Set up POP – Microsoft Outlook 2010

The following article below will demonstrate how to setup a POP account with Outlook 2010.

1. In Outlook, select File and then Account Settings and Account Settings once again

2. Click on New... then select Manually configure server settings or additional server types and click Next

Auto Account Setu	, ,	N/
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Retype Password:		
	n per energia servici en pasa, antes nes sen mas per entes nas nas genern pasa.	
Manually configure s	erver settings or additional server types	
	< Back Next > Cance	!

3. Select Internet E-mail and click Next

4. Enter the following information:

• <u>Your Name</u>: **First and Last Name** (This is the name your recipients will see when you send mail)

• <u>Email Address</u>: **Your Full Email Address** (This is the Email address your recipients will see)

- <u>Account Type</u>: POP3
- Incoming server: secure.emailsrvr.com
- Outgoing server: secure.emailsrvr.com

• <u>User Name</u>: **Your Full Email address** (e.g., myname@mydomain.com), using all lowercase letters

· Password: Your email account password

Id New Account Internet E-mail Settings Each of these settings are required to get your e-mail account working.				
User Information		Test Account Settings		
Your Name:	First Last	After filling out the information on this screen, we		
E-mail Address:	myname@mydomain.com	below. (Requires network connection)		
Server Information		Tot Accord Collins		
Account Type:	POP3 👻	lest Account Settings		
Incoming mail server:	secure.emailsrvr.com	Test Account Settings by clicking the Next button		
Outgoing mail server (SMTP):	secure.emailsrvr.com	Deliver new messages to:		
Logon Information		New Outlook Data File		
		 Existing Outlook Data File 		
User Name:	myname@mydomain.com	Browse		
Password:	********			
V F	Remember password			
Require logon using Secure	Password Authentication (SPA)	More Settings		

5. Click on More Settings... Then on the Outgoing Server tab. Check the box My Outgoing server (SMTP) requires authentication and Use same settings as my incoming mail server

General Folders Outgoing Server C	onnection Advanced			
 My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server 				
C Log on using				
User Name:				
Password:				
Remember pass	sword			
Require Secure Password Au	thentication (SPA)			
	OK Cancel			

6. Next click on the **Advanced** tab. First, check the box **This server requires an encrypted connection (SSL)** and change the drop down box from **None to SSL**. Then ensure the **Incoming server port is 995** and the **Outgoing server port is 465**

Internet E-mail Settings				
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 -J Long 1 minute				
Delivery				
Leave a copy of messages on the server				
Remove from server after 14 also				
Remove from server when deleted from 'Deleted Items'				
OK Cancel				

 Click OK and then Next. Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click Close then Finish. You have successfully setup Outlook 2010!

*Note: Using SSL (Secure Sockets Layer):

SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to pop.emailsrvr.com using port 110 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025