

# Configuring POP3 in Outlook 2010



## Configuring POP3 in Outlook 2010

## I) Go to Start > Control Panel and launch the Mail applet

- 2) Click on Show Profiles button
- 3) Click the Add button

## 4) A New Profile window will pop up

In the Profile Name field enter the name of the user and click OK.

3len Adams				
:llen@contoso.com				
assword your Internet	service provider h	nas given you.		
	ellen@contoso.com	ellen@contoso.com	ellen@kontoso.com	ellen Øvortoso.com

## 5) In the Add New Account window select

Mail (32-bit)

*Manually configure server settings or additional server types*, and then click **Next**.

	ice	Ŕ
() ()	nternet E-mail Cornect to POP or IMAP server to send and receive e-mail messages.	
M (() C	licrosoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
T () C	ext Messaging (SMS) Connect to a mobile messaging service.	
0 0	Ither	
c	Connect to a server type shown below.	
	Fax Mai Transport Microsoft Cutlook Holmail Connector	

## 6) Then select

Internet Email (Connect to POP or IMAP server to send and receive email messages).

User Information		Test Account Settings
Your Name:	name	After filing out the information on this screen, we
E-mail Address:	name@domain.net	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Acrount Settions
Account Type:	POP3	restriction estange in
Incoming mail server:		Test Account Settings by clicking the Next button
Outgoing mail server (Sf	MTP):	
Logon Information		
User Name:	name@domain.net	
Password:	*******	
	Remember password	
	Converting (CDA)	

## 7) Fill out the following information:

#### **User Information**

Your Name: <enter your name> Email Address: <your full email address>

#### **Server Information**

Account Type: <select POP> Incoming Mail Server: mail.sh5.cloudhostsite.com Outgoing Mail Server (SMTP): mail.sh5.cloudhostsite.com

#### **Logon Information**

Username: <your full email address> Password: <your mailbox password>

	Outgoing Server	Connection	Advanced		
Server F Incomi Outgo Us Server T Short Delivery V Lea	Outgoing Server ort Numbers ing server (POP3): This server require ing server (SMTP): e the following type Timeouts rup ave a copy of messi- Remove from serv Remove from serv	995 95 es an encrypter 587 e of encrypter Long 1 min ages on the s er after 1. er when delet	Use Defaults ed connection: ute erver 4 🚔 day ted from 'Dele	(SSL) TLS s ted Items'	

## 8) Click on More Settings

## 9) Click on the Advanced tab

Put a check in the box next to This server requires an encrypted connection (SSL).

Use port **587** for Outgoing server (SMTP) and select **TLS** in the dropdown for Use the following type of encrypted connection (SSL).

es authentication ning mail server	
ning mail server	
assword	
Authentication (SPA)	

## IO) Select the Outgoing Server tab.

Click *My outgoing server (SMTP) requires authentication.* Check Use same settings as my incoming mail server, then click **OK**.

User Information		Test Account Settings
Your Name:	name	After filing out the information on this screen, we
E-mail Address:	name@domain.net	below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:		Test Account Settings by clicking the Next button
Outgoing mail server (SMTF	?):	
Logon Information		
User Name:	name@domain.net	
Password:	*******	
[	Remember password	
	Description (CDA)	

11)	Click	on	Test	Account	Settings.
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ngratulations! All tests completed successfully. C	Click Close to continue.	Stop
		Close
asks Errors		
Tasks	Status	
Log onto incoming mail server (IMAP)	Completed	
	Completed	

When the test is successful click **Close**.



When you click next,Outlook will run the task again. Allow the process to complete then select **Finish**.