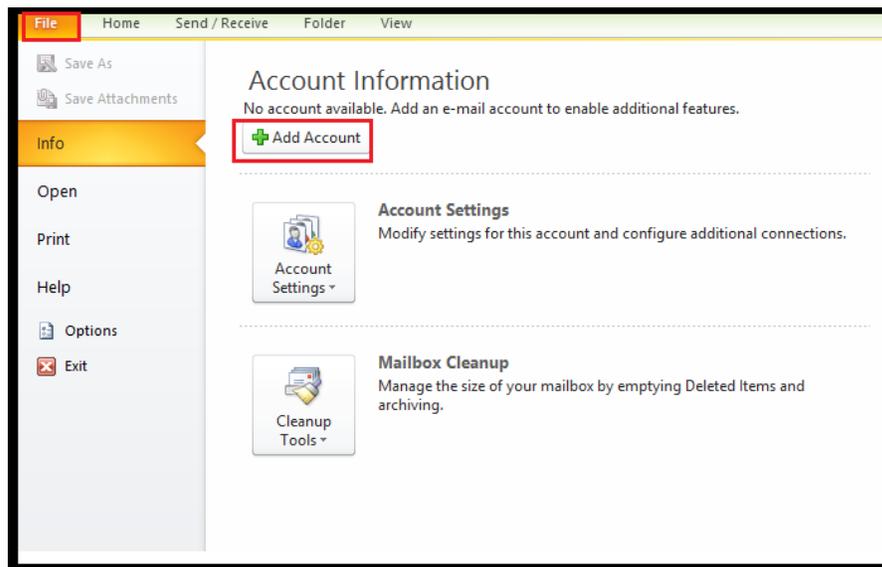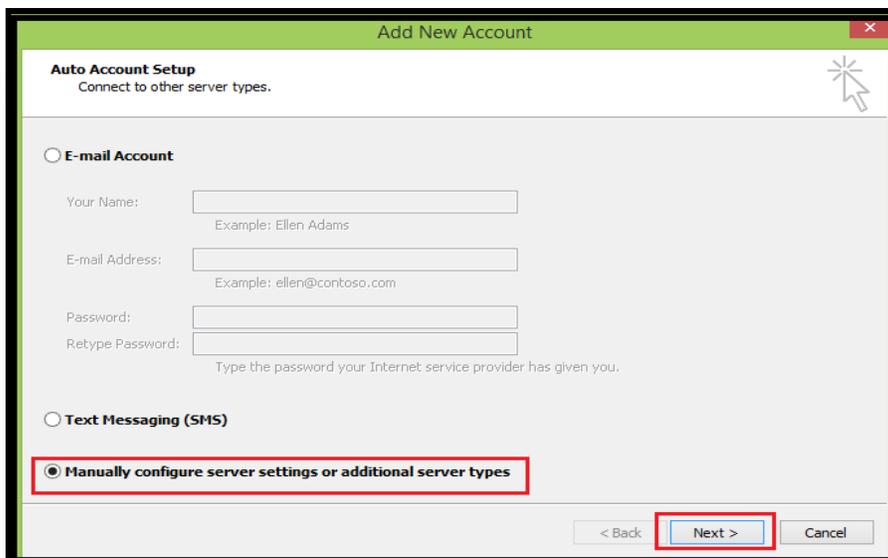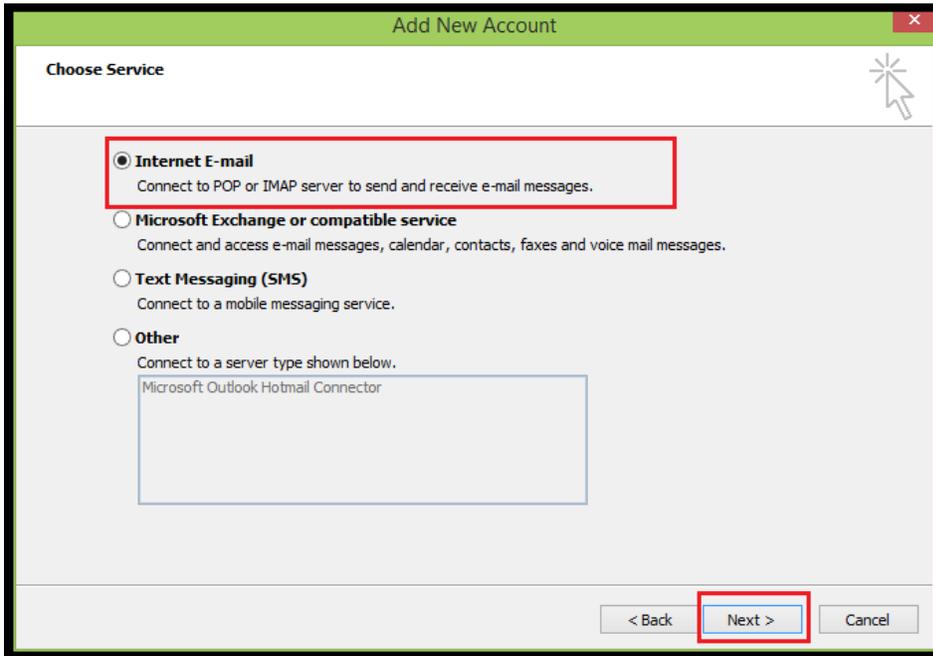# To set up Business Email on Outlook 2010 and higher:

1. If you've **never** used Outlook before, it will prompt you to create a new account. In that case, skip ahead to step 2. If you've previously used Outlook and it doesn't prompt you, click the **File** tab, then the **Add Account** button:

2. When this window appears, leave the spaces empty, **choose** the **Manually configure server settings or additional server types** option, then **click Next**.
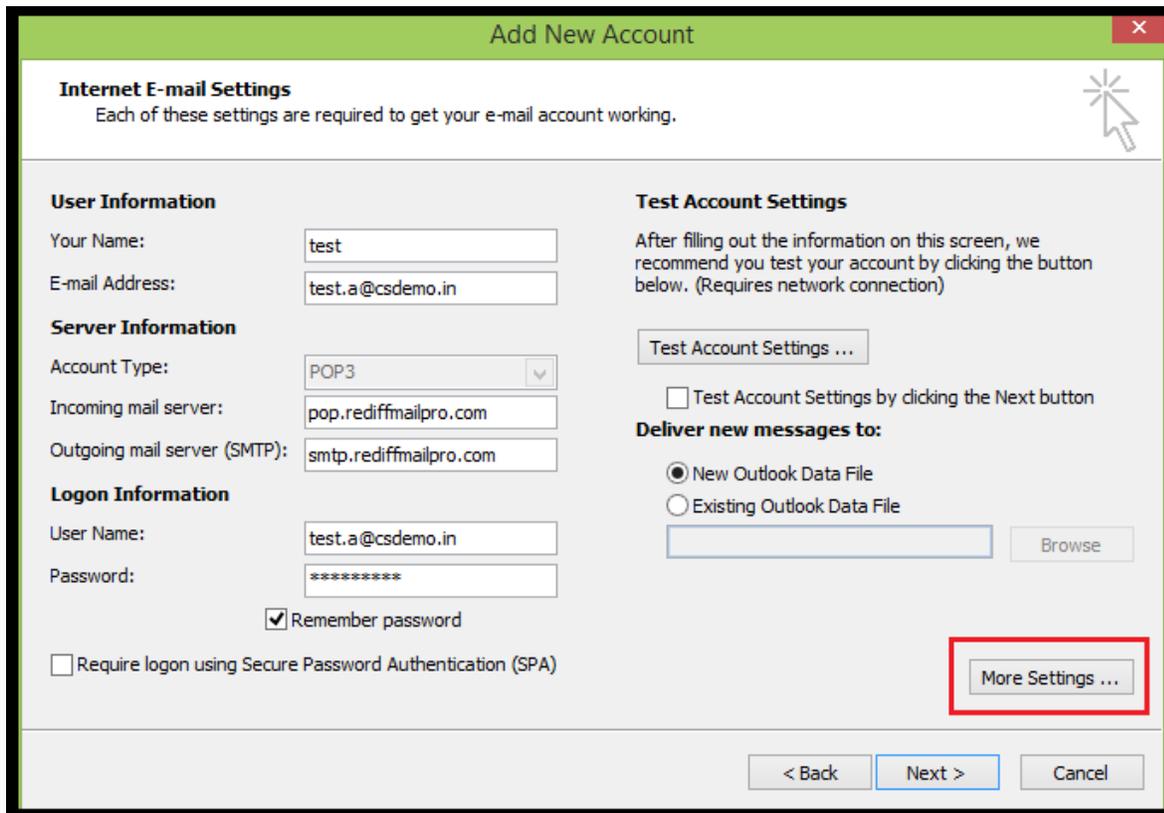
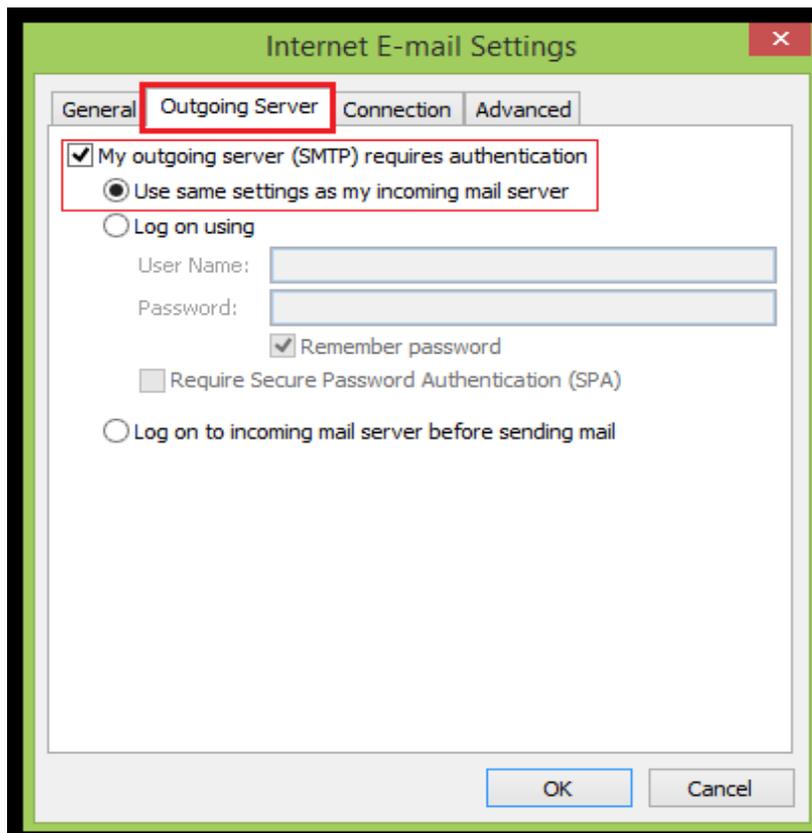**3. Choose Internet E-mail**, and then **click Next**.

4. This is the window where you'll **enter** our server settings as follows:

- Your name – **User-defined**.
- Email address - enter **the complete email address** you are setting up
- Account Type – **POP**
- Incoming mail server - **pop.rediffmailpro.com**
- Outgoing mail server (SMTP) - **smtp.rediffmailpro.com**
- User Name- enter **the complete email address**
- Password – **Password** of above email id
- **Select** on remember password

Click on **More settings**… button

5. A new "Internet E-mail Settings" window **appears**.

6. In the "Outgoing Server" tab, **check My outgoing server (SMTP) requires authentication and make sure Use same settings as my incoming mail server** is **selected**:

Configure on Secure Ports
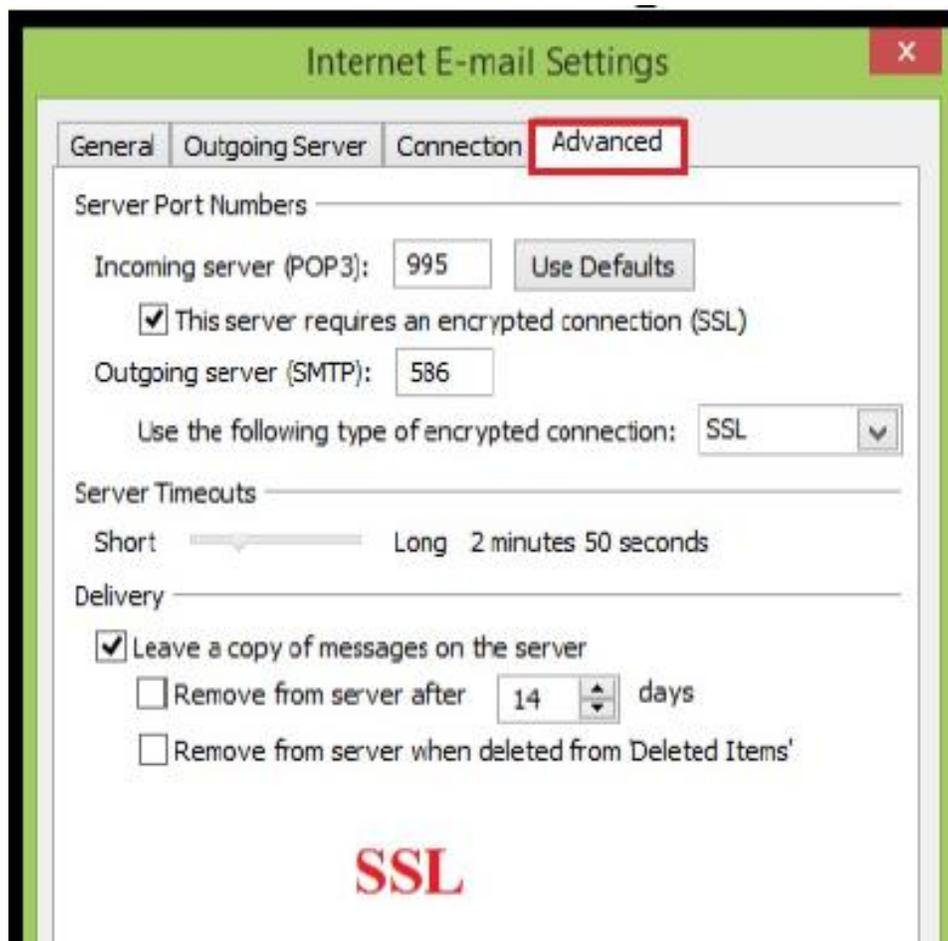
Incoming server (POP3): **995**
CHECK this server requires an encrypted connection (SSL)
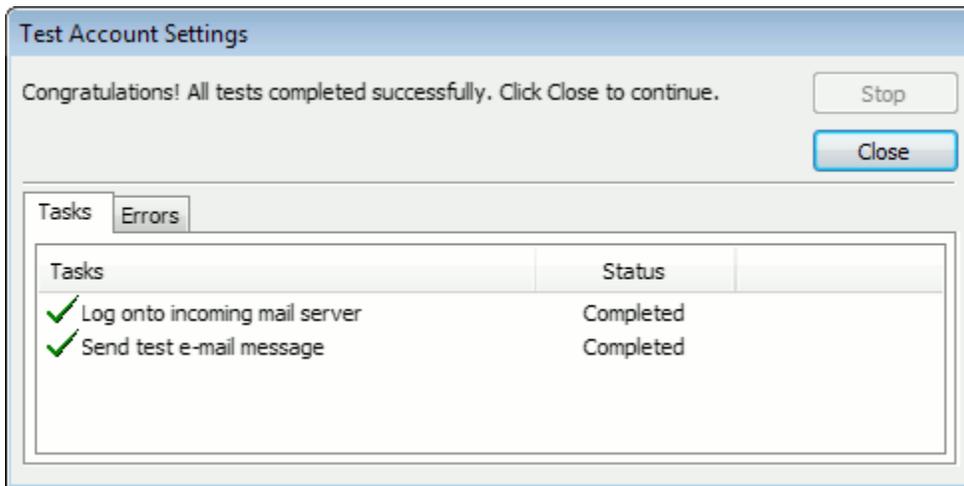Outgoing server (SMTP) : **586**
Use the following type of encrypted connection: **SELECT** SSL
Leave a copy of message on the server =>> **check or uncheck its user-defined**
Click **OK** to close the "Internet E-mail Settings" window.

8. **Click Next**. Outlook will test the settings, then should tell you that "all tests completed successfully":

If Outlook tells you a test failed, double-check to be sure you've entered the settings correctly.

9. If the "Test Account Settings" window is still open, **click Close** to continue.

Click Finish to finish the wizard.

Congratulations!

You have setup mailbox successfully!