

SET UP POP - OUTLOOK® 2010

TO SET UP OUTLOOK 2010 FOR POP, PERFORM THE FOLLOWING STEPS:

In Outlook, click the **File** tab.

Click the **Account Settings** button, and select **Account Settings**.

Click the **New** button.

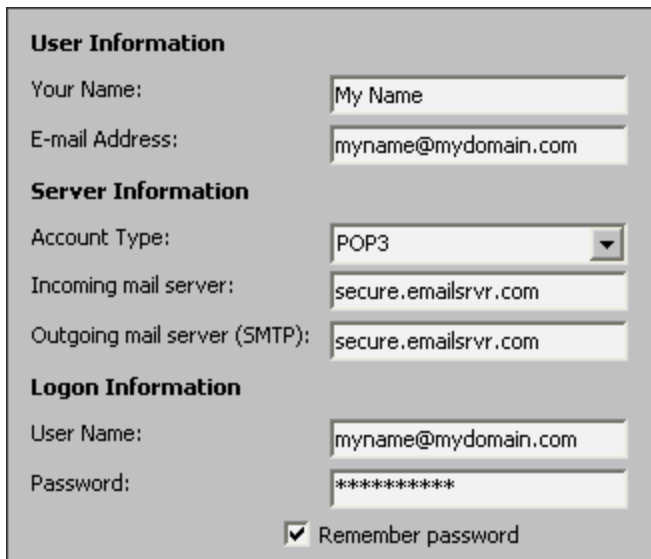
Click the **manually configure server settings or additional server types** option button.

Click the **Next** button.

Ensure that the **Internet E-mail** option button is selected, and click the **Next** button.

Enter the following information:

1. Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
2. E-mail Address—enter your entire email address (e.g., myname@mydomain.com).
3. Account Type—Select **POP3** from the drop-down menu.
4. Incoming mail server—Enter the secure server name: **secure.emailsrvr.com**
5. Outgoing mail server (SMTP)—Enter the secure server name: **secure.emailsrvr.com**
6. User Name—Enter your entire email address (e.g., myname@mydomain.com).
7. Password—Enter the password for your email account.



The screenshot shows the 'Internet E-mail' setup dialog box in Outlook 2010. It is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'.
User Information:
Your Name: My Name
E-mail Address: myname@mydomain.com
Server Information:
Account Type: POP3 (selected in a dropdown menu)
Incoming mail server: secure.emailsrvr.com
Outgoing mail server (SMTP): secure.emailsrvr.com
Logon Information:
User Name: myname@mydomain.com
Password: *****
At the bottom, there is a checked checkbox labeled '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**.

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using

12. Click the **Advanced** tab.

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3): 995 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 10 days

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**.

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.