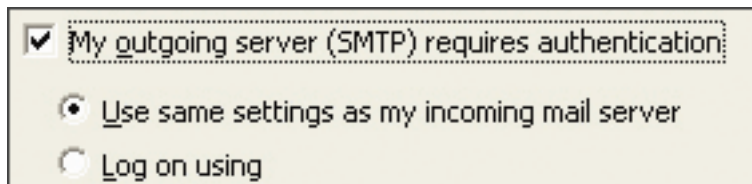To set up Outlook 2003 for POP, perform the following steps:

1. In Outlook, select **Tools** / **E-mail Accounts**.
2. Click the **Add a new e-mail account** radio button.
3. Click the **Next** button.
4. Click the **POP3** radio button.
5. Click the **Next** button.
6. 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).
    - User Name—Enter your entire email address (e.g., myname@mydomain.com).
    - Password—Enter the password for your email account.
    - If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
    - Incoming mail server (POP3)—Enter the secure server name: **secure.emailsrvr.com**
    - Outgoing mail server (SMTP)—Enter the secure server name: **secure.emailsrvr.com**
7. Click the **More Settings** button.
8. Click the **Outgoing Server** tab.
9. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.

10. Click the **Advanced** tab.
11. Select the first **This server requires a secure connection (SSL)** check box.
12. In the **Incoming server (POP3)** box, enter the secure incoming port: **995**
13. Select the second **This server requires a secure connection (SSL)** check box.

14. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.

15. 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, 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.
16. Click the **OK** button.
17. Click the **Next** button.
18. Click the **Finish** button.