

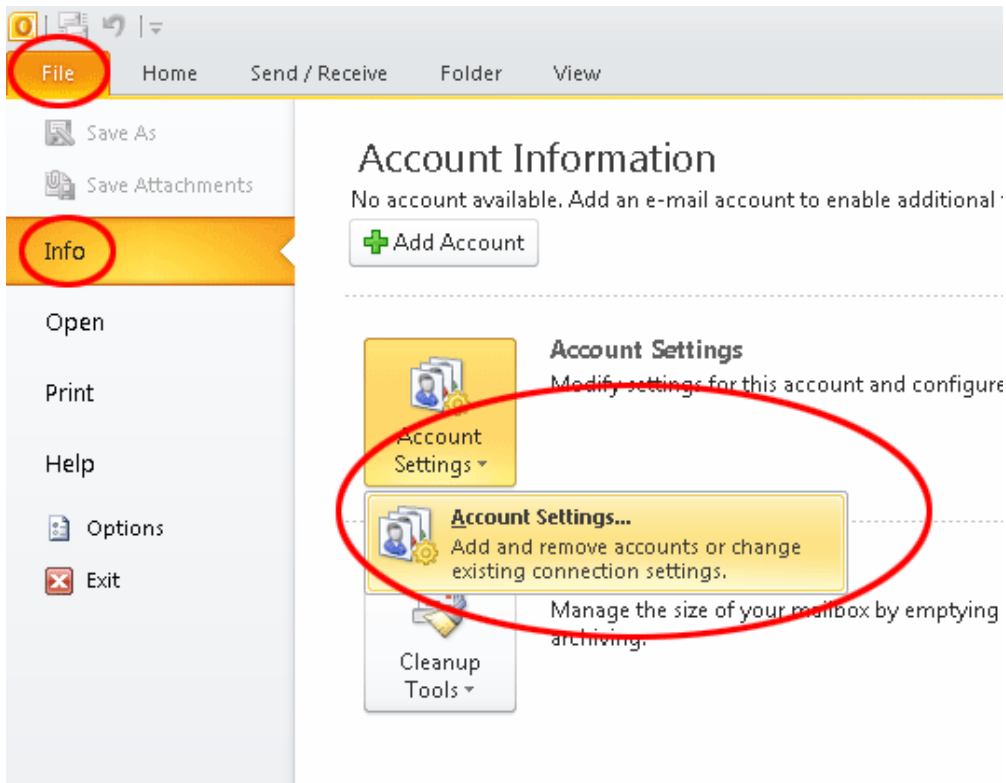
How to setup Catchya in Outlook 2010

In this tutorial replace the example information with your own personal Catchya account information.

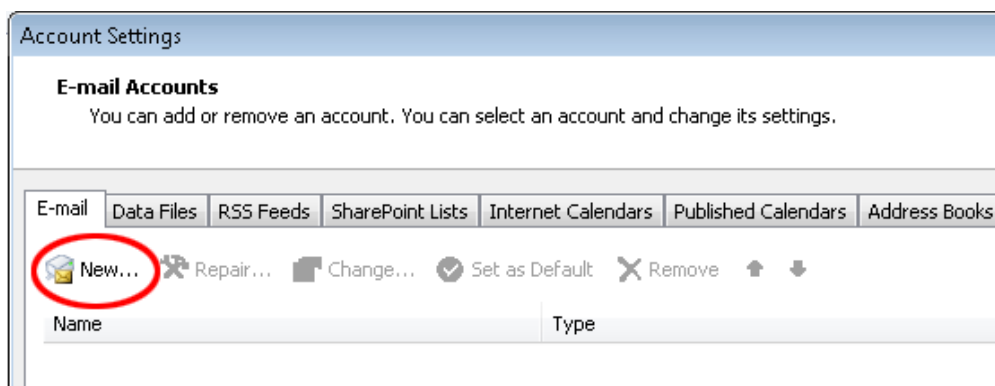
- John Smith = Your Name
- yourdomain@domain.com = Your Catchya address (provided by your club)
- yourdomain.com = The Catchya domain (provided by your club)

To Setup Catchya in Outlook 2010

1. In Outlook 2010, click **File** then select **Info** from the dropdown menu.
2. Click **Account Settings**.
3. Select the **Add and remove accounts** option from the drop down.



4. In the **Email** tab, click **New**.



5. Select **Email Account** radio option and complete the following information:

Your Name: The name you wish displayed when people receive your Mail

Email Address: The Catchya address you are sending from.

Password: The password used for this Catchya account.

Re-type Password: The password used for this Catchya account.

6. Select **Manually configure server settings or additional server types** then click **[Next]**.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

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 (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

7. Select the **Internet Email** radio option and click **[Next]**.

Add New Account

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

< Back Next > Cancel

- Complete the Settings information:

Your Name: The name you wish displayed when people receive your Mail

Email Address: The Catchya address you are sending from.

Account Type: Select POP3 or IMAP from the drop down. POP is more common.

Incoming mail server: pop.yourdomain.com

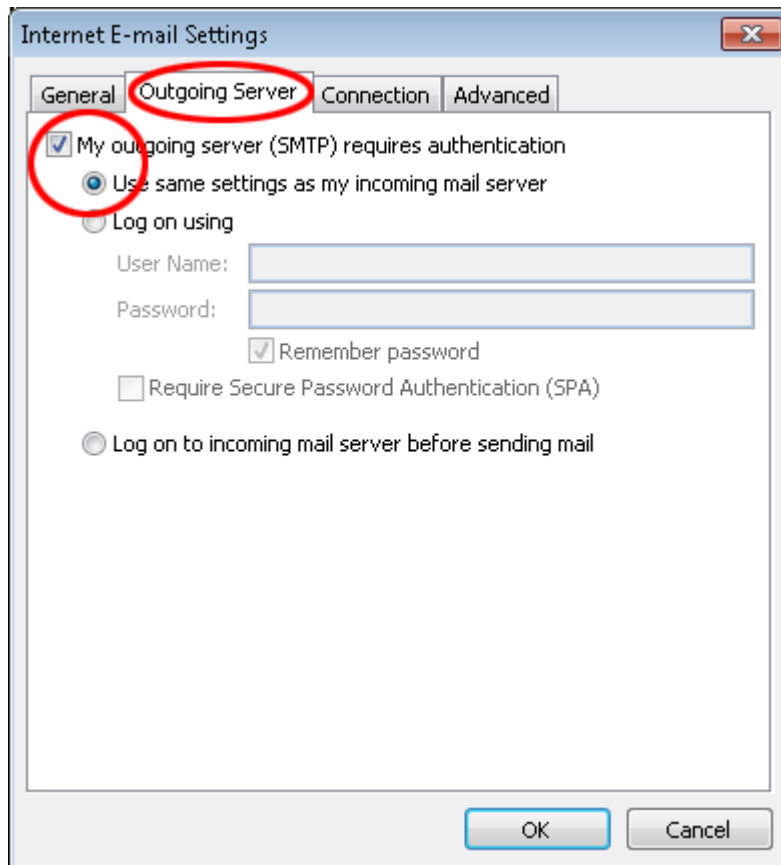
Outgoing mail server: smtp.yourdomain.com or your Internet Service Provider's (ISP) outgoing mail server.

User Name: Your full Catchya address is required.

Password: The password used for this Catchya account.

Note: It is up to the end user to decide if they wish to create a new Outlook Data File or not, this choice does not affect the connection to our servers.

- Click **[More Settings]** button located in the bottom right corner.
- Select the **Outgoing Server** tab.



- Select **My outgoing mail sever (SMTP) requires authentication** and **Use same settings as incoming mail server**.
- Select the **Advanced** tab.

With SSL Encryption

This server requires an encrypted connection (SSL) = **Selected**.

Change the Outgoing server (SMTP) number to **465**.

Use the following type of encrypted connection = **SSL**.

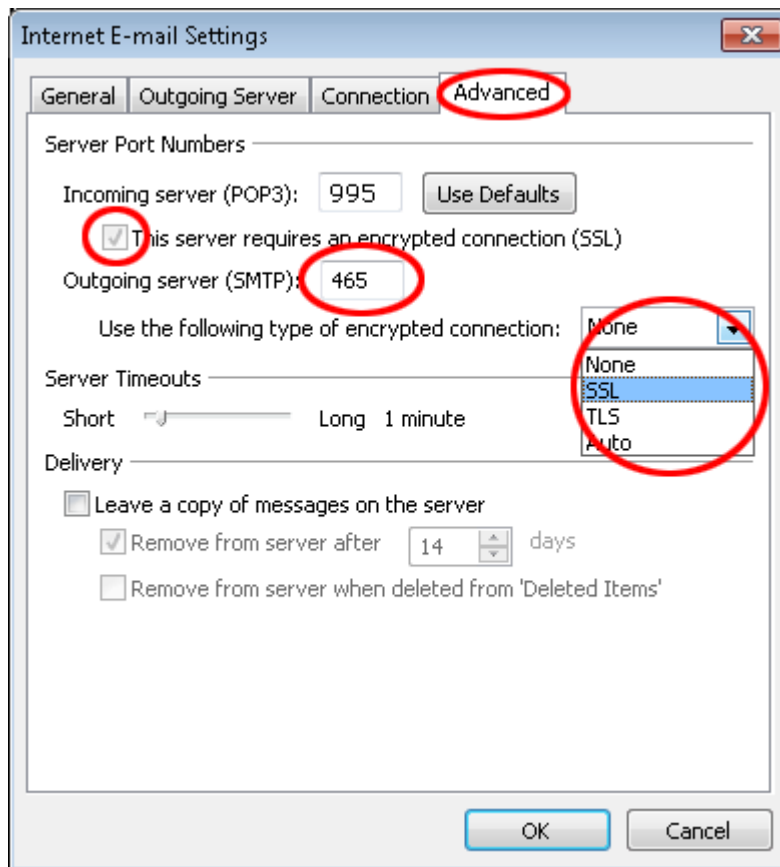
Without SSL Encryption

This server requires an encrypted connection (SSL) = **Unselected**.

Change the Outgoing server (SMTP) number to **587**.

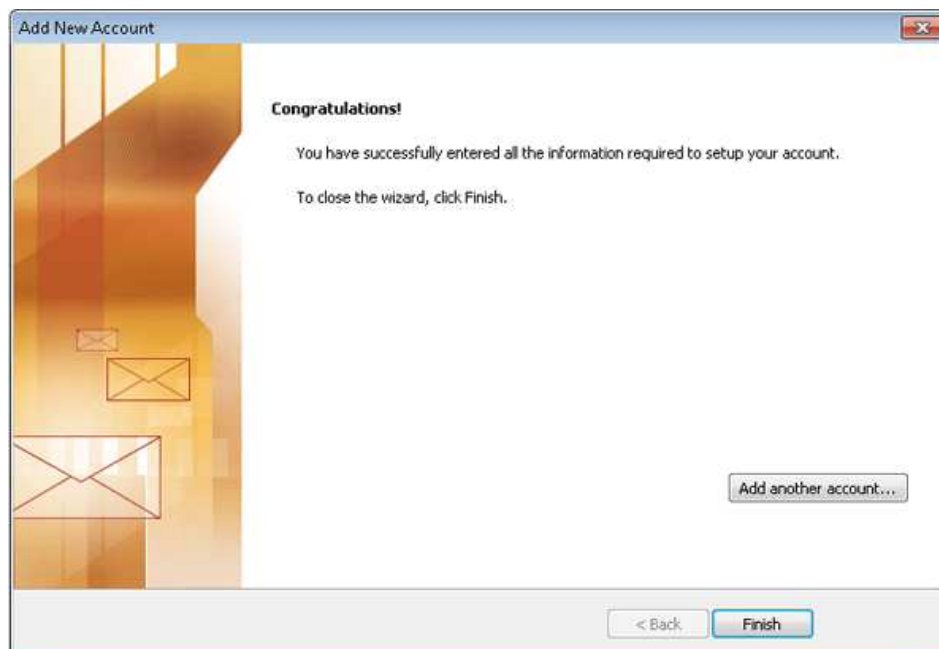
Use the following type of encrypted connection = **None**.

13.



14. Click **[OK]**.

15. Click **[Next]** then **[Finish]**.



This completes the setup of your Catchya account in Outlook 2010.