Outlook 2010 and 2013 Setup

1. Open Outlook. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **NEXT**. Then, on the **E-mail Accounts** page, click **NEXT** to set up an email account.

    If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, Click the **FILE** tab, the click **Account Settings**, and click on **New**

2. Click manually **configures server settings or additional server types**, and then click **NEXT**.
3. On the Choose Service page, select **Internet E-mail**, and then click **NEXT**
4. Provide the following information on the **Internet E-mail Settings** page.

    Under User Information:
    1. In the **Your Name** box, enter the name you want users to see when you send email from this account
    2. I the **Email Address** box, enter your email address.

    Under Server Information:

    1. Under **Account Type**, select **IMAP** or **POP3**
    2. In the Incoming mail server box, enter the IMAP or POP server name:
        IMAP: imap.cccinternet.net
        POP: pop.cccinternet.net
    3. In the **Outgoing mail server (SMTP)** box, enter the SMTP server name:
        SMTP: smtp.cccinternet.net

Under **Logon Information**:

1. In the **User Name** box, enter your full email address
2. In the **Password** box, enter your email password. If you want Outlook to remember your password, make sure the check box next **Remember password** is selected.

5. At the bottom of the page, click **More Settings**, and then fill in the **Internet E-mail settings** dialog box as follows:

    1. Click on the **Outgoing Server tab** and select **my outgoing server (SMTP) requires authentication.**

 2. Click on the **Advanced** tab. Under **Incoming server (IMAP),** or **Incoming server (POP3)** you will enter the following:

        IMAP: Enter incoming port **143** and outgoing port **465**

        POP: Enter incoming port as **110** and the outgoing port as **465**