

## Configure your Direct Address with Microsoft Outlook 2010

- 1. Launch Microsoft Outlook
- 2. Under the File tab select "Add Account"



Select "Manually configure server settings or additional server types" and click next

Auto Account Setup Connect to other s	erver types.	岺
🔘 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.	
🔿 Text Messaging (	5MS)	
Manually configur	e server settings or additional server types	
	< Back Next > Ca	ncel

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- 4. Configure your Internet e-mail settings as the following:
  - a. Your Name: a name associated with your Direct Address
  - b. E-mail Address: your Direct Address
  - c. Account Type: IMAP
  - d. Incoming mail server: imap.mdemail.md
  - e. Outgoing mail server: directo.mdemail.md
  - f. User Name: your Direct Address
  - g. Password: your password

User Information		lest Account Settings	
Your Name:	John Doe	After filling out the information on this screen, we recommend you test your account by dicking the button below. (Requires network connection) Test Account Settings Test Account Settings by clicking the Next button	
E-mail Address:	johndoe@direct.domain.com		
Server Information			
Account Type:	IMAP 🗨		
Incoming mail server:	imap.mdemail.md		
Outgoing mail server (SMTP):	directo.mdemail.md		
Logon Information			
User Name:	johndoe@direct.domain.com		
Password:	******		
<b>V</b> F	Remember password		
Require logon using Secure	Password Authentication (SPA)	More Settings	

- 5. Select "More Settings"
- 6. Under the General tab, name your Direct Address in a way to differentiate from your other email accounts on Outlook
- 7. Under Advanced tab, input the following settings:
  - a. Incoming server (IMAP): 993
  - b. Use the following type of encrypted connection: SSL
  - c. Outgoing server (SMTP): 465
  - d. Use the following type of encrypted connection: SSL
- 8. Click OK
- 9. Click Next to test your settings
- 10. Click Finish.