

Set Up POP - Outlook® 2010

Note: Users may notice some compatibility issues between Outlook 2010 and Office 2007 or 2003 in which previously set integration features are inoperable. Upgrading to Office 2010 should restore integration features.

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 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:

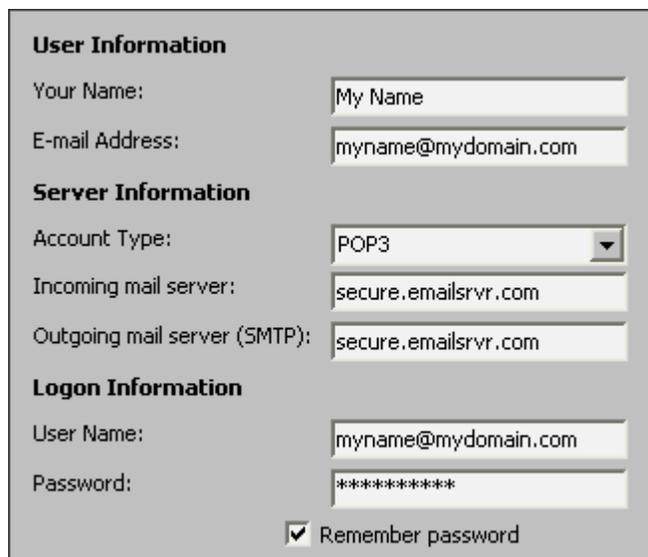
- Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
- E-mail Address—Enter your entire email address (e.g., myname@mydomain.com).
- Account Type—Select **POP3** from the drop-down menu.
- Incoming mail server—Enter the secure server 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.

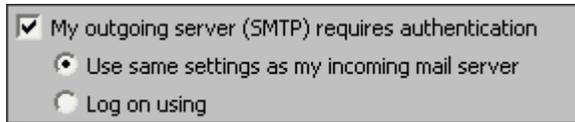


The screenshot shows a dialog box for configuring an email account. It is divided into three sections: User Information, Server Information, and Logon Information. In the User Information section, 'Your Name' is 'My Name' and 'E-mail Address' is 'myname@mydomain.com'. In the Server Information section, 'Account Type' is set to 'POP3', 'Incoming mail server' is 'secure.emailsrvr.com', and 'Outgoing mail server (SMTP)' is also 'secure.emailsrvr.com'. In the Logon Information section, 'User Name' is 'myname@mydomain.com' and 'Password' is 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	

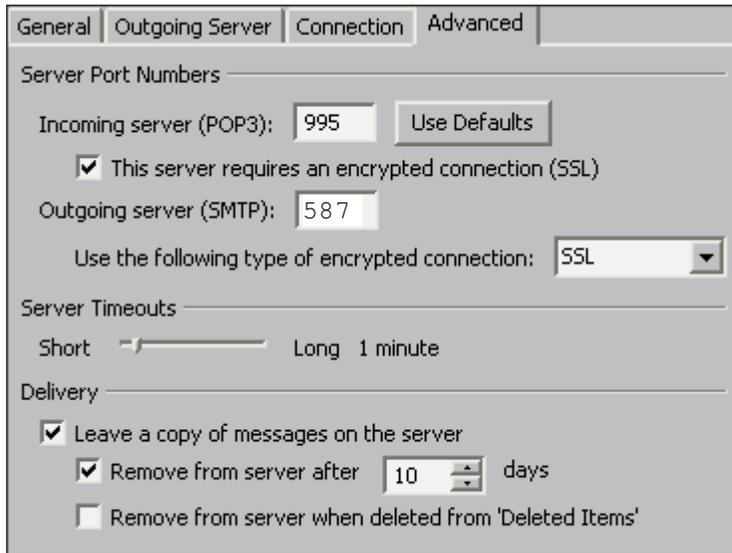
8. Check the **Remember password** box, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.

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



A screenshot of a dialog box with three radio button options. The first option, "My outgoing server (SMTP) requires authentication", is selected. The second option is "Use same settings as my incoming mail server" and the third is "Log on using".

12. Click the **Advanced** tab.



A screenshot of the "Advanced" tab in an outgoing server settings dialog. The "Server Port Numbers" section shows "Incoming server (POP3)" set to 995 and "Outgoing server (SMTP)" set to 587. The "This server requires an encrypted connection (SSL)" checkbox is checked, and the "Use the following type of encrypted connection" dropdown is set to "SSL". The "Server Timeouts" section has a slider between "Short" and "Long 1 minute". The "Delivery" section has "Leave a copy of messages on the server" checked, "Remove from server after" set to 10 days, and "Remove from server when deleted from 'Deleted Items'" unchecked.

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.