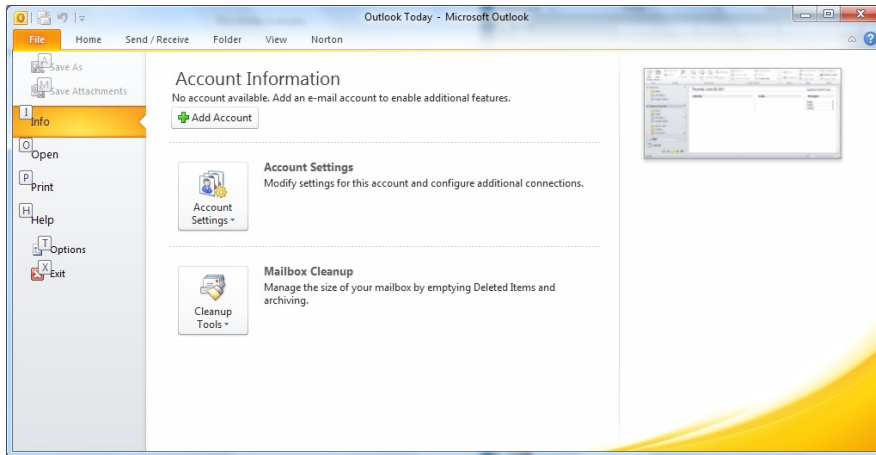
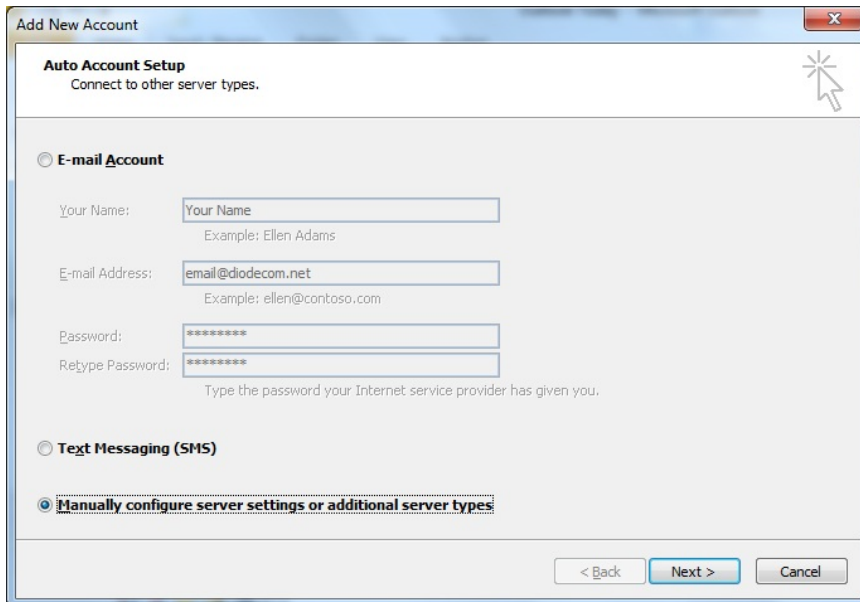


Open up *Microsoft Outlook 2010*.

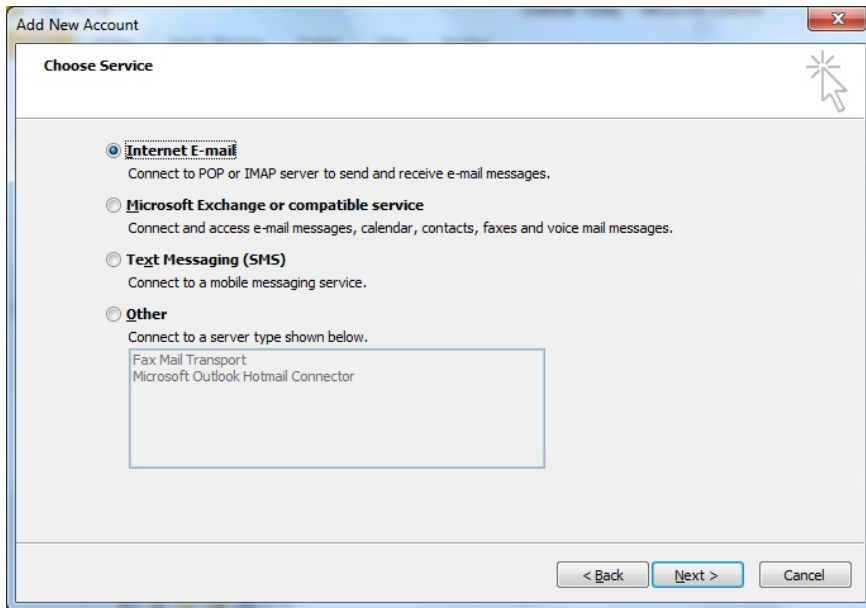
On the menu bar across the top of the window, select the *orange "File" button* then click on *Info* and then click on the *Add Account* button.



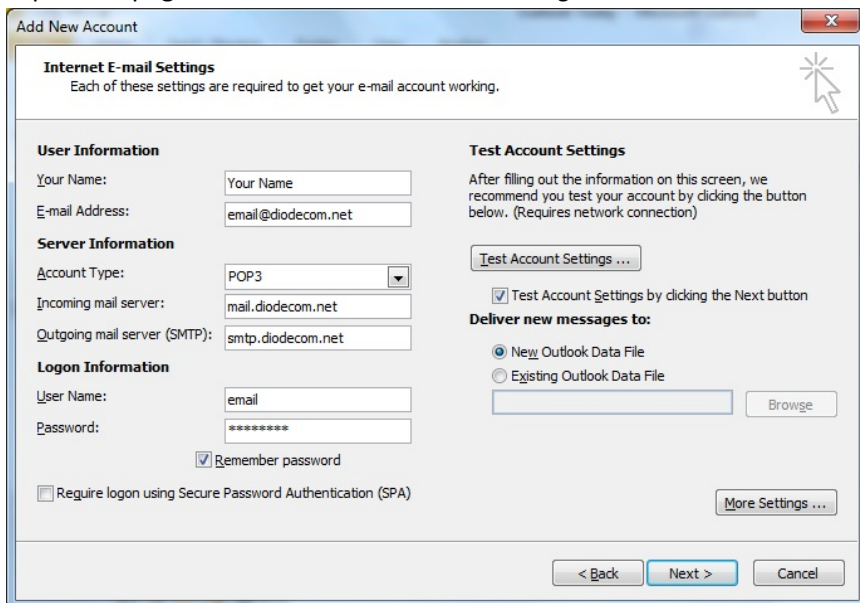
On the *Auto Account Setup* window, enter *Your Name*, *E-mail Address*, and *Password* then select *Manually Configure Server Settings or Additional Server Types* and press *Next*.



On the *Choose Service* window, select *Internet E-mail* and then click *Next*.

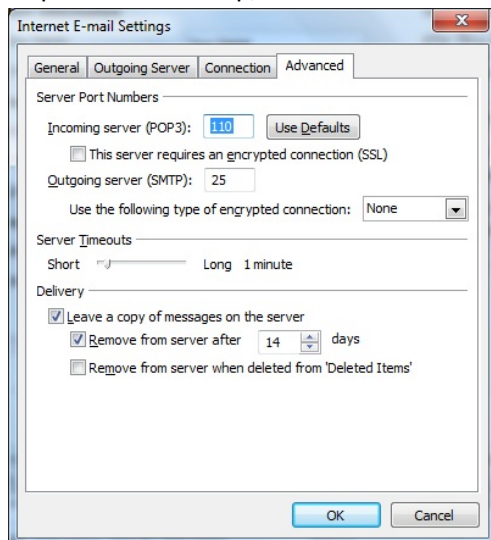


On the next screen, make sure the *Account Type* is set to *POP3* and type *mail.diodecom.net* for the *Incoming Mail Server* and type *smtp.diodecom.net* for the *Outgoing Mail Server*. Then go ahead and enter your *User Name* and *Password* then make sure *Your Name* and *Email Address* are correct at the top of the page. Then click on the *More Settings* button.



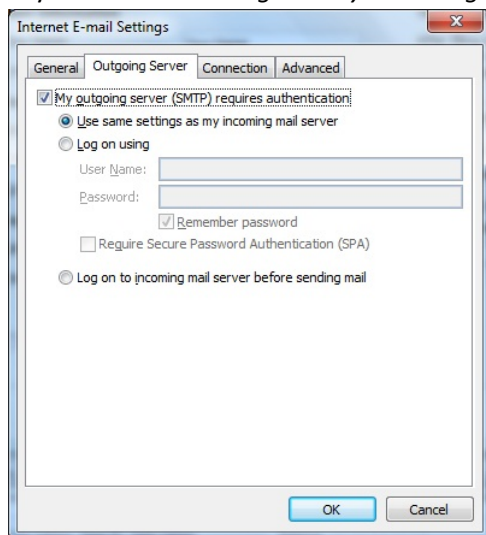
Click on the *Advanced* tab and make sure that both of the boxes are checked for *Leave A Copy Of Messages On The Server* and *Remove From Server After 14 Days*, (If you have WildBlue Internet, then

skip to the next step, otherwise continue reading) then press *OK*.



### **For WildBlue Users Only**

With the *Internet E-mail Settings* window still open, click on the *Outgoing Servers* tab then check the box that says *My Outgoing Server (SMTP) requires authentication*, then make sure the circle is selected that says *Use Same Settings As My Incoming Mail Server*. Then press the *OK* button.



When back on the *Add New Account* window, change the *Outgoing Mail Server* to *smtp2.diodecom.net*. Then press the *Next*, then *Close*, and then *Finish* to start sending and receiving messages. \*After your

WildBlue is installed, you may need to wait up to 5 days for your email to start working properly.

Add New Account X

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File