

# Configuring POP3 in Outlook 2010



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

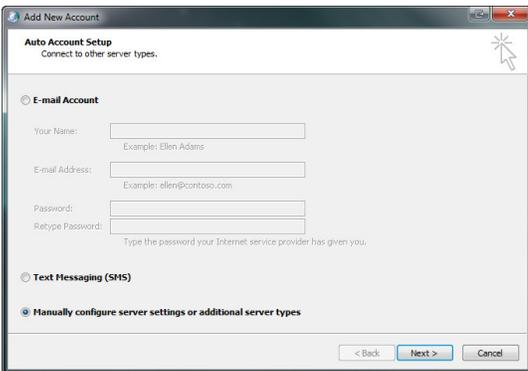


2) Click on Show Profiles button

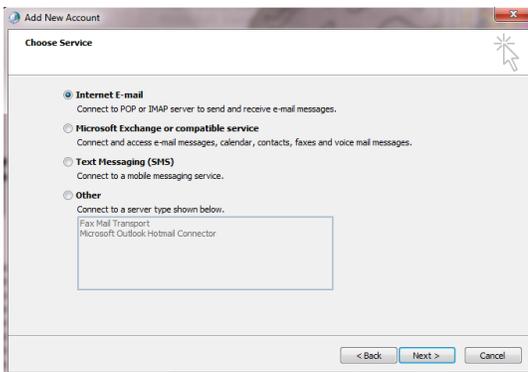
3) Click the Add button

4) A New Profile window will pop up

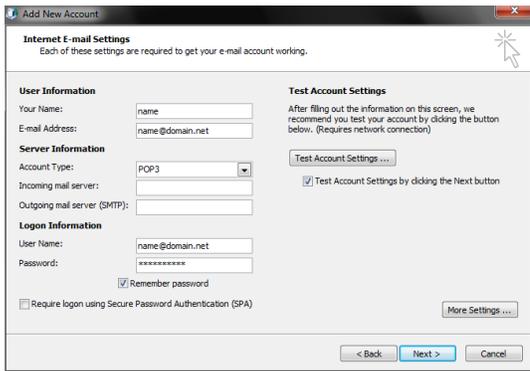
In the Profile Name field enter the name of the user and click OK.



5) In the Add New Account window select *Manually configure server settings or additional server types*, and then click **Next**.



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



## 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>

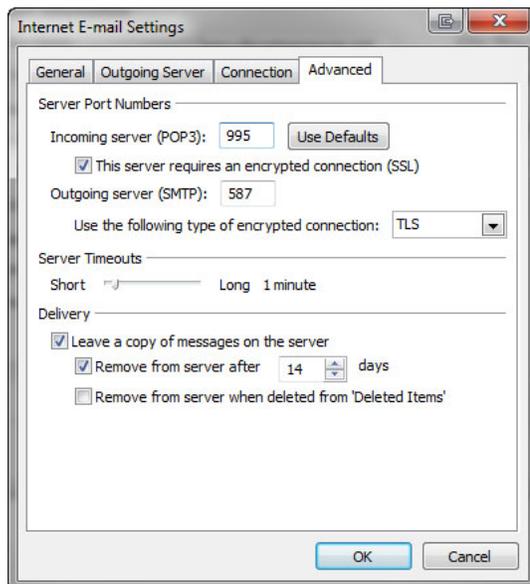
Incoming Mail Server: [mail.sh5.cloudhostsite.com](mailto:mail.sh5.cloudhostsite.com)

Outgoing Mail Server (SMTP): [mail.sh5.cloudhostsite.com](mailto:mail.sh5.cloudhostsite.com)

### Logon Information

Username: <your full email address>

Password: <your mailbox password>

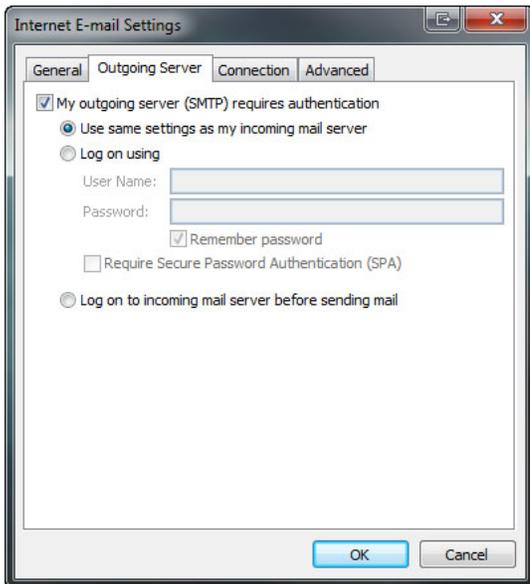


## 8) Click on More Settings

## 9) Click on the Advanced tab

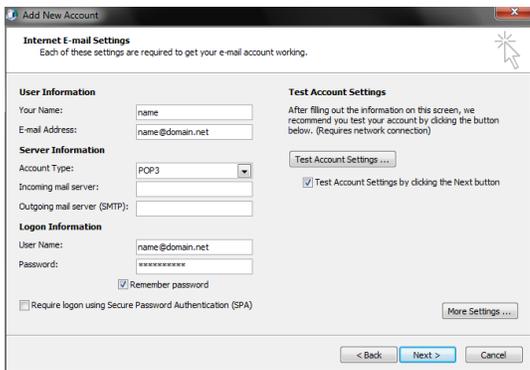
Put a check in the box next to This server requires an encrypted connection (SSL).

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

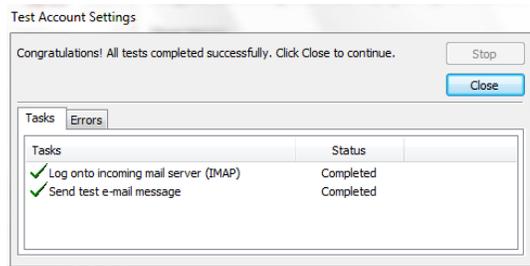


**10) Select the Outgoing Server tab.**

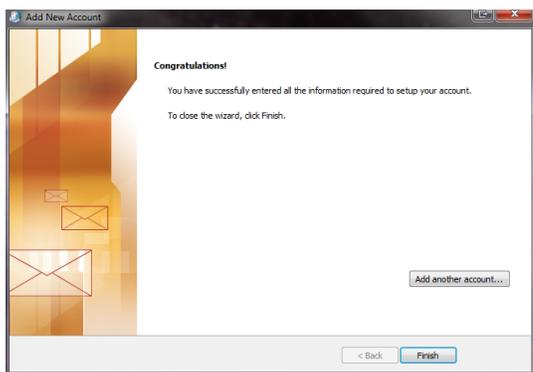
Click *My outgoing server (SMTP) requires authentication*.  
Check *Use same settings as my incoming mail server*, then click **OK**.



**11) Click on Test Account Settings.**



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**.