Set Up POP - Outlook 2013

- 1. Open Outlook
- 2. Click **File**
- 3. Click the **Add Account** button



- 4. Choose Manual setup or additional server types. Click Next.
- 5. Choose POP or IMAP. Click Next.
- 6. Enter your Name & Email Address.
- 7. Select **POP3** from the **Account Type** dropdown.
- 8. Enter secure.emailsrvr.com for both the incoming mail server and outgoing mail server
- 9. Enter your entire email address for your username.
- 10. Enter your **password**.
- 11. Click More Settings.

Add Account	By Date Conservation	No. March 1	×
POP and IMAP Account Set Enter the mail server setting	t tings ngs for your account.		×
User Information			
Your Name:	Rodney Realtor		
Email Address:	rodney@rodneytherealtor.c	Mail to keep offline: All	
Server Information			, O
Account Type:	POP3		
Incoming mail server:	secure.emailsrvr.com		
Outgoing mail server (SMTP):	secure.emailsrvr.com		
Logon Information			
User Name:	rodney@rodneytherealtor.c	- Full Email Address	
Password:	******		
Remember password			
Require logon using Secure Password Authentication (SPA)			
		< Back Next >	Cancel

- 12. Click the **Outgoing Server** tab
- 13. Check the **My Outgoing server (SMTP) requires authentication** box. Make sure the **Use same settings as my incoming mail server** radio button is selected and click **OK**.
- 14. Click the **Advanced** tab.
- 15. In the Incoming Server (IMAP) box, enter 995.
- 16. In the **Outgoing Server (SMTP)** box, enter **587**.
- 17. Select **SSL** from the **Use the following type of encrypted connection** drop down.
- 18. Click **OK**.
- 19. Click Next.
- 20. Click Finish.
- 21. You're done! Click **Close**.