

# Setting Up Microsoft® Outlook 2010

## Setting Up a POP E-mail Account

1. In Outlook, select "File" then "Account Settings" and "Account Settings" once again.



4. Enter the following information
  - Your Name: Your Name (This is the name your recipients will see)
  - E-mail Address: Your full E-mail address (This is the E-mail address your recipients will see)
  - Account Type: POP3
  - Incoming server: secure.emailsrvr.com
  - Outgoing server: secure.emailsrvr.com
  - User Name—Enter your entire E-mail address (e.g., myname@mydomain.com), using all lowercase letters.
  - Password—Enter the password for your E-mail account.

A screenshot of the Outlook 2010 'Add New Account' dialog box. It is divided into several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (john.smith@mydomain.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and fields for 'Incoming mail server' (secure.emailsrvr.com) and 'Outgoing mail server (SMTP)' (secure.emailsrvr.com); and 'Logon Information' with fields for 'User Name' (john.smith@mydomain.com) and 'Password' (masked with asterisks). There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked).

2. Click on "New..." then select "Manually configure server settings or additional server types" and click "Next"
3. Select "Internet E-mail" and click "Next"



5. Click on "More Settings..." Then on the "Outgoing Server" tab. Check the box "My Outgoing server (SMTP) requires authentication"

A screenshot of the Outlook 2010 'More Settings' dialog box, specifically the 'Outgoing Server' tab. It has three tabs: 'General', 'Outgoing Server', and 'Advanced'. The 'Outgoing Server' tab is active. It contains a checked checkbox for 'My outgoing server (SMTP) requires authentication'. Below this are two radio buttons: 'Use same settings as my incoming mail server' (selected) and 'Log on using'. Under 'Log on using', there are fields for 'User Name' and 'Password', and a checked checkbox for 'Remember password'. At the bottom, there is an unchecked checkbox for 'Require Secure Password Authentication (SPA)'.

## Comparing POP and IMAP

### POP

- Best when you will be primarily accessing your E-mail from a single location, like your office or home. When you leave your office or home, you can still access your E-mail from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your E-mail account through a web browser, you may not see previous messages that were downloaded to your desktop E-mail client.

### IMAP

- Best when you will be accessing your E-mail from multiple locations.
- Allows you to create portable folders. These folders will appear in each E-mail client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your E-mail messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

6. Next click on the "Advanced" tab. First check the box "This server requires an encrypted connection (SSL)" and change the drop down boxes from "None" to "SSL" then change the Outgoing server port to 465.

The screenshot shows the 'Advanced' tab of the Outlook 2010 configuration window. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 995. A checkbox labeled 'This server requires an encrypted connection (SSL)' is checked. The 'Outgoing server (SMTP)' is set to 465. At the bottom, the 'Use the following type of encrypted connection:' dropdown menu is set to 'SSL'.

### Using SSL (Secure Sockets Layer)

SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server to pop.emailsrvr.com the port to 110 and the outgoing server to smtp.emailsrvr.com the port to 587 or 8025.

7. Click "OK" and then "Next". Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click "Close" then "Finish". You have successfully setup Outlook 2010.

The screenshot shows a dialog box titled 'Congratulations! All tests completed successfully. Click Close to continue.' It features 'Stop' and 'Close' buttons. Below is a 'Tasks' tab with a table showing two tasks completed successfully.

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed