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.

Account Configuration	×
E-mail Accounts	××
You can configure Outlook to connect to Internet E-mail, Microsoft Exchang other E-mail server. Would you like to configure an E-mail account?	ie, or
() Yes No	
	< Back Next > Cancel

Select Yes to configure an Email account

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

File	Home	Send / Receive	Folder	View
San	ve As ve Attachmer	Acc No acc	COUNT I	nformation ble. Add an e-mail account to enable additional features.
Info		- Ad	d Account	

Add new e-mail account button in Outlook 2010

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

Auto Account Setup Connect to other s	rver types.	×
E-mail Account		
Your Name:		
	Example: Ellen Adams	
E-mail Address:	Example: ellen@contoso.com	
Password:		
Retype Password:		
	Type the password your Internet service provider has given you	I.
Text Messaging (MS)	
Manually and		
e manually configur	server secungs 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 New Account	×
Choose Service	×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS) Connect to a mobile messaging service.	
Sack Next	> Cancel

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

Internet E-mail Settings Each of these settings ar	e required to get your e-mail a	ccount working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we recommend you test your account by clicking the button
E-mail Address:	info@example.com	below. (Requires network connection)
Server Information		Test Account Settings
Account Type:	POP3	
Incoming mail server:	mail.example.com	Test Account Settings by dicking the Next button
Outgoing mail server (SMTP):	mail.example.com	Deliver new messages to:
Logon Information		O New Outlook Data File Existing Outlook Data File
User Name:	info@example.com	Browse
Password:	******	
☑ F Require logon using Secure	Remember password Password Authentication (SPA) More Settings

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.

nternet E-	mail Settings			X
General	Outgoing Server	Connection	Advanced	
My or	utgoing server (SM	TP) requires a	uthentication	
0	se same settings a	s my incoming	mail server	
O L	og on using			
L	Iser Name:			
F	assword:			
	√ Re	member passw	vord	
	Require Secure P	assword Auth	entication (SPA)	
© Li	og on to incoming m	nail server befi	ore sending mail	
			ОК	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.