



## Setup Email Service – Outlook 2010 - POP

If you would like to learn more about the differences between POP and IMAP, please see the POP vs IMAP guide

*To set up Outlook 2010 using POP, do the following:*

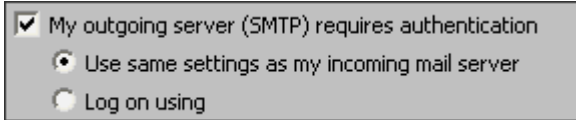
For increased security, we recommend that you use our secure (SSL) servers, as detailed below.

To set up Outlook 2010 for POP, perform the following steps:

1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Account Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** option 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.

A screenshot of the Outlook 2010 account setup dialog box. The dialog is titled 'User Information' and is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'.  
- **User Information:** 'Your Name:' field contains 'My Name'; 'E-mail Address:' field contains 'myname@mydomain.com'.  
- **Server Information:** 'Account Type:' dropdown menu is set to 'POP3'; 'Incoming mail server:' field contains 'secure.emailsrvr.com'; 'Outgoing mail server (SMTP):' field contains 'secure.emailsrvr.com'.  
- **Logon Information:** 'User Name:' field contains 'myname@mydomain.com'; 'Password:' field contains '\*\*\*\*\*'.  
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**.

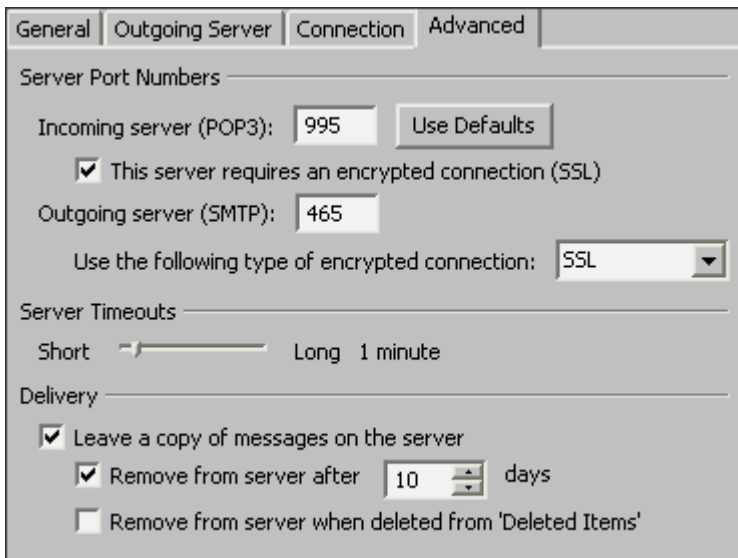


My outgoing server (SMTP) requires authentication

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.