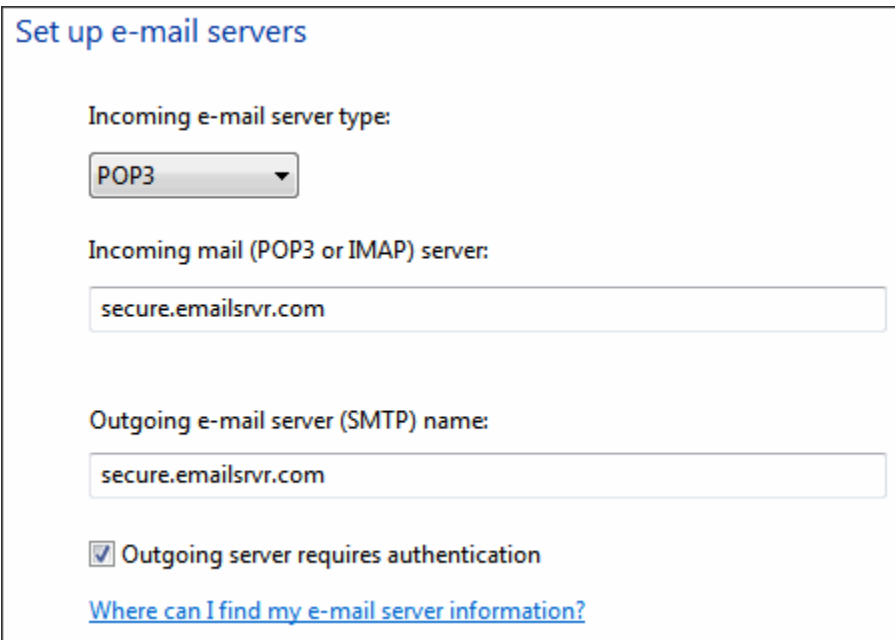


Set Up POP - Windows Mail

To set up Windows Mail for POP, perform the following steps:

1. In Windows Mail, select **Tools / Accounts**.
2. Click the **Add** button.
3. Click the **Next** button.
4. Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
5. Click the **Next** button.
6. Enter your entire email address (e.g., myname@mydomain.com).
7. Click the **Next** button.
8. Enter the following information:
 - Incoming e-mail server type—Ensure that **POP3** is selected.
 - Incoming mail (POP3 or IMAP) server—Enter the secure server name:
secure.emailsrvr.com
 - Outgoing e-mail server (SMTP)—Enter the secure server name:
secure.emailsrvr.com
 - Check the **Outgoing server requires authentication** box.



Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
secure.emailsrvr.com

Outgoing e-mail server (SMTP) name:
secure.emailsrvr.com

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

9. Click the **Next** button.
10. Enter your entire email address (e.g., myname@mydomain.com).
11. Enter the password for your email account.
12. Leave the **Remember password** box checked, if desired.
13. Click the **Next** button.

14. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked.
15. Click the **Finish** button.
16. The account you just created will be selected. Click the **Properties** button.
17. Click the **Advanced** tab.
18. Check both **This server requires a secure connection (SSL)** boxes.
19. In the **Outgoing mail (SMTP)** field, enter the secure outgoing port: **465** (or alternate ports **587** or **8025**).

The screenshot shows the 'Advanced' tab of an email client's account configuration window. It is divided into several sections:

- Server Port Numbers:** 'Outgoing mail (SMTP)' is set to 465, and 'Incoming mail (POP3)' is set to 995. Both sections have a checked checkbox for 'This server requires a secure connection (SSL)'. A 'Use Defaults' button is next to the SMTP port field.
- Server Timeouts:** A slider is positioned between 'Short' and 'Long', with the value '1 minute' displayed.
- Sending:** A checkbox for 'Break apart messages larger than' is unchecked, with a value of 60 KB.
- Delivery:** A checked checkbox for 'Leave a copy of messages on server' is present. Below it, 'Remove from server after' is set to 5 day(s), and 'Remove from server when deleted from 'Deleted Items'' is checked.

At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Apply'.

20. 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.
21. Click the **OK** button.
22. Click the **Close** button.