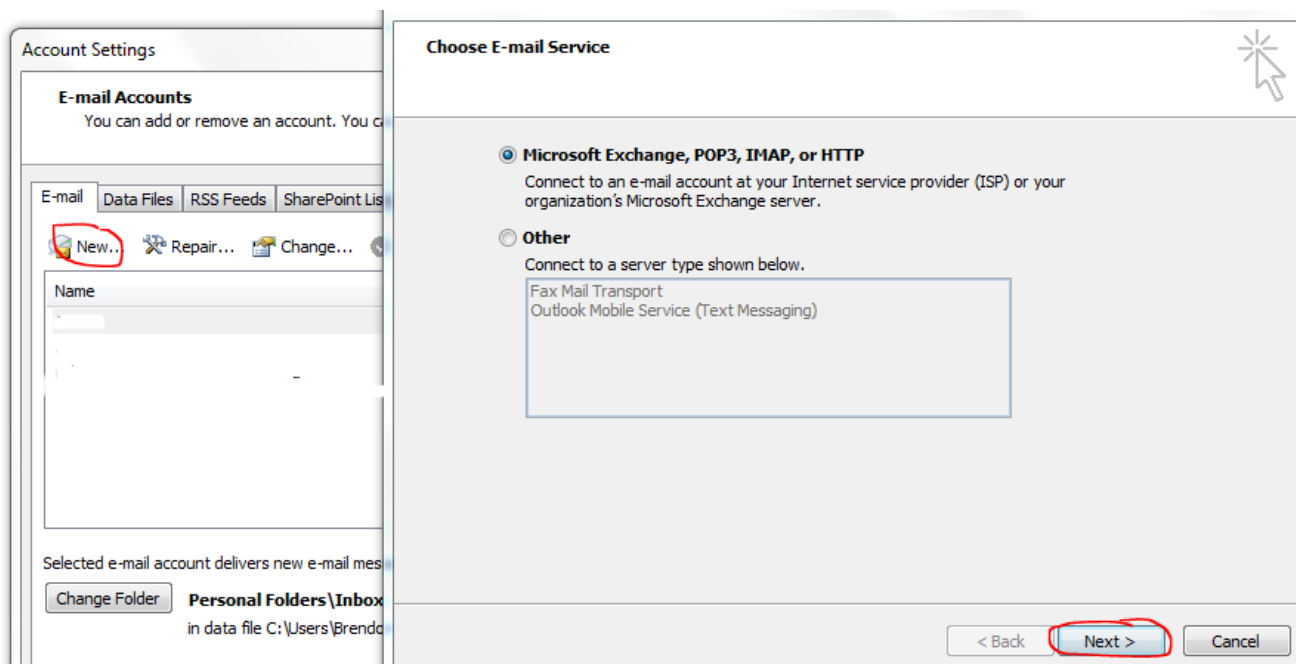


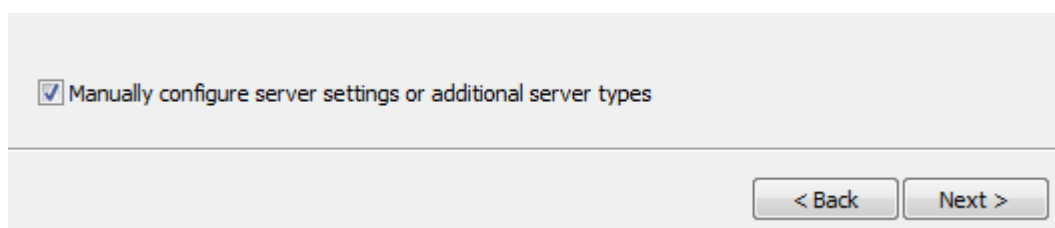
## How do I configure my POP mail account in Outlook?

This tutorial shows you how to set up Outlook 2007 to work with your email account. Outlook 2003 and 2010 are similar.

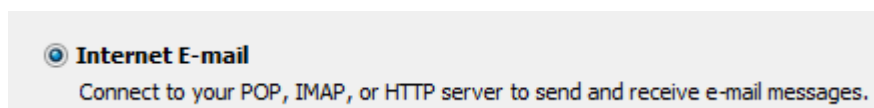
1. Open Outlook and click Tools | Account Settings
2. Click New and then Next



3. Check the box that says 'Manually configure...!' and click Next.



4. Select the Internet E-mail option and click Next



5. Enter your name, email address, password and mail server details as shown below. Then click More Settings.

Change E-mail Account ☒

### Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

#### 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

Require logon using Secure Password Authentication (SPA)

#### Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- More Settings box will open. In the Outgoing Server tab, check the box that says 'My outgoing server (SMTP) requires authentication'.

Internet E-mail Settings ☒

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

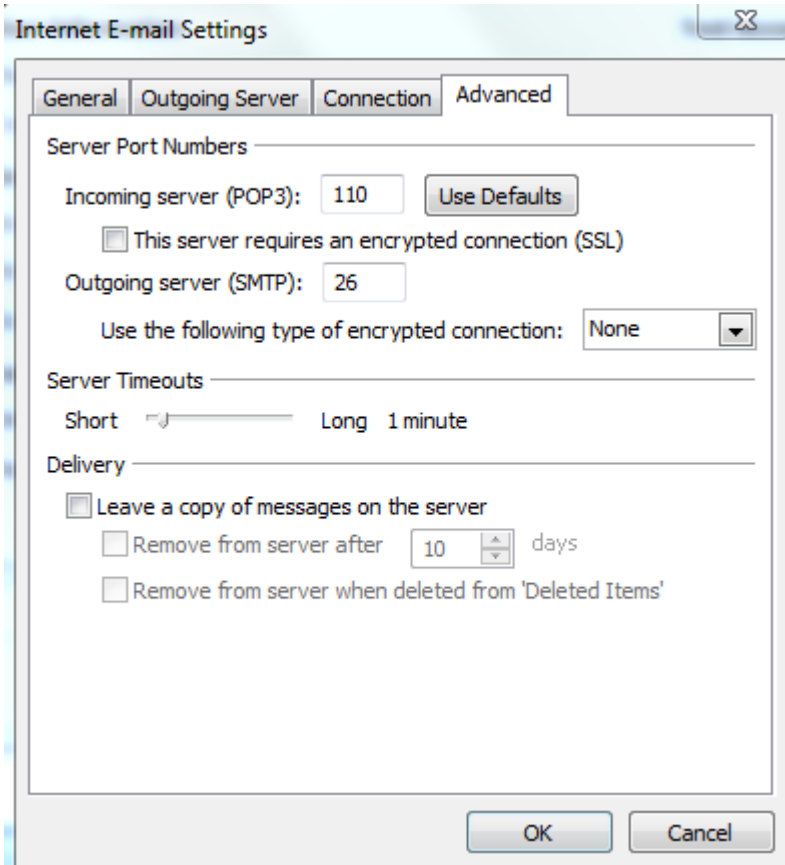
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

- In the Advanced tab, change the Outgoing server to port 26. The incoming server port should be 110. Make sure to leave the box that says "Leave a copy of messages on the server" **unchecked**, to ensure that your email program downloads and removes messages from the mail server so that your mailbox does not fill up over time.



8. Click OK, and then click the Test Account Settings button. Your results should complete successfully as shown below.

