

Set Up POP - Outlook® 2002 / XP

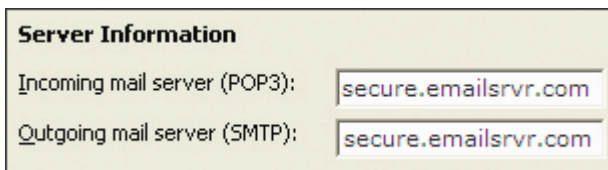
To set up Outlook 2002 for POP, perform the following steps:

1. In Outlook, select **Tools / E-mail Accounts**.
2. Click the **Add a new e-mail account** button.
3. Click the **Next** button.
4. Click the **POP3** button.
5. Click the **Next** button.
6. Enter the following information:
 - Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
 - E-mail Address—Enter your entire email address (e.g., myname@mydomain.com).
 - User Name—Enter your entire email address (e.g., myname@mydomain.com).
 - Password—Enter the password for your email account. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
 - Incoming mail server (POP3)—Enter the secure server name:

secure.emailsrvr.com

- Outgoing mail server (SMTP)—Enter the secure server name:

secure.emailsrvr.com

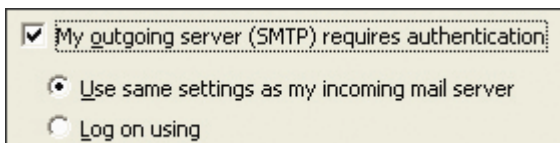


Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

7. Click the **More Settings** button.
8. Click the **Outgoing Server** tab.
9. Check the **My outgoing server (SMTP) requires authentication** box.
10. Click the **Use same settings as my incoming mail server** button.

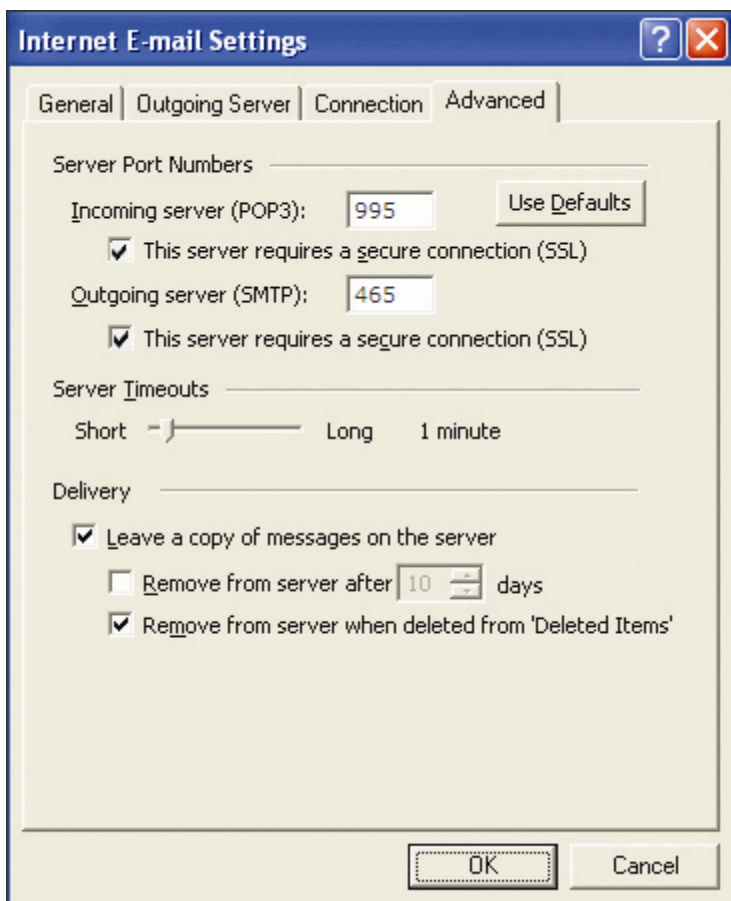


My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

11. Click the **Advanced** tab.
12. Check the first **This server requires a secure connection (SSL)** box.
13. In the **Incoming server (POP3)** box, enter the secure incoming port: **995**
14. Check the second **This server requires a secure connection (SSL)** box.
15. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465** (or alternate ports **587** or **8025**).
16. A POP connection typically removes the email messages from the email server after you have downloaded new messages to your computer. If you would like to leave copies on the server, check the **Leave a copy of messages on server** box. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days and/or delete messages when you manually delete them from the **Deleted Items** folder.



17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.