

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

1. In Outlook, click the **Tools Menu**.
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.
- 8.

The screenshot shows a 'User Information' dialog box with three sections: 'User Information', 'Server Information', and 'Logon Information'. The 'User Information' section has fields for 'Your Name' (My Name) and 'E-mail Address' (myname@mydomain.com). The 'Server Information' section has a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (secure.emailsrvr.com) and 'Outgoing mail server (SMTP)' (secure.emailsrvr.com). The 'Logon Information' section has fields for 'User Name' (myname@mydomain.com) and 'Password' (masked with asterisks). A 'Remember password' checkbox is checked at the bottom.

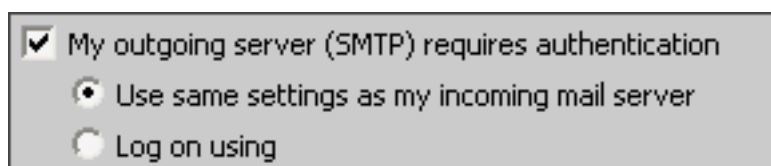
User Information	
Your Name:	My Name
E-mail Address:	myname@mydomain.com

Server Information	
Account Type:	POP3
Incoming mail server:	secure.emailsrvr.com
Outgoing mail server (SMTP):	secure.emailsrvr.com

Logon Information	
User Name:	myname@mydomain.com
Password:	*****
<input checked="" type="checkbox"/> Remember password	

9. Check the **Remember password** box, if you want Outlook to check for email without prompting you to enter your password.
10. Click the **More Settings** button.
11. Click the **Outgoing Server** tab.

12. Check the **My outgoing server (SMTP) requires authentication** box. Leave the default setting, **Use same settings as my incoming mail server**.

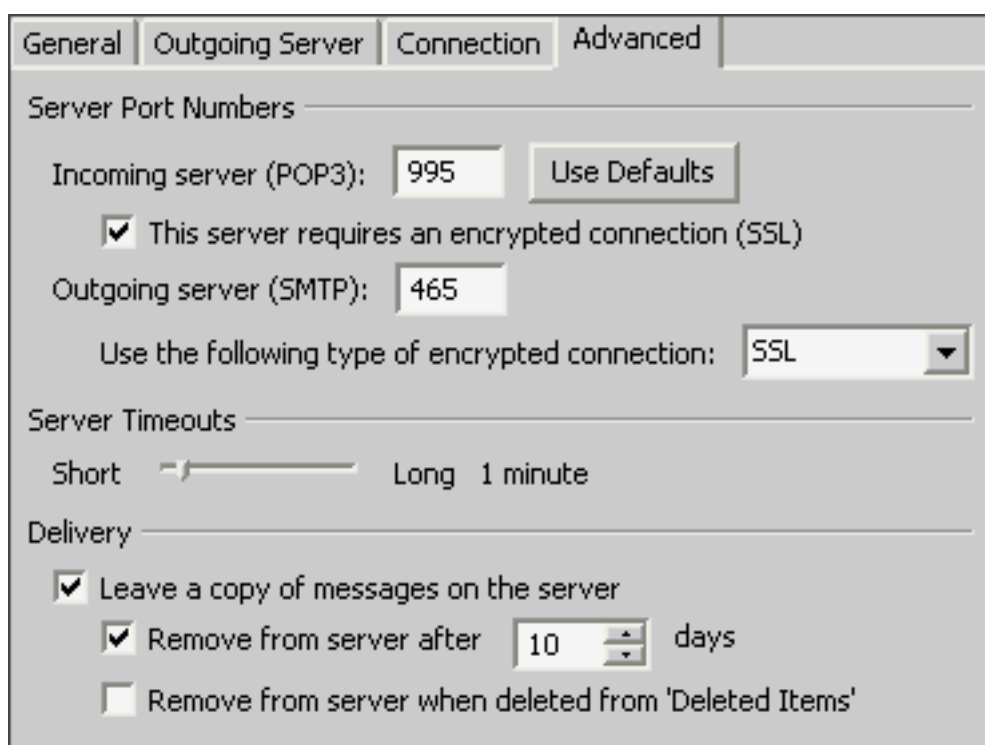


☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

13. 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'

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