

How To Configure A cPanel Email Address In Outlook 2010

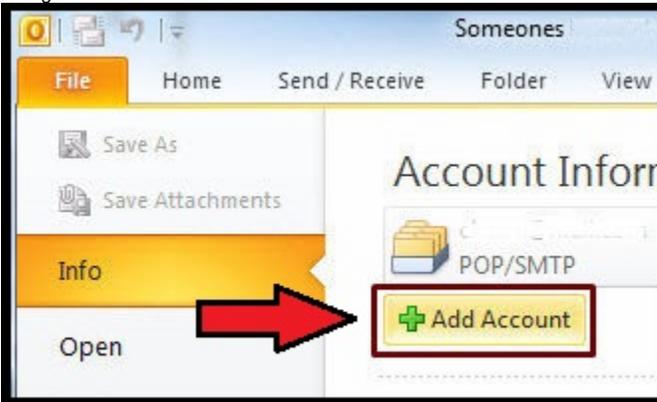
This article is for cPanel hosting accounts. If you are not sure where your account is located, please check our [guide here](#). If you would like instructions on how to setup your site manager email in Outlook 2010, please [go here](#).

In order to get your account set up with Outlook 2010, follow these general steps.

- [Step 1: Use The Auto Account Wizard to Set Up A POP/IMAP account](#)
- [Step 2: Manually Configure Server Settings](#)
- [Step 3: Configure Other Settings](#)

Step 1: Use The Auto Account Wizard to Set Up A POP/IMAP account

1. Navigate to File >> Add Account.



2. The Auto Account Setup wizard will start and request information such as type of account, your name, e-mail address, and password.
3. Select "E-mail Account," type in your name or a display name for the account, type in the full e-mail address "user@domain.com" (note that user+domain.com will also work in the cPanel environment), and your password twice.

A screenshot of the 'Add New Account' dialog box in Outlook 2010. The dialog box is titled 'Add New Account' and has a close button in the top right corner. It contains the following fields and options:

- Auto Account Setup**: Click Next to connect to the mail server and automatically configure your account settings.
- E-mail Account**: Selected with a radio button and highlighted with a red box.
- Your Name**: Ellen Adams (Example: Ellen Adams)
- E-mail Address**: ellen@contoso.com (Example: ellen@contoso.com) - This field is highlighted with a red box.
- Password**: [Redacted]
- Retype Password**: [Redacted]

At the bottom, there is a note: 'Type the password your Internet service provider has given you.'

4. Click Next.

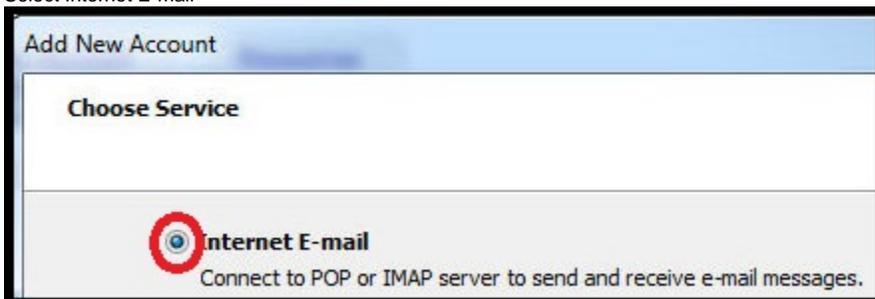
- The wizard will test the settings and should show you a successful and complete message once it finishes. If it does not, you will see an error message. Click Next to see an option allowing you to "Manually configure server settings."



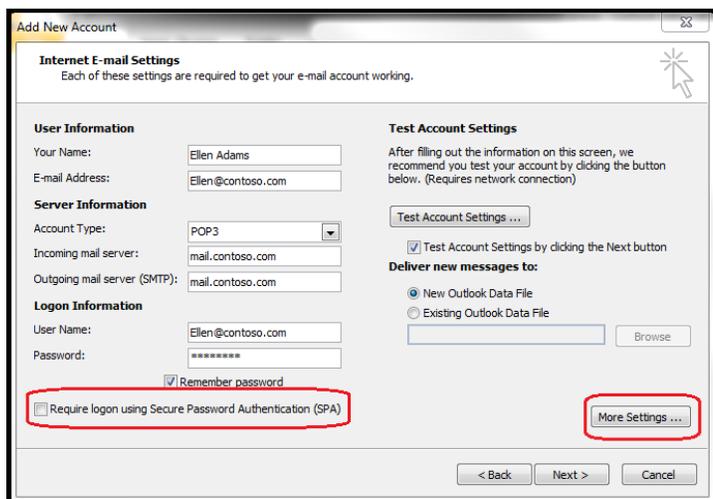
If you do need to manually configure the server settings, you will be taken through another series of similar prompts.

Step 2: Manually Configure Server Settings

- Select Internet E-mail

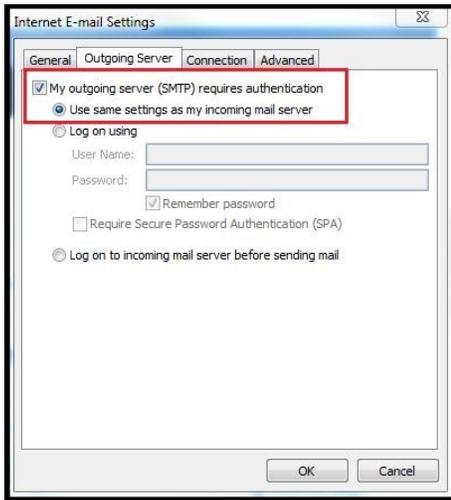


- Type in your name and your e-mail address.
- Select the account type as POP3 or IMAP. Type **yourdomain.com** for the incoming mail server, and **yourdomain.com** for the outgoing mail server. [Replace **yourdomain.com** with the name of your domain.]
- User name: enter in your full email address in the format **user@domain.com**. (note that user+domain.com will also work)
- Fill in your password and check the "Remember Password" box if you do not want to type it in each time you connect to your account.
- DO NOT** check the "Require logon using Secure Password Authentication [SPA]" unless that has been activated or configured by you or a web developer.



Step 3: Configure Other Settings

- Click on **More Settings** and then **Outgoing Server**.
- Check the box that says **My Outgoing server (SMTP) requires authentication**. Also, choose the option that says **Use same settings as my incoming mail server**.



1. Click on **Advanced**. Make sure the **Outgoing server (SMTP)** port number is set to **2525**.
2. Click **OK**.
3. Click on **Next** to see the "Congratulations" page. Click **Finish**.

If You have any issues setting up the email, please contact our support team.