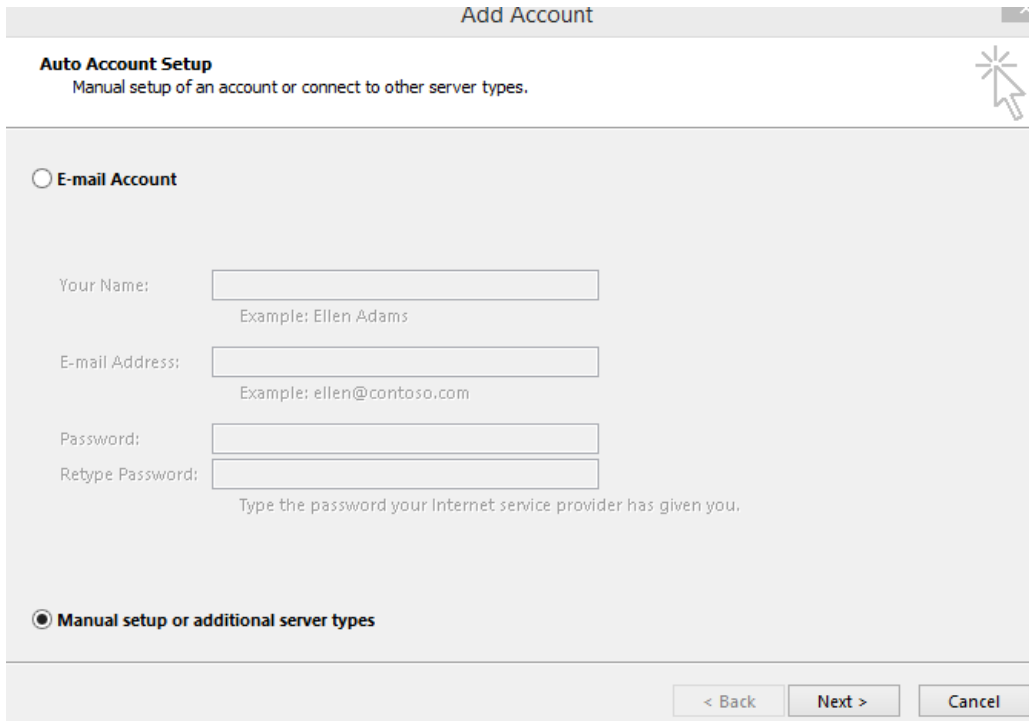# CONFIGURE POP ACCOUNT - OUTLOOK 2010/2013/2016

1) When opening outlook for the first time it will prompt you to add the new account – choose manual setup
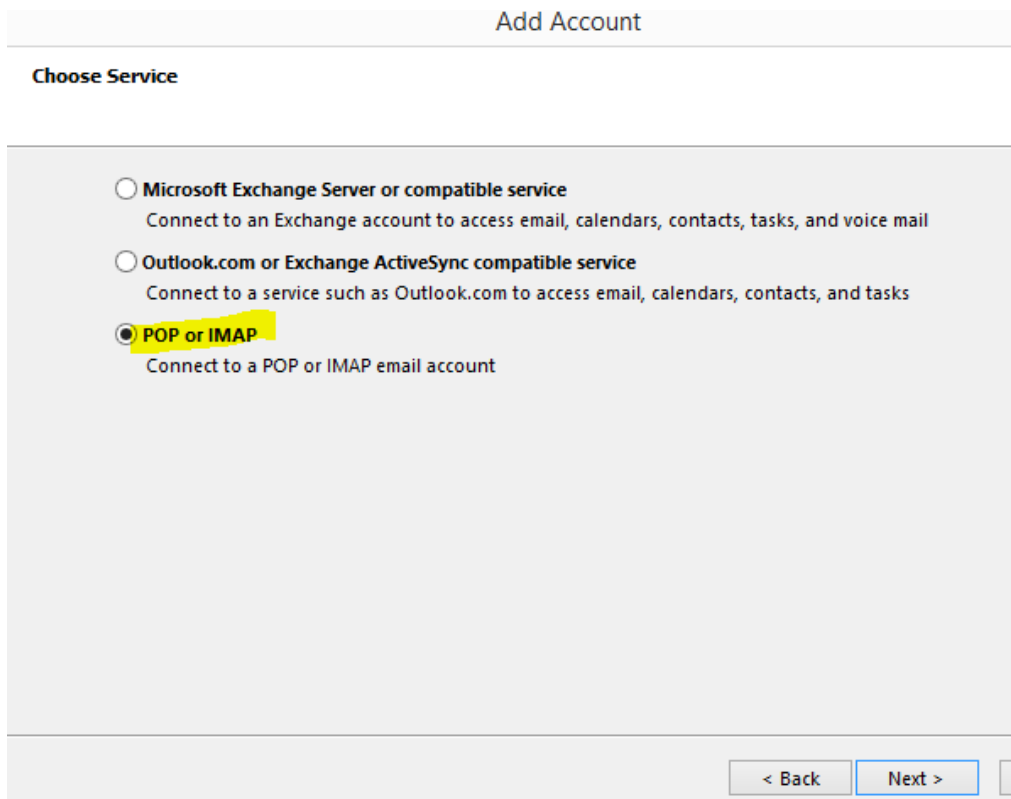
2) Choose Pop or IMAP from the Choose service list

3) Fill in the Account Settings page with information below

Your Name: Your Full Name as you want it to appear when emails are sent

Email address: Your full email address

Verify Account type is: POP3

Incoming and outgoing mail servers: mail.yourdomainname.com   (ex –mail.ssinet.com)

User Name: Full email address

Password: Email Password (Check remember password box)

Deliver new messages to: New Outlook Data File

Choose More Setttings:

4) On General tab verify the email address is listed in the Mail Account name.

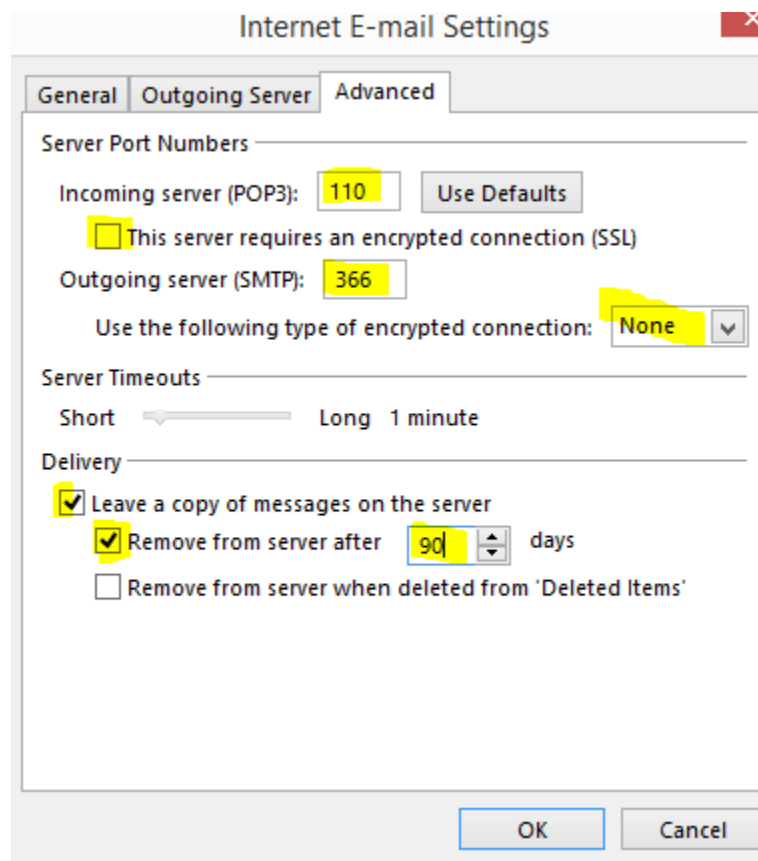5) Click Outgoing Server tab and check box My outgoing (SMTP) server requires authentication

6) Click on Advanced tab and set setting to match that of screen shot below

(Make sure SSL is unchecked and Encryption connection is none)

Click OK

7) Click on next and outlook will run a test account settings to verify outlook can communicate to the mail server –

8) If everything is configured properly you should get completed results as shown below