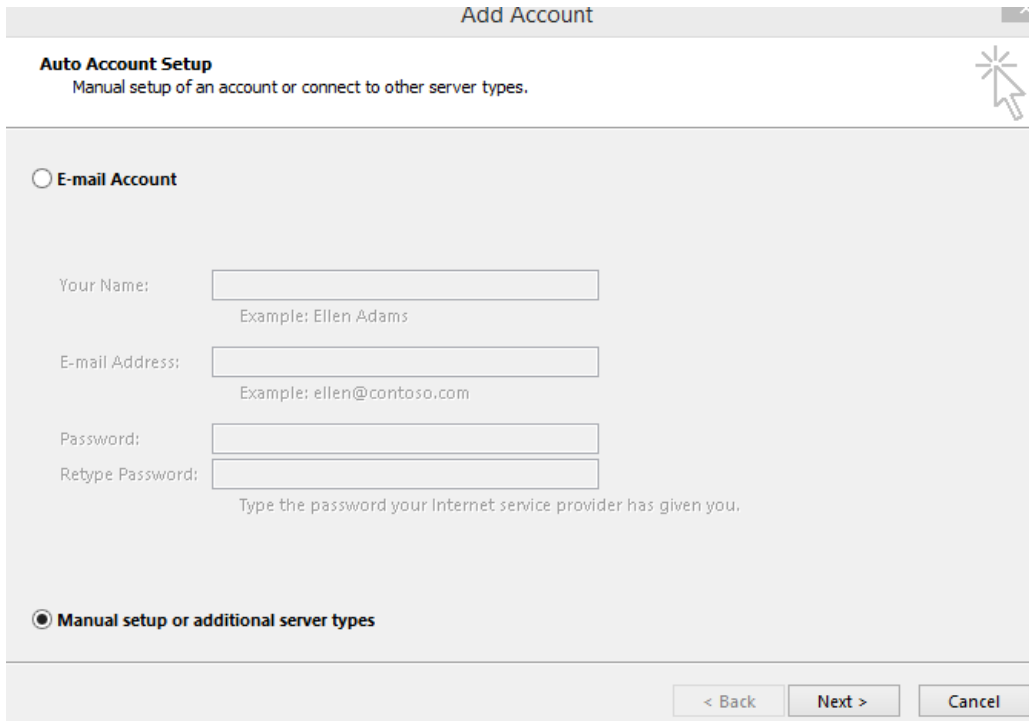


## CONFIGURE POP ACCOUNT - OUTLOOK 2010/2013/2016

1) When opening outlook for the first time it will prompt you to add the new account – choose manual setup



**Add Account**

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

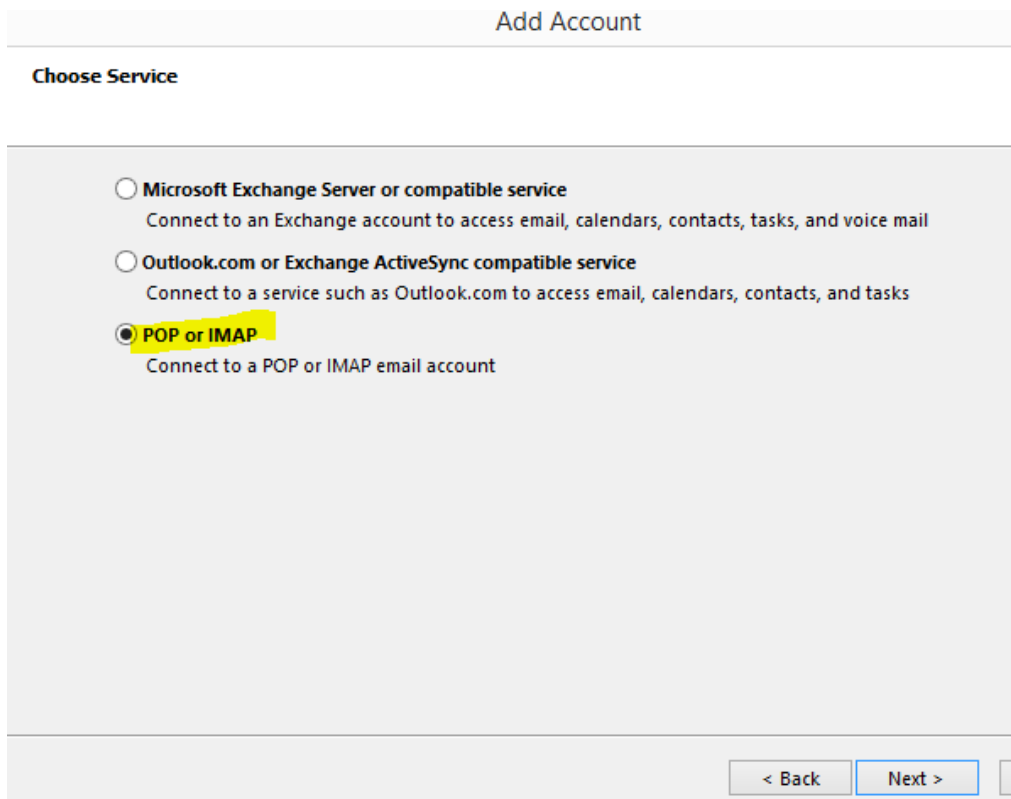
E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   Next >   Cancel

2) Choose Pop or IMAP from the Choose service list



**Add Account**

**Choose Service**

**Microsoft Exchange Server or compatible service**  
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back   Next >

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 Settings:

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name: Your Full Name

Email Address: Your full email address

**Server Information**

Account Type: POP3

Incoming mail server: mail.yourdomainname

Outgoing mail server (SMTP): mail.yourdomainname

**Logon Information**

User Name: Your full email address

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

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

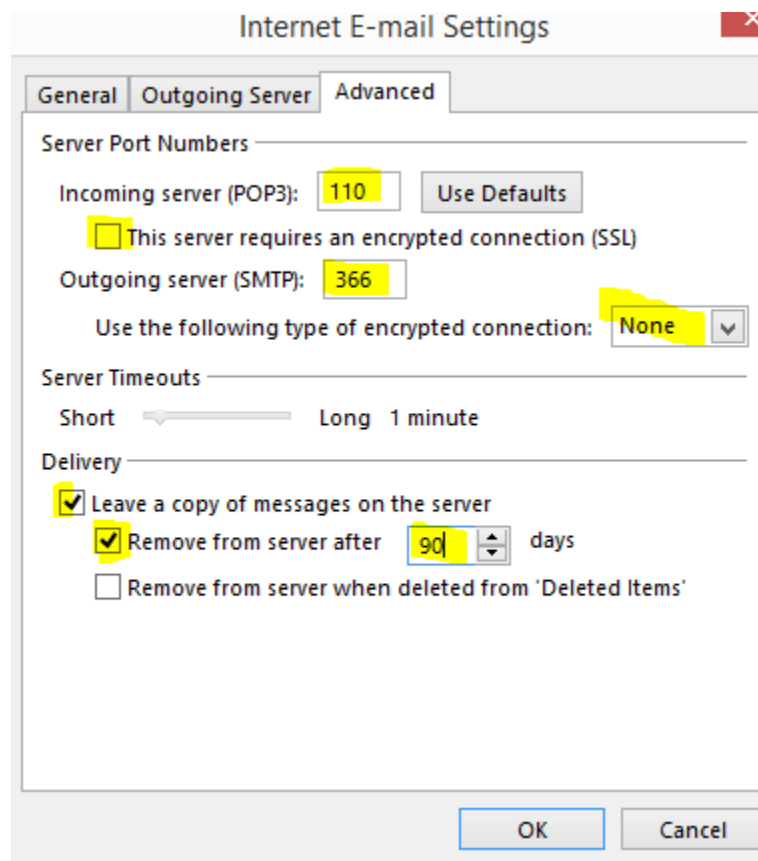
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains the text 'test@ssinet.com'. Below it, the 'Other User Information' section has empty fields for 'Organization' and 'Reply E-mail'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The checkbox 'My outgoing server (SMTP) requires authentication' is checked. Below it, the radio button 'Use same settings as my incoming mail server' is selected. The 'Log on using' section has empty fields for 'User Name' and 'Password', with the 'Remember password' checkbox checked. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is also unselected.

- 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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 366. The 'Use the following type of encrypted connection' dropdown is set to 'None'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Delivery' section has three options: 'Leave a copy of messages on the server' (checked), 'Remove from server after 90 days' (checked), and 'Remove from server when deleted from 'Deleted Items'' (unchecked). The 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General | **Outgoing Server** | **Advanced**

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 366

Use the following type of encrypted connection: None

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server


Remove from server after 90 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

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

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.



**User Information**  
Your Name:   
Email Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File

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

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed