Windows: Change Current Account Outlook 2010 (POP)
******Recommended for keeping a copy locally******

This article will assist you with setting up Outlook 2010, using POP, for your Hosted Mailbox.

- Open your email account. By going to: File – Account Setting - Select Account to edit and double click to open.
- Input the following information as shown in image below:
  - a.
    - i. "**Incoming mail server**": (We recommend secure.emailsrvr.com)

Server	SSL	Port
secure.emailsrvr.com	Yes	995
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	587

- "**Logon Information**":

  - i. "**Password**": Re-enter your mailbox password If we changed it .

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

User Information

Your Name: `Tom Jones`

E-mail Address: `test@test.com`

Server Information

Account Type: `POP3`

Incoming mail server: `secure.emailsrvr.com`

Outgoing mail server (SMTP): `secure.emailsrvr.com`

Logon Information

User Name: `test@test.com`

Password: `**********`

☑ Remember password

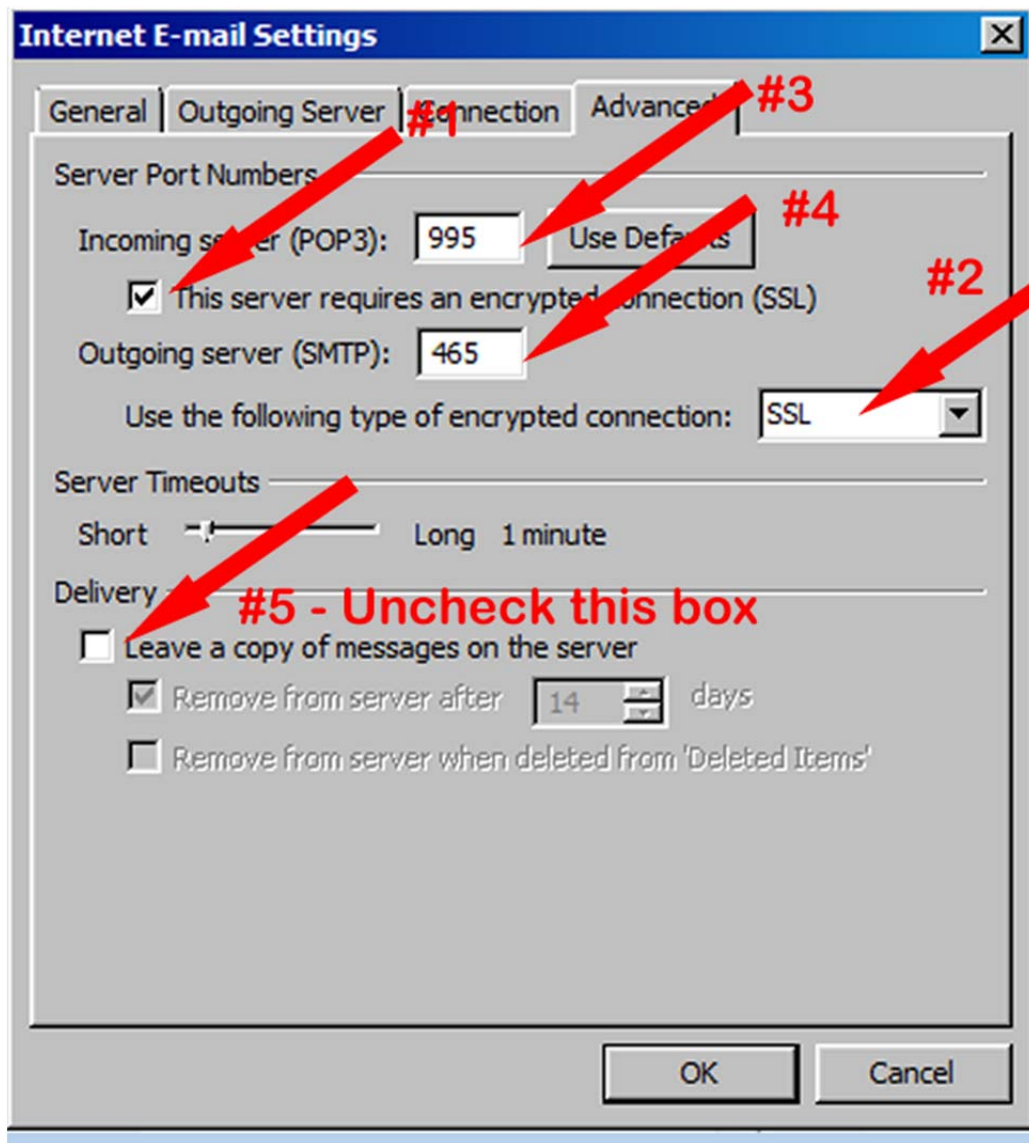☐ Require logon using Secure Password Authentication (SPA)

Enter new password from email we sent you

Test Account
After f"
recom
belov

Type in the following email servers as shown

Test   unt Settings ...

☑ Test Account Settings by clicking the Next button

Deliver new messages to:

⦿ New Outlook Data File
◯ Existing Outlook Data File

Browse

More Settings ...

< Back   Next >   Cancel

- Now click on MORE SETTINGS: Click on the "**Advanced**" Tab
    a. Change "**Use the following type of encrypted connection**" to "**SSL**".
    b. Uncheck the Leave a copy of messages on the server check box.
    c. Change the port numbers to match the image below. Click "**OK**".

- 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.

- **If it get a connection error means your 995 and 464 ports are not open use option #2 below:**

Option #2

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

User Information

Your Name: `Tom Jones`

E-mail Address: `test@test.com`

Server Information

Account Type: `POP3`

Incoming mail server: `pop.emailsrvr.com`

Outgoing mail server (SMTP): `smtp.emailsrvr.com`

Logon Information

User Name: `test@test.com`

Password: `**********`

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Enter new password from email we sent you

Test Account S...

After fil'...
recom...
below...

Test A...unt Settings ...
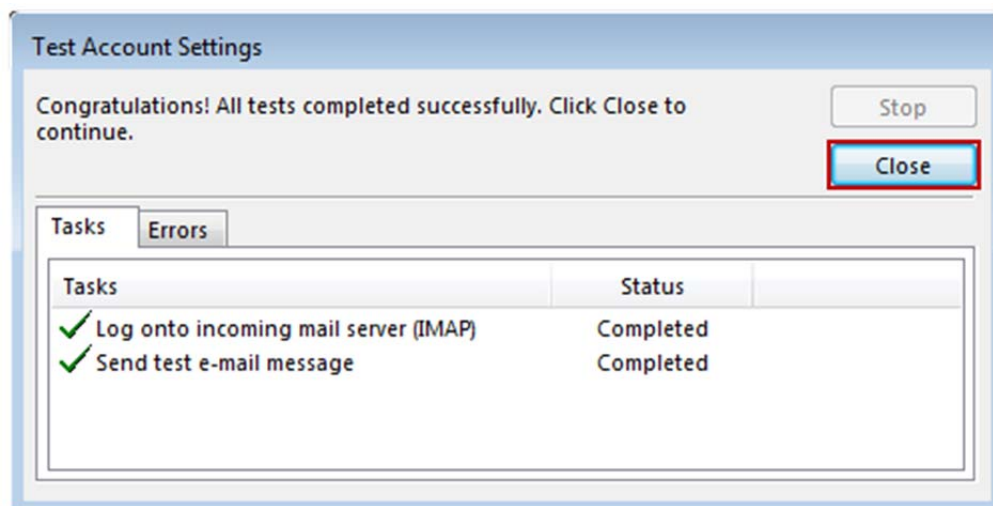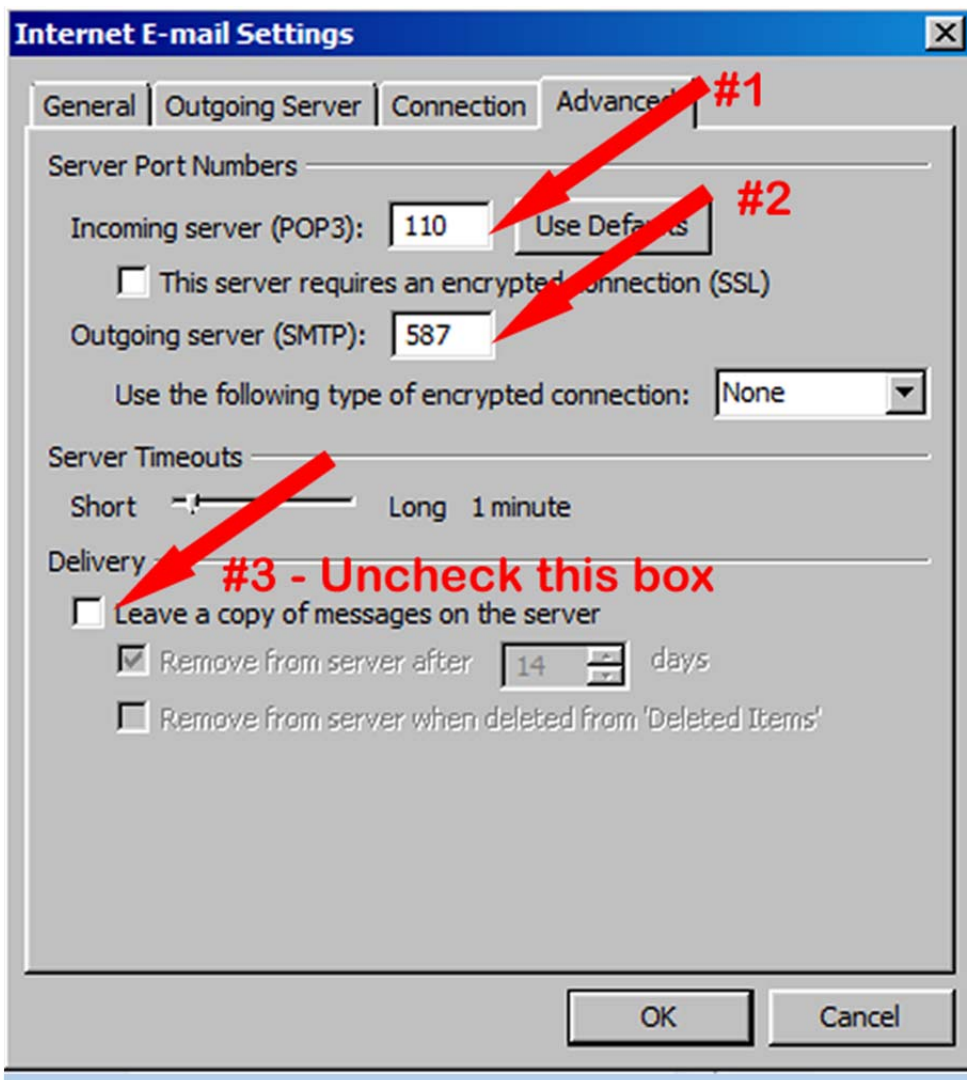
☑ Test Account Settings by clicking the Next button

Deliver new messages to:

⦿ New Outlook Data File

○ Existing Outlook Data File

Browse

Type in the following email servers as shown

More Settings ...

< Back   Next >   Cancel

- **Congratulations!** You have now setup Outlook to work with your Mailbox!