Set up POP – Microsoft Outlook 2011

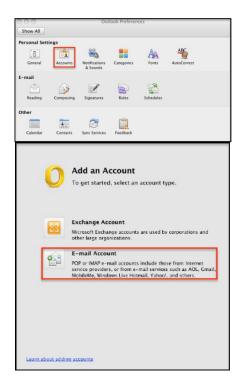
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The following article below will demonstrate how to setup a POP account with Outlook 2011.

1. Open Outlook 2011 and from the Outlook drop-down menu, select **Preferences**

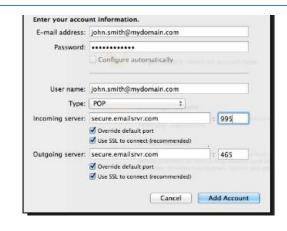
| Outlook | File | Edit | View M | | |
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| About Outlook Online Registration | | | | | |
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2. On the **Preferences** menu, select **Accounts** and on the accounts screen, select **E-Mail Account**



3. Enter your email address & password and the box will then expand. You'll enter the following information:

- <u>Username</u>: Your entire email address (e.g. myname@mydomain.com)
- <u>Type</u>: Select **POP**
- Incoming server: secure.emailsrvr.com using
 Port: 995
- Check the Override default port & Use SSL to connect boxes
- Outgoing server: secure.emailsrvr.com using
 Port: 465
- Check the Override default port & Use SSL to connect boxes



*<u>Note</u>: If you already have an account(s) configured, select the plus symbol in the lower left hand corner, then select Email Account

4. Click Add Account and then click More Options under Outgoing server

| | ✓ Override default port ✓ Use SSL to connect (recommended) Always use secure password | | | |
|-----------------------|---|----|----------|--|
| Outgoing server: | secure.emailsrvr.com | | 465 | |
| | ☑ Override default port | | | |
| | 🗹 Use SSL to connect (recommended) | | | |
| | More Options | | | |
| Learn about IMAP acco | unt settings | Ac | lvanced) | |

5. In the pop up window, select the authentication drop down and choose **Use Incoming Server Info** and select **OK** to confirm the changes. Close all your windows & you're done!

| Authentication: | Use Incoming Server Info 🛟 | | |
|----------------------------|----------------------------|--|--|
| User name: | MOIL ACEXAMME | | |
| Password: Personal more | | | |
| | jame Rae Cabello | | |
| Unqualified domain: | | | |

*<u>Note</u>: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time depending on how much data you have

*Note: 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 not work without SSL turned on. If you decide not to use SSL, please change your incoming server to pop.emailsrvr.com using port 110 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025