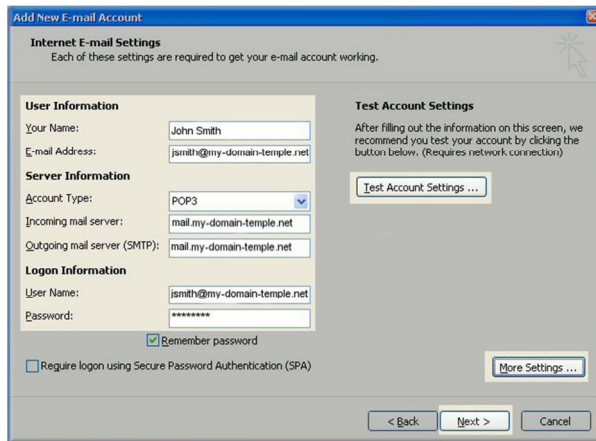
Click on the Outgoing Server tab.

Click My outgoing server (SMTP) Requires Authentication

Make sure Use same setting as my incoming mail server is also checked.

Select the advanced tab and tick the leave a copy of messages on the server box. Set the messages to be removed from the server after 10 days.

Click ok

Click the test account settings button and you should see all items with green check marks... Click the Close Button to close the test window.

Click OK to save your settings.

Click Finish to close the setup wizard.

If you have more than one email account you want to setup then the repeat the steps above for the additional account.