Windows: Outlook 2016 (POP)

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This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

- 1. Open your "Control Panel". (Start -> Control Panel)
- 2. Click "Mail (Microsoft Outlook 2016)"

Adjust your computer's settir	ngs	View by: Small icons •
Action Center	Administrative Tools	autoPlay
Backup and Restore	Reference Strate	Color Management
Configuration Manager	Credential Manager	Date and Time
Default Programs	Desktop Gadgets	🚔 Device Manager
Devices and Printers	Display	S Ease of Access Center
Flash Player	Folder Options	Fonts
Getting Started	NomeGroup	al Indexing Options
Internet Options	in Java	E Keyboard
E Location and Other Sensors	() Mail	Mail (Microsoft Outlook 2016)
@ Mouse	Vetwork and Sharing Center	I Notification Area Icons
Parental Controls	Performance Information and Tools	Personalization
Phone and Modern	Power Options	Programs and Features
P Recovery	🔗 Region and Language	RemoteApp and Desktop Connections
Sound	Speech Recognition	(Sync Center
System	Teskber and Start Menu	Troubleshooting
User Accounts	Windows CardSpace	Mil Windows Defender
Windows Firewall	Windows Mobility Center	🖑 Windows Update

3. If a profile already exists, click on "Show Profiles".



If no profile exists, click "Add".

The following profiles are set up on this of the set up on this of the set up on the set up on this of the set up on the set	omputer:
	*
	-
Add Remove Properties Co	py
When starting Microsoft Outlook, use this profi Prompt for a profile to be used	le:
Always use this profile	•

4. Enter a profile name (It can be anything! We suggest your email address your name.)

🦻 New Profile	
Create New Profile	OK
Profile Name:	Cancel
1	

5. Select "Manual setup or additional server types". Click "Next".

Auto Account Setup Manual setup of an	account or connect to other server types	5.	The second se
🖱 E-mail <u>A</u> ccount			
<u>Y</u> our Name:	Example: Ellen Adams		
<u>E</u> -mail Address:	Example: ellen@contoso.com		
Password:			
Retype Password:	Type the password your Internet ser	nice provider has diven you	
	The sur have not from more than	nas provinsi nas grien posi-	
Manual setup or ad	dilional server types		

6. Select "POP or IMAP" and click "Next".

Choose Servio	e					۲. K
© M	icrosoft Exchange Ser	ver or compatible se	rvice			
C	onnect to an Exchange	e account to access e	mail, calendars, co	ntacts, tasks, and	voice mail	
() OI	tlook.com or Exchang	ge ActiveSync comp	tible service			
C	onnect to a service suc	ch as Outlook.com to	access email, cale	ndars, contacts, a	nd tasks	
O PC	P or IMAP					
C	onnect to a POP or IM	AP email account				
0 0	her					
	onnect to a server type	e that is listed below				
F	ax Mail Transport					
-				10		
				< Back	Next >	Cancel

- 7. In the "Add New Account" window, input the following information:
 - a. "**Your Name**": The name email recipients will see in the "From" field.
 - b. "Email Address": email@domain.com
 - c. "Account Type": POP
 - i. "Incoming mail server": (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	995

Server	SSL	Port
pop.emailsrvr.com	No	110

ii. "Outgoing mail server (SMTP)": (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25, 2525, 587, 8025

- d. "Logon Information":
 - i. "Username": email@domain.com
 - ii. "Password": Your mailbox password

User Information		Test Account Settings
/our Name:	Test Mailbox	After filling out the information on this screen, we
E-mail Address:	test@testdomain.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information	1	
Account Type:	POP3	Test Account Settings
Incoming mail server:	secure.emailsrvr.com	V Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	secure.emailsrvr.com	Deliver new messages to:
ogon Information		New Outlook Data File
Jser Name:	test@testdomain.com	C Existing Outlook Data File
Password:	testigitescolman.com	Browse
	1	
<u>(v</u>	Remember password	

- 8. Click on "More Settings" then click the "Outgoing Server" Tab
 - a. Check the box for "My outgoing server (SMTP) requires authentication".
 - b. Check the button for "Use same settings as my incoming mail server".

General Outgoing	Server Advanced	
My outgoing set	rver (SMTP) requires authentication	
	tings as my incoming mail server	
Log on using		_
User <u>N</u> ame:		
Password:		
	Remember password	
Re <u>q</u> uire S	ecure Password Authentication (SPA)	

- 9. If using "secure.emailsrvr.com": Click on the "Advanced" Tab
 - a. Change "Use the following type of encrypted connection" to "SSL".
 - b. Change the port numbers to match the chart on step 4.c. Click "**OK**".

seneral	Outgoing Server Connection Advanced	
Server P	Port Numbers	
Incomi	ing server (POP3): 995 Use Defaults	
1	This server requires an encrypted connection (SSL	.)
Outgoi	ing server (SMTP): 465	
Us	e the following type of encrypted connection: SS	L
Server T	Timeouts	
Short	Long 1 minute	
Delivery		
V Lea	ave a copy of messages on the server	
	Remove from server after 14 🚔 days	
	Remove from server when deleted from 'Deleted I	tems'

10. Click "**Next**". Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.

	Clos
sks Errors	
asks Status	
Log onto incoming mail server (IMAP) Completed	
Send test e-mail message Completed	

11. Congratulations! You have now setup Outlook to work with your Mailbox!

Apps Setup Assistant