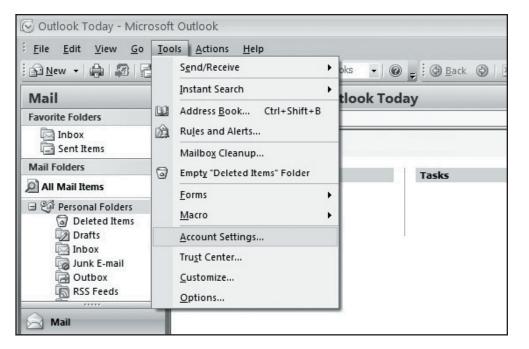
POP EMAIL ACCOUNT SETUP

1. Open Outlook and select Tools -> Account Settings.



2. Make sure you are on the E-mail tab in the Account Settings window and click "New."

E-mail Accounts You can add or rer	move an account. You can	select an account and	change its settings.	
-mail Data Files RSS	S Feeds SharePoint Lists	Internet Calendars	Published Calendars	Address Books
🗟 <u>N</u> ew 🛠 <u>R</u> epair	r 🕋 Ch <u>a</u> nge 📀 S	5et as <u>D</u> efault 🗙 R	e <u>m</u> ove 🕈 🖶	
Name		Туре		

- 3. If prompted, select "Microsoft Exchange, POP3, IMAP, or HTTP" and click Next.
- 4. On the following page, do not enter any information. Check "Manually configure server settings or additional server types" and click Next.

dd New E-mail Account Auto Account Setup			
Y			
Your Name:	Example: Barbara Sankovic		
E-mail Address:			
-	Example: barbara@contoso.com		
Password:			
Retype Password:			
	Type the password your Internet service provider has given you.		
Manually configure s	erver settings or additional server types		
	< Back Next > Cancel		

Setting Up Microsoft® Outlook 2007

POP EMAIL ACCOUNT SETUP (cont.)

5. Select "Internet E-mail" and click Next.

Choose E	-mail Service		
⊙ <u>I</u> nt	ernet E-mail		
Cor	nnect to your POP, IMAP, or HTTP server to send and	receive e-mail messages.	
	crosoft Exchange		
Cor	nnect to Microsoft Exchange for access to your e-mail,	, calendar, contacts, faxes and voice ma	ail.
Cor O Oth		, calendar, contacts, faxes and voice ma	ail
0 <u>o</u> tl		calendar, contacts, faxes and voice ma	ail
O <u>o</u> ti Cor	her	calendar, contacts, faxes and voice ma	ail
O <u>o</u> ti Cor	her nnect to a server type shown below.	, calendar, contacts, faxes and voice ma	ail
O <u>o</u> ti Cor	her nnect to a server type shown below.	, calendar, contacts, faxes and voice ma	ail

- 6. Enter the following information:
 - Your Name: Enter your name as you want it to appear on outgoing messages.
 - E-mail Address: Enter your email address (e.g. myname@mydomain.com).
 - Account type: Select "POP3."
 - Incoming mail server: pop.emailhosting.com
 - Outgoing mail server (SMTP): smtp.emailhosting.com
 - Click on "More Settings".

Add New E-mail Account		×
Internet E-mail Settings Each of these settings ar	re required to get your e-mail accou	unt working,
User Information		Test Account Settings
Your Name:	John Smith	After filling out the information on this screen, we
E-mail Address:	john@example.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	Test Account bettings
Incoming mail server:	pop.emailhosting.com	
Outgoing mail server (SMTP):	smtp.emailhosting.com	
Logon Information		
User Name:	john@example.com	
Password:	*****	
✓ F	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		<pre></pre>

Setting Up Microsoft® Outlook 2007

POP EMAIL ACCOUNT SETUP (cont.)

- 7. Click on the Outgoing Server tab.
- 8. Check "My outgoing server (SMTP) requires authentication".

Internet E-mail Settings	×				
General Folders Outgoing Server	Connection Advanced				
My outgoing server (SMTP) requires authentication					
Use same settings as my incoming mail server					
🔘 Log on using					
User <u>N</u> ame:					
Password:					
Remember p	assword				
Reguire Secure Password Authentication (SPA)					
	OK Cancel				

9. Click on the Advanced tab and change your Outgoing server (SMTP) port from 25 to 2500.

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 2500 Use the following type of encrypted connection: None Server Timeouts
Short Cong 1 minute
Leave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items'
OK Cancel

10. Click OK, Next and then Finish to complete the setup.

NOTE: As a courtesy, we provide information about how to use certain third-party products but we do not endorse or directly support third-party products, and we are not responsible for the functions or reliability of such products. Outlook 2007[®] is a registered trademark of Microsoft Corporation in the United States and/or other countries. All rights reserved.