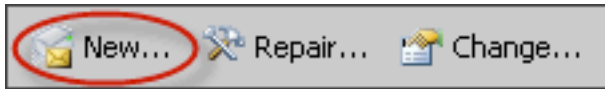


To set up Outlook 2007 for POP, perform the following steps:

1. In Outlook, select **Tools / Account Settings**.
2. On the **Email** tab, click the **New** button.



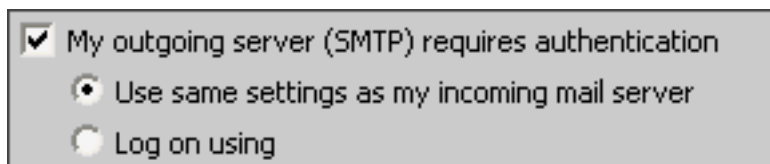
- 3.
4. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** radio button is selected, and click the **Next** button.
5. Check the **Manually configure server settings or additional server types** box.
6. Click the **Next** button.
7. Ensure that the **Internet E-mail** radio button is selected, and click the **Next** button.
8. 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.

9.

A screenshot of the Outlook 'User Information' dialog box. It contains the following fields and options:

- User Information**
 - Your Name: My Name
 - E-mail Address: myname@mydomain.com
- Server Information**
 - Account Type: POP3 (dropdown menu)
 - Incoming mail server: secure.emailsrvr.com
 - Outgoing mail server (SMTP): secure.emailsrvr.com
- Logon Information**
 - User Name: myname@mydomain.com
 - Password: *****
 - ☒ Remember password

10. Check the **Remember password** box, if you want Outlook to check for email without prompting you to enter your password.
11. Click the **More Settings** button.
12. Click the **Outgoing Server** tab.
13. Check the **My outgoing server (SMTP) requires authentication** box. Leave the default setting, **Use same settings as my incoming mail server**.

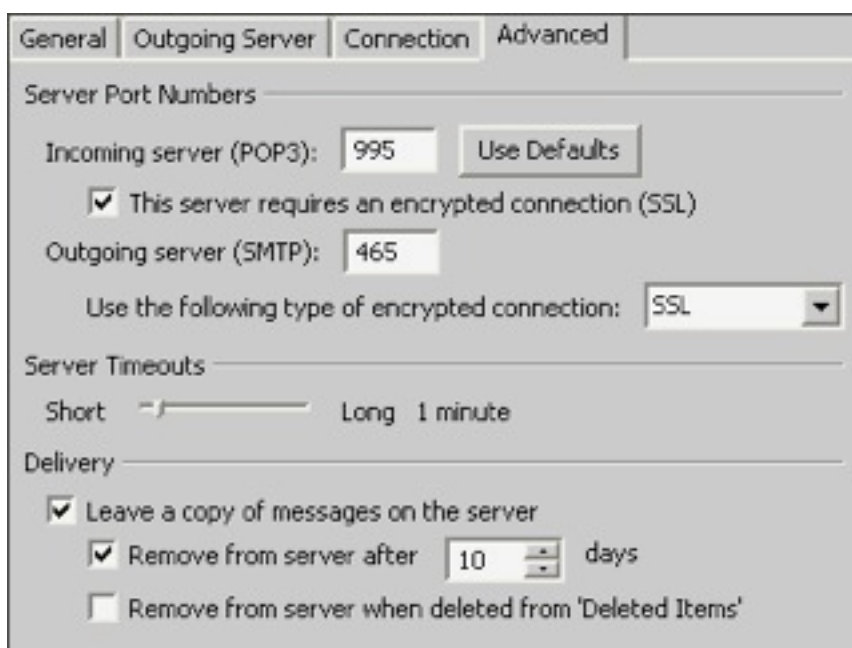


☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

14. 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'

15. Check the **This server requires an encrypted connection (SSL)** box.
16. In the **Use the following type of encrypted connection** dropdown menu, select **SSL**.
17. In the **Incoming server (POP3)** box, enter the secure incoming port: **995**
18. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.
19. 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.
20. Click the **OK** button.
21. Click the **Next** button.
22. Click the **Finish** button.
23. Click the **Close** button.