POP Settings

If you have a Post Office Protocol (POP) mail account, messages sent to you are stored on POP servers until you connect and retrieve them. When you connect to your POP e-mail account, the messages are downloaded to your computer. POP Mail may be used separately or with Exchange and/or Entourage.

Outlook 2010 Configuration With a POP Account

1. Go to **start/Control Panel** and click on **Mail**. Click on **show profiles** and **add** a new profile and name profile – First Name Last Name and click **ok**.

2. Select Manually configure server settings…

3. From the *Add New E-mail Account pop-up window*, select the **Internet Email or the option that has Pop,** and click **Next**.
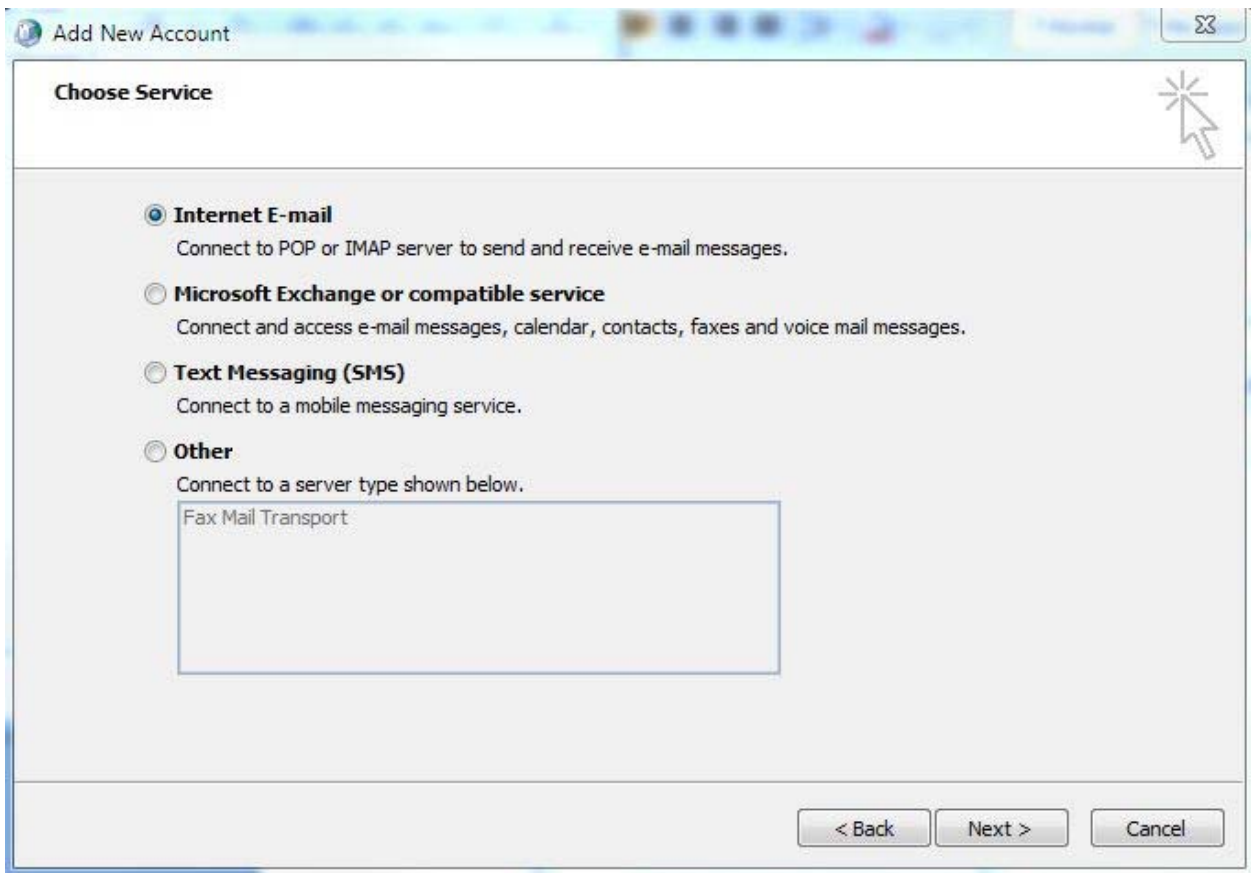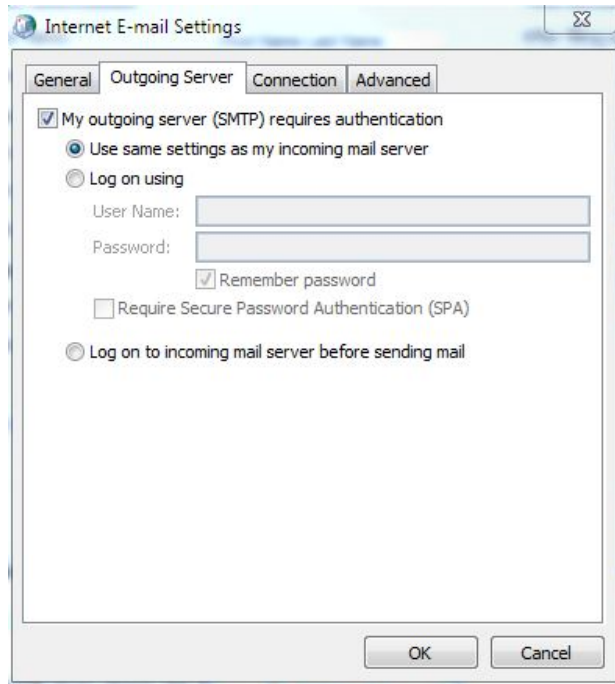
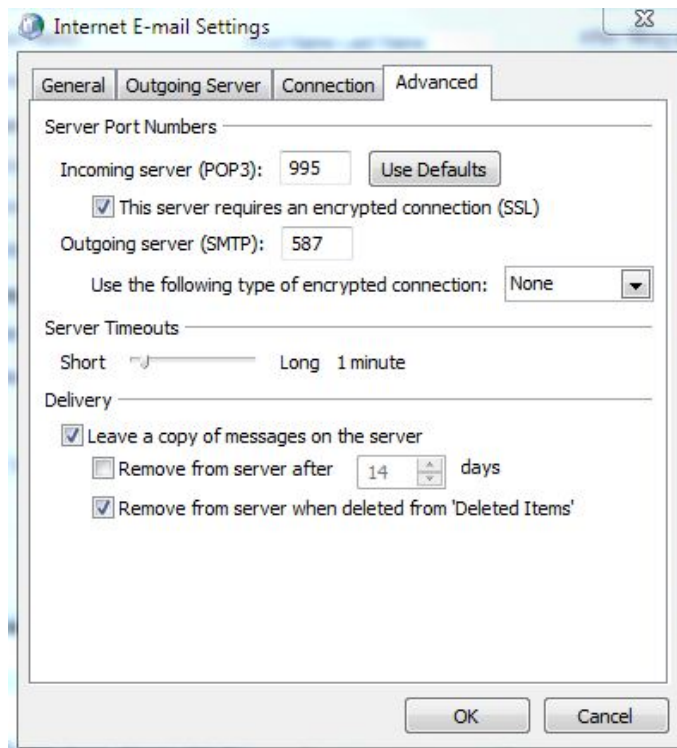4. Enter email settings:
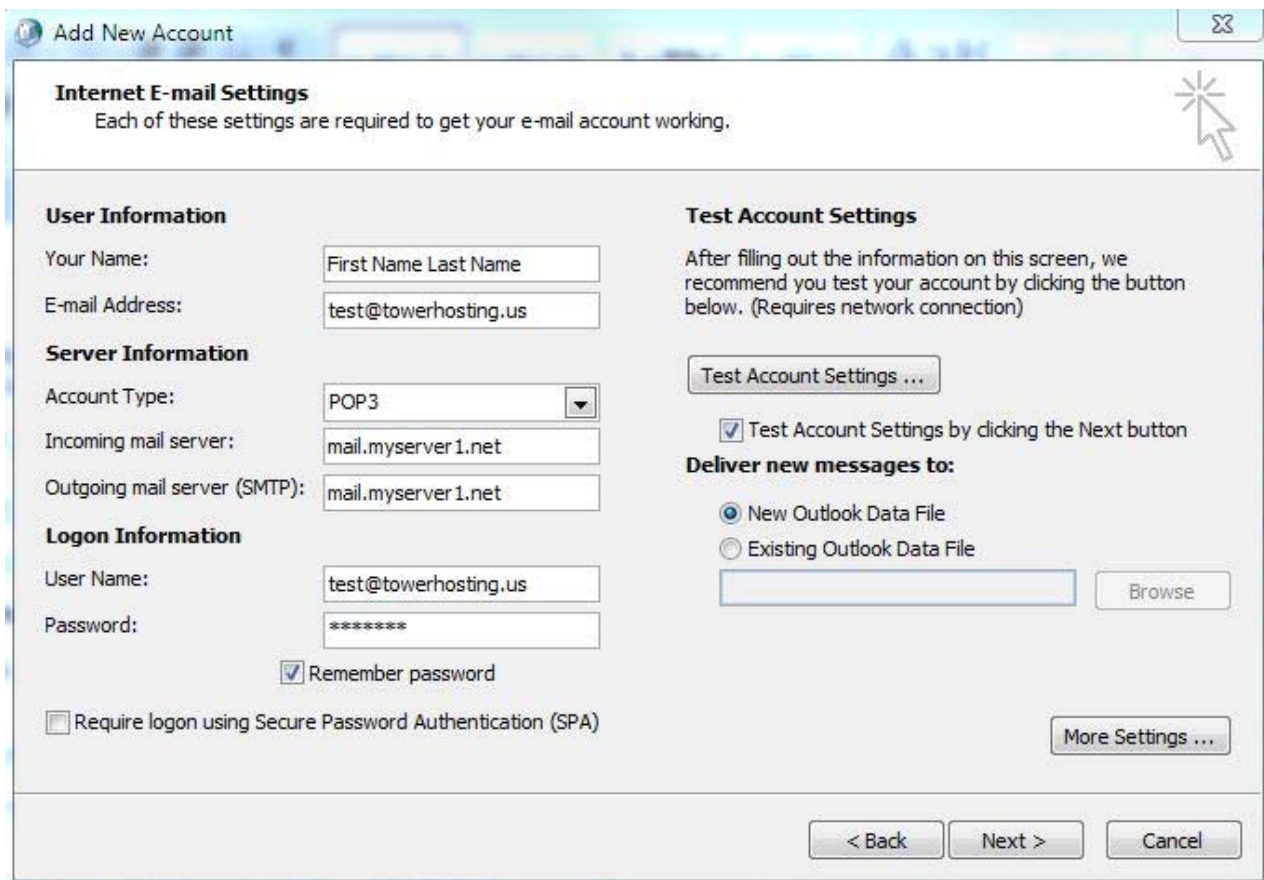
Email Settings:
Incoming Mail Server   mail.myserver1.net
Outgoing Mail Server   mail.myserver1.net
Username   Your email address
Password   Email password

5. Click on **ore Settings**, and under **Outgoing Serve**r tab, check the box: My outgoing server…

6. Under Advanced tab use these settings:

7.   Click Ok and click next on the previous window and then finish

Add New E-mail Account   ⟨⟨X⟩⟩

Congratulations!

You have successfully entered all the information required to setup your
account.

To close the wizard, click Finish.

                                                    < Back   Finish