

Set Up POP - Outlook® Express

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

1. In Outlook Express, select **Tools / Accounts**.
2. Click the **Add** button, and select **Mail** from the resulting menu.

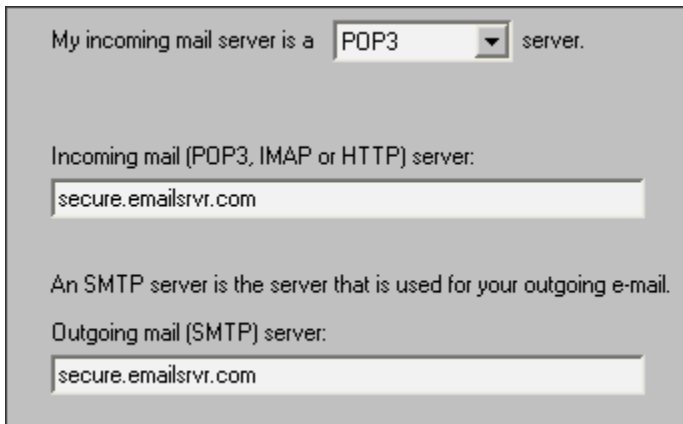


3. Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
4. Click the **Next** button.
5. Enter your entire email address (e.g., myname@mydomain.com).
6. Click the **Next** button.
7. Click the drop-down menu, and select **POP3**.
8. In the **Incoming mail (POP3, IMAP, or HTTP) server** box, enter the secure server name:

secure.emailsrvr.com

9. In the **Outgoing mail (SMTP) server** box, enter the secure server name:

secure.emailsrvr.com



10. Click the **Next** button.
11. In the **Account name** box, enter your entire email address (e.g., myname@mydomain.com).
12. In the **Password** box, enter the password for your email account.
13. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
14. Leave the **Log on using Secure Password Authentication (SPA)** box blank, and click the **Next** button.
15. Click the **Finish** button.
16. In the **Internet Accounts** window, select the email account that you just created, and click the **Properties** button.
17. Click the **Servers** tab.
18. The **Log on using Secure Password Authentication** box should not be checked.
19. Check the **My server requires authentication** box.

20. Click the **Settings** button.
21. Be sure that the **Use same settings as my incoming mail server** button is selected.
22. Click the **OK** button.
23. Click the **Advanced** tab.
24. Check the first **This server requires a secure connection (SSL)** box.
25. In the **Outgoing mail (SMTP)** box, enter the secure outgoing port: **465** (or alternate ports **587** or **8025**).
26. Check the second **This server requires a secure connection (SSL)** box.
27. In the **Incoming mail (POP3)** box, enter the secure incoming server port: **995**

The screenshot shows the 'Advanced' tab of an email client's settings. The 'Server Port Numbers' section has two rows: 'Outgoing mail (SMTP)' with a text box containing '465' and a 'Use Defaults' button, and 'Incoming mail (POP3)' with a text box containing '995'. Below each row is a checked checkbox labeled 'This server requires a secure connection (SSL)'. The 'Server Timeouts' section features a slider between 'Short' and 'Long' (1 minute). The 'Sending' section has an unchecked checkbox 'Break apart messages larger than' followed by a spin box set to '60' and 'KB'. The 'Delivery' section has three options: a checked checkbox 'Leave a copy of messages on server', an unchecked checkbox 'Remove from server after' followed by a spin box set to '5' and 'day(s)', and a checked checkbox 'Remove from server when deleted from 'Deleted Items''.

28. 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.
29. Click the **OK** button.
30. Click the **Close** button.