

How to setup POP3 in Outlook 2010

The following article describes step-by-step how to set up Microsoft Office Outlook 2010 to connect to your email address using POP3.

Setup POP3 email in Microsoft Outlook 2010

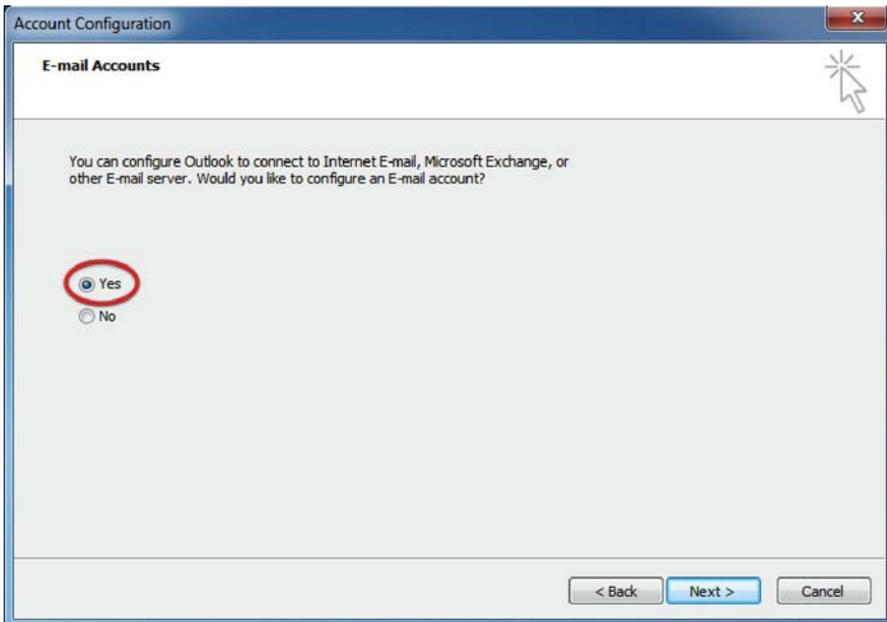
1.- Open Microsoft Office Outlook 2010. If you have just installed Outlook 2010 it will show in your Start Menu. Click Start Menu > All Programs > Microsoft Office > Microsoft Office Outlook 2010.

2.- If this is the first time you have opened Outlook 2010 then the Startup wizard will show. Click **Next**.



Outlook 2010 Startup Wizard

3.- Outlook will ask if you wish to configure an email account. Select **Yes** and click **Next**.



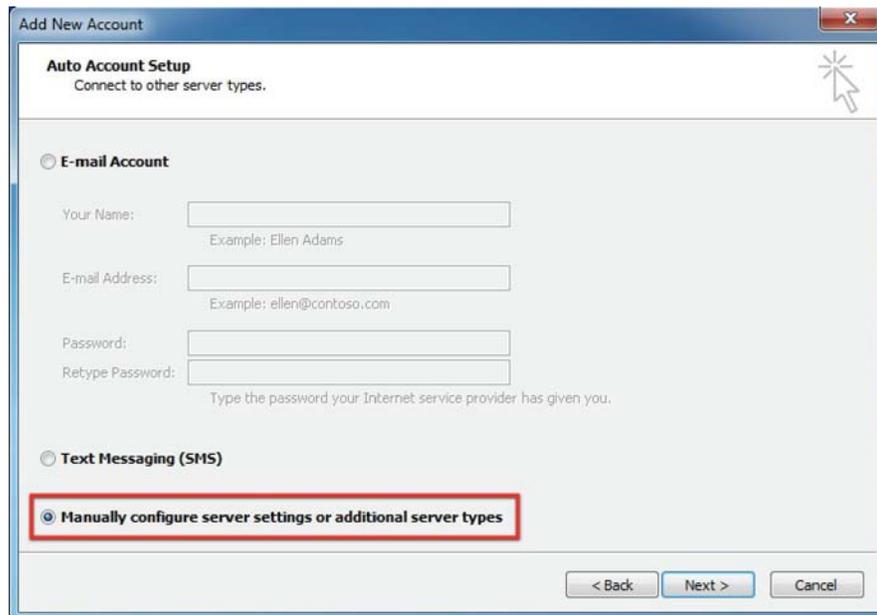
Select Yes to configure an Email account

4.- If the Setup Wizard does not show then click the **File** menu and click **Add Account**.



Add new e-mail account button in Outlook 2010

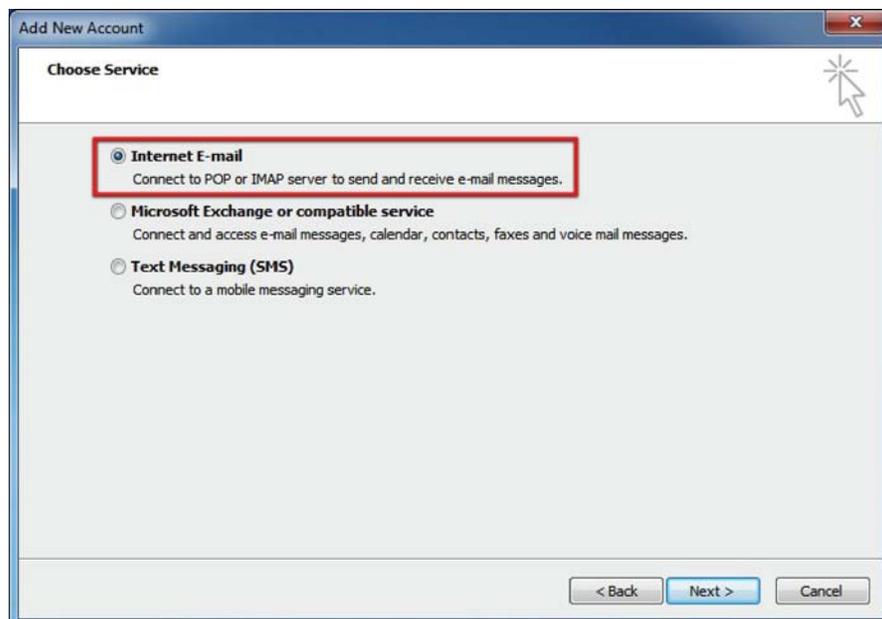
5.- Select **Manually configure server settings or additional server types**.



Manually configure Email Account

6.- Click **Next**

7.- Outlook will prompt you to choose your E-mail Service. Select **Internet E-mail**. Then click **Next**.



Add Email Account – Outlook 2010

8.- You are now asked to enter your email account details.

- Enter your name
- Enter your email address. For example, info@domain.com
- Select **POP3** for the Account Type
- Enter **mail.example.com** as your **Incoming Mail Server** – replacing *example.com* with your own domain name.
- Enter **mail.example.com** as your **Outgoing Mail Server** – replacing *example.com* with your own domain name.
- For User Name, enter your email address. For example: info@example.com.
- Enter your email password

Add New Account

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

User Information
Your Name: Your Name
E-mail Address: info@example.com

Server Information
Account Type: POP3
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): mail.example.com

Logon Information
User Name: info@example.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account 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

Add POP3 Email Settings in Outlook 2010

9.- Click **More Settings**.

10.- Click the **Outgoing Server** tab and then tick **My outgoing server (SMTP) requires authentication**. Click **Ok**.

Internet E-mail Settings

General Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server

Log on using
User Name:
Password:
 Remember password
 Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

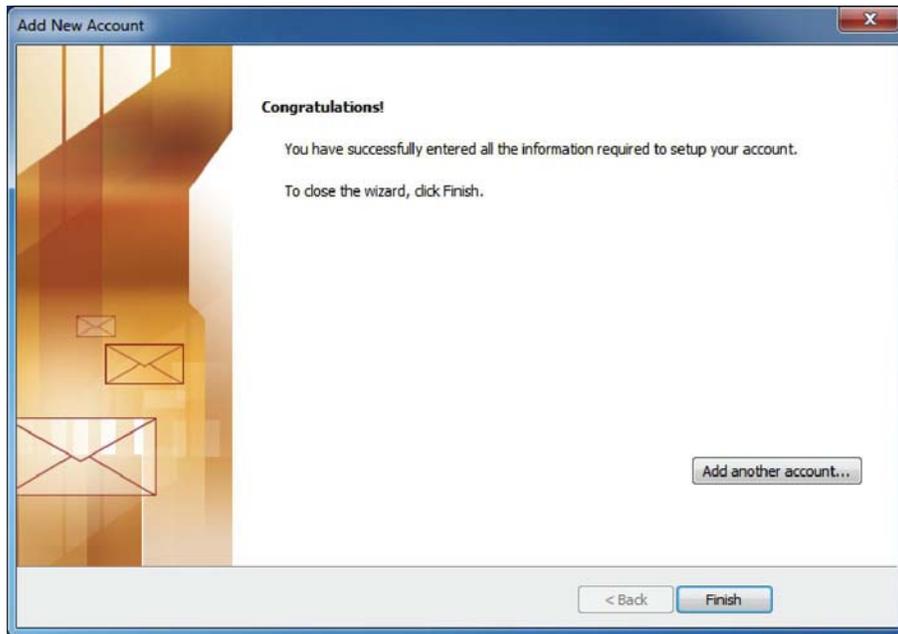
OK Cancel

My Outgoing Server Requires Authentication

11.- Click **Next**

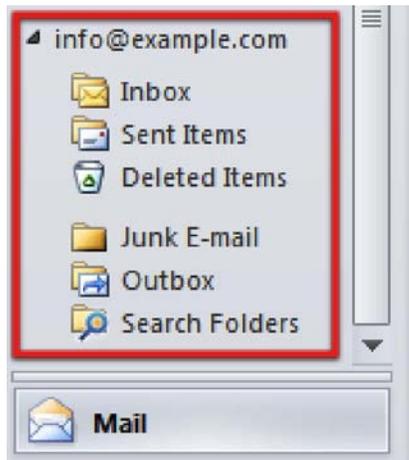
12.- Outlook will test your settings. Click **Close**

13.- Click **Finish**.



Account added successfully – Outlook 2010 success screen

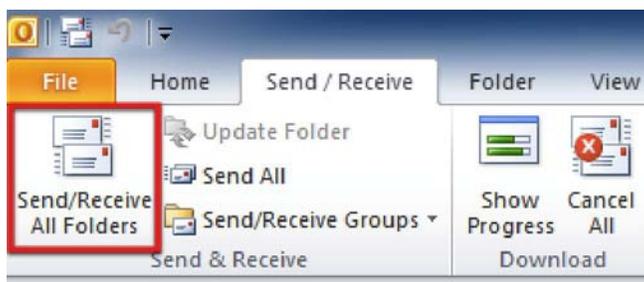
14.- Your POP3 email account now appears on the left-side of Outlook 2010.



New POP3 email account displayed in Outlook 2010

15.- From Outlook 2010's menu bar select **Send/Receive**, then click **Send/Receive All Folders**

16.- Outlook 2010 will now connect to your email account and show you any emails in your inbox.



Send and receive – Outlook 2010

Congratulations. You've now configured Microsoft Outlook 2010 to send and receive email using POP3.