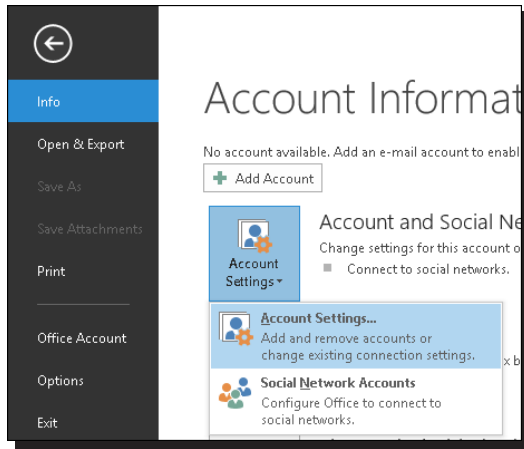


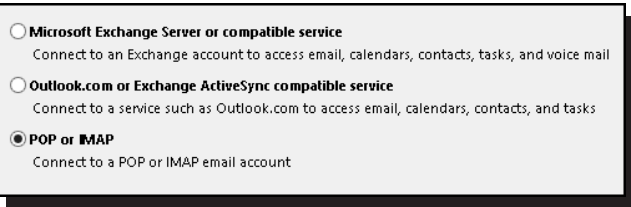
# Setting Up Microsoft® Outlook 2013

## Setting Up a POP Email Account

1. In Outlook, select "File" then "Account Settings" and "Account Settings" once again.



2. Click on "New..." then select "Manual setup or additional server types" and click "Next"
3. Select "POP or IMAP" and click "Next"



4. Enter the following information
  - Your Name: Your Name (This is the name your recipients will see)
  - E-mail Address: Your full E-mail address (This is the email address your recipients will see)
  - Account Type: POP3
  - Incoming server: secure.emailsrvr.com
  - Outgoing server: secure.emailsrvr.com
  - User Name—Enter your entire E-mail address (e.g., myname@mydomain.com), using all lowercase letters.
  - Password—Enter the password for your email account.



5. Click on "More Settings..." Then on the "Outgoing Server" tab. Check the box "My Outgoing server (SMTP) requires authentication"



## Comparing POP and IMAP

### POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

### IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

6. Next click on the "Advanced" tab. First check the box "This server requires an encrypted connection (SSL)" and change the drop down boxes from "None" to "SSL" then change the Outgoing server port to 465.

The screenshot shows the 'Advanced' tab of the Outlook configuration window. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 995. A checkbox labeled 'This server requires an encrypted connection (SSL)' is checked. The 'Outgoing server (SMTP)' is set to 465. Below this, a dropdown menu for 'Use the following type of encrypted connection:' is set to 'SSL'.

### Using SSL (Secure Sockets Layer)

SSL provides additional security to your email communication. SSL encrypts your messages between your email client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server to `imap.emailsrvr.com` the port to `110` and the outgoing server to `smtp.emailsrvr.com` the port to `587` or `8025`.

7. Click "OK" and then "Next". Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click "Close" then "Finish". You have successfully setup Outlook 2013.

The screenshot shows a dialog box titled 'Congratulations! All tests completed successfully. Click Close to continue.' It has 'Stop' and 'Close' buttons. Below is a 'Tasks' tab with a table showing two tasks, both completed.

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed