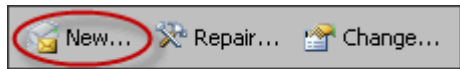# Set Up POP - Outlook® 2007

For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "Email Server Settings" page for our full list of available servers and ports.

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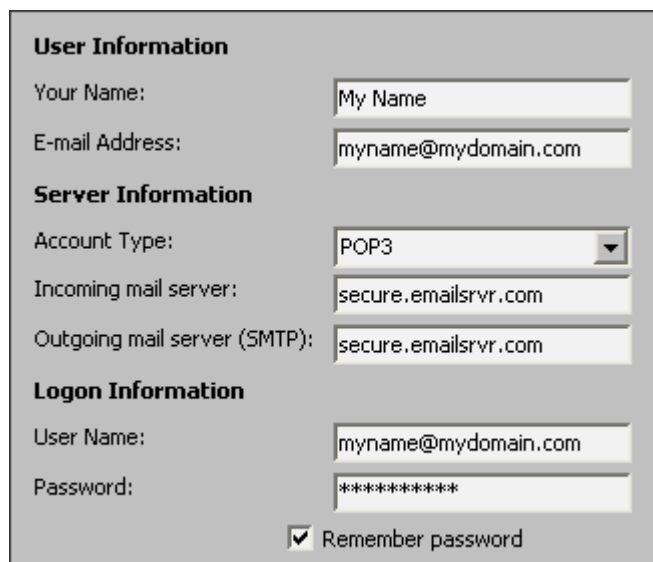7. Enter the following information:

   - 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:
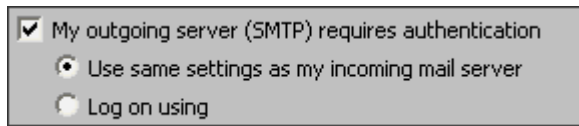
     secure.emailsrvr.com
   - User Name—Enter your entire email address (e.g., myname@mydomain.com).
   - Password—Enter the password for your email account.

8. 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**.
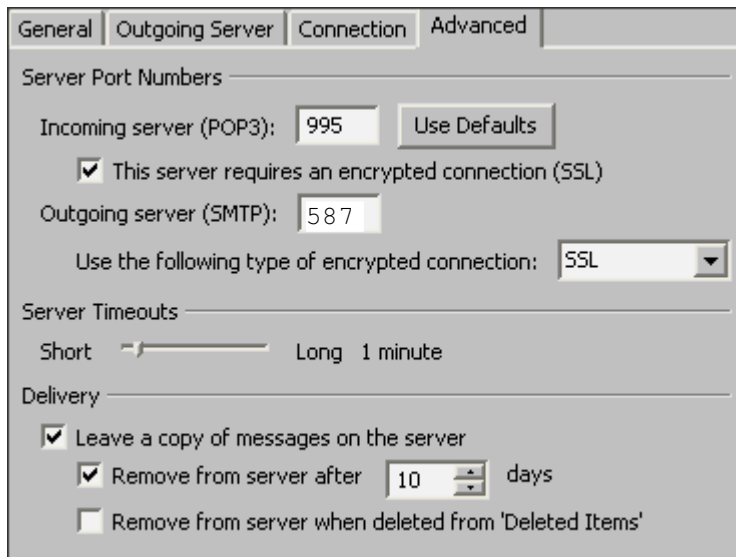
☑ My outgoing server (SMTP) requires authentication
    ◉ Use same settings as my incoming mail server
    ○ Log on using

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):   587
        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: **587**.
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.