

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 .

User Information		Test Account c
Your Name:	Tom Jones	After f" Type in the following email
E-mail Address:	test@test.com	below servers as shown
Server Information		
Account Type:	POP3	Test aunt Settings
Incoming mail server:	secure.emailsrvr.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	secure.emailsrvr.com	Deliver new messages to:
Logon Information		New Outlook Data File Science On the la Data File
User Name:	test@test.com	C Existing Outlook Data File Browse
Password:	*******	browse
V	Remember password	
Require logon using Secure	e Password Authentication (SPA)	More Settings

- 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**".

Internet E-mail Settings
General Outgoing Server #ennection Advanced #3 Server Port Numbers #4 Incoming server (POP3): 995 Use Defaces #4 ✓ This server requires an encrypted connection (SSL) #2
Outgoing server (SMTP): 465 Use the following type of encrypted connection: SSL
Server Timeouts Short Long 1 minute Delivery #5 - Uncheck this box Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted Items'
OK Cancel

- 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		Test Account C-
Your Name:	Tom Jones	After fi [®] Type in the following email
E-mail Address:	test@test.com	below servers as shown
Server Information		est A unt Settings]
Account Type:	POP3	Test Func Securitys
Incoming mail server:	pop.emailsrvr.com	Test Account Settings by clicking the Next button Deliver new messages to:
Outgoing mail server (SMTP):	smtp.emailsrvr.com	New Outlook Data File
Logon Information		
User Name:	test@test.com	Browse
Password:	*****	
V	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
Enter ne	w password	
from ema	il we sent you	< Back Next > Cancel

ternet E-mail Settings	
General Outgoing Server Connection Advance #1	
Server Port Numbers	
Incoming server (POP3): 110 Use Defaults #2	2
This server requires an encrypted onnection (SSL)	
Outgoing server (SMTP): 587	
Use the following type of encrypted connection: None	• •
Server Timeouts	
Short Long 1 minute	
Delivery #2 Unobook this box	
#3 - Uncheck this box	
Leave a copy of messages on the server	
#5 - Uncheck this box	
Leave a copy of messages on the server	ems'
Leave a copy of messages on the server Remove from server after	:ms'
Leave a copy of messages on the server Remove from server after 14 days	:ms'
Leave a copy of messages on the server Remove from server after 14 days	:ms'
Leave a copy of messages on the server Remove from server after 14 days	ems'
Leave a copy of messages on the server Remove from server after 14 days	ems' Cancel
Clicket Control of the server Remove from server after Image: Control of the server Image	
Koreck this box Leave a copy of messages on the server Remove from server after A A days Remove from server when deleted from 'Deleted Ite OK	
Koreck this box Leave a copy of messages on the server Remove from server after A A days Remove from server when deleted from 'Deleted Ite OK	
Clicket Control of the server Remove from server after Image: Control of the server Image	

- Congratulations! All tests completed successfully. Click Close to Stop
 Close
 Tasks
 Tasks
 Log onto incoming mail server (IMAP)
 Completed
 Send test e-mail message
 Completed
- Congratulations! You have now setup Outlook to work with your Mailbox!