

Set Up POP - Outlook® 2007

To set up Outlook 2007 for POP, perform the following steps:

1. In Outlook, select **Tools / Account Settings**.
2. On the **Email** tab, click the **New** button.



3. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** radio button is selected, and click the **Next** button.
4. Check the **Manually configure server settings or additional server types** box.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** radio button is selected, and click the **Next** button.
7. 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).
- Account Type—Select **POP3** from the drop-down menu.
- Incoming mail server—Enter the secure server name:

secure.emailsrvr.com

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

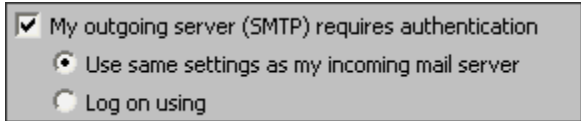
secure.emailsrvr.com

- User Name—Enter your entire email address (e.g., myname@mydomain.com).
- Password—Enter the password for your email account.

User Information	
Your Name:	<input type="text" value="My Name"/>
E-mail Address:	<input type="text" value="myname@mydomain.com"/>
Server Information	
Account Type:	<input type="text" value="POP3"/>
Incoming mail server:	<input type="text" value="secure.emailsrvr.com"/>
Outgoing mail server (SMTP):	<input type="text" value="secure.emailsrvr.com"/>
Logon Information	
User Name:	<input type="text" value="myname@mydomain.com"/>
Password:	<input type="password" value="*****"/>
<input checked="" type="checkbox"/> Remember password	

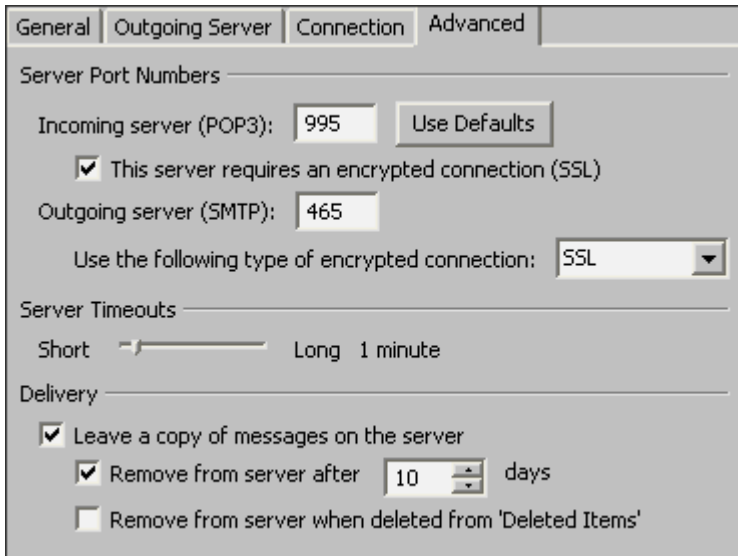
8. Check the **Remember password** box, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.

11. Check the **My outgoing server (SMTP) requires authentication** box. Leave the default setting, **Use same settings as my incoming mail server**.



A screenshot of a dialog box with a grey background. It contains three radio button options. The first option, "My outgoing server (SMTP) requires authentication", is selected with a checkmark. The second option, "Use same settings as my incoming mail server", is selected with a radio button. The third option, "Log on using", is not selected.

12. Click the **Advanced** tab.



A screenshot of the "Advanced" tab in an outgoing server settings dialog. The dialog has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Advanced" tab is active. It contains three sections: "Server Port Numbers", "Server Timeouts", and "Delivery". In the "Server Port Numbers" section, the "Incoming server (POP3)" is set to 995, and the "Outgoing server (SMTP)" is set to 465. A checkbox "This server requires an encrypted connection (SSL)" is checked. A dropdown menu "Use the following type of encrypted connection:" is set to "SSL". In the "Server Timeouts" section, there is a slider between "Short" and "Long" (1 minute). In the "Delivery" section, a checkbox "Leave a copy of messages on the server" is checked, and a sub-checkbox "Remove from server after 10 days" is also checked. There is also an unchecked checkbox "Remove from server when deleted from 'Deleted Items'".

13. Check the **This server requires an encrypted connection (SSL)** box.
14. In the **Use the following type of encrypted connection** dropdown menu, select **SSL**.
15. In the **Incoming server (POP3)** box, enter the secure incoming port: **995**
16. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465** (or alternate ports **587** or **8025**).
17. A POP connection normally removes the email messages from the server during download. If you would like to leave copies on the server, select the **Leave a copy of messages on server** check 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.
18. Click the **OK** button.
19. Click the **Next** button.
20. Click the **Finish** button.
21. Click the **Close** button.