

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.