

## Set Up POP - Outlook® 2010

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**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.

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)."

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.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

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**.

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):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after  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: **465**.
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.