



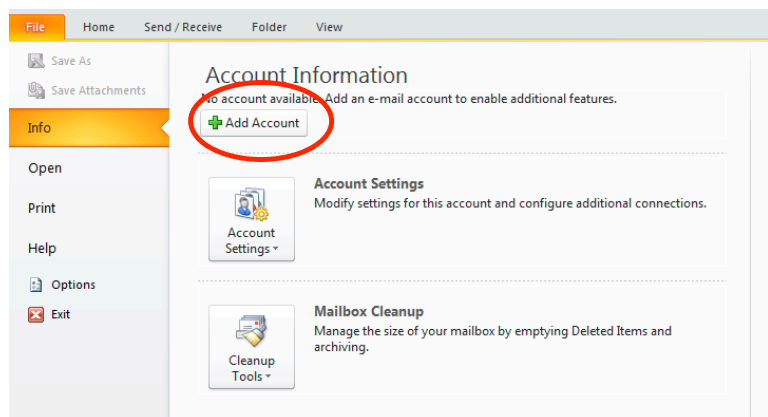
Setting up Outlook 2010 WITH POP3 and IMAP

IMPORTANT! Please do not use the hostname/username examples in this document but refer to your specific setup instructions.

*As a prerequisite to complete the setup outlined in this document you need the following:
Your login, your password and inbound/outbound server(s) name(s).*

Creating a new account.

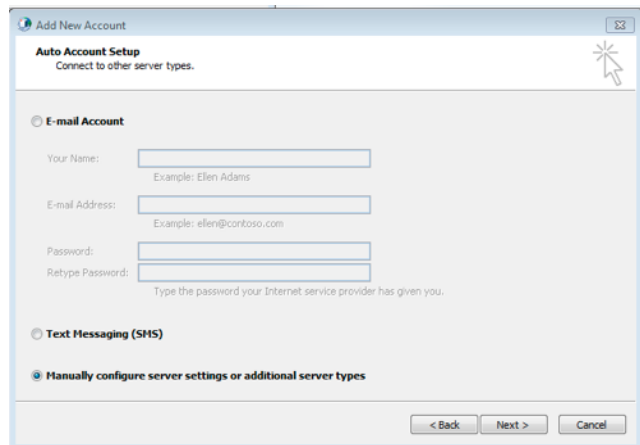
Select “File” > “Add Account” - the window at right should appear.



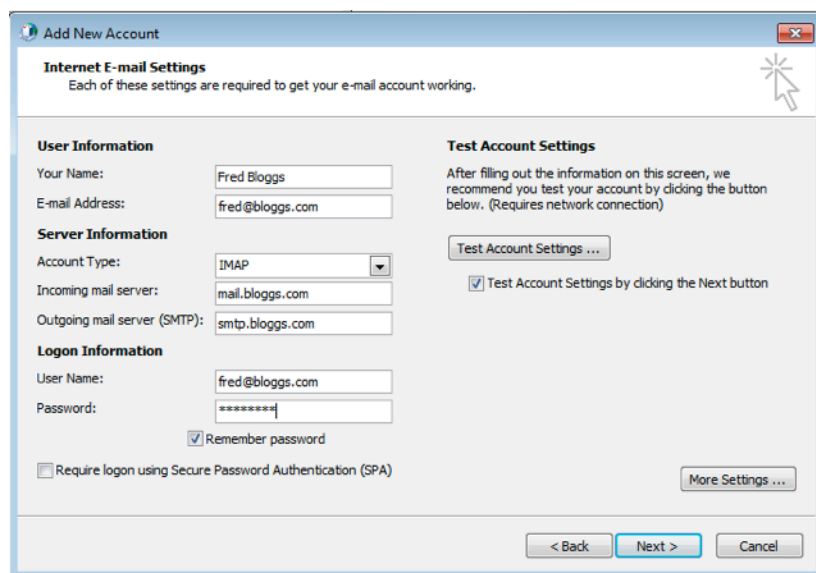
Select “E-mail Account” and press “Next”

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Select “Manually configure server settings or additional server types”.



The following screen will appear...



User Information:

Your name: Your full name

E-email Address: Email address in user@domain form.

Server Information:

Account Type: Select IMAP (or POP3)

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Incoming mail server: The server you will retrieve emails from (check your supplied setup details).

Outgoing mail server (SMTP): The outgoing mail server (check your supplied setup details).

Login Information:

User Name: Your full email address (Outlook will remove the domain part, re-add this manually).

Password: Your password.

Tick the “Remember password” but keep the “Require login using Secure Password Authentication (SPA)” un-ticked.

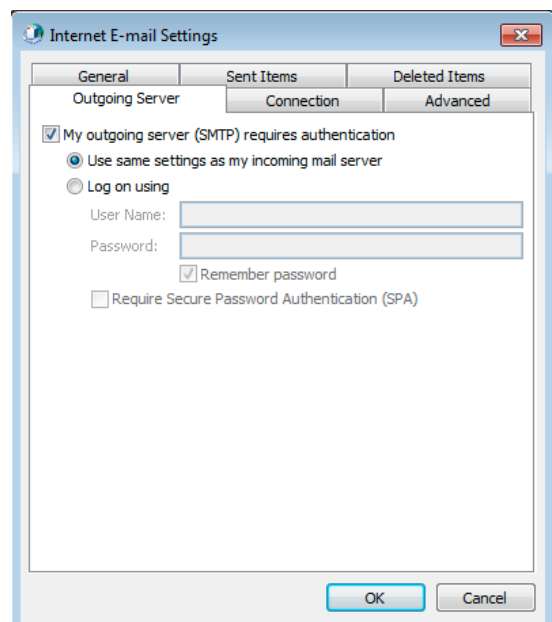
Now click on “More Settings”

The following screen below will appear:

Select “My outgoing server (SMTP) requires authentication.

Unless, you are using a different account to send, keep “Use same settings as my incoming mail server”

Otherwise, select “Log on using” and fill in “User Name” (full email address) and “Password” accordingly.

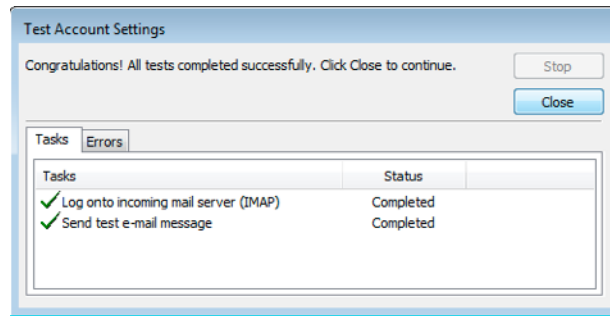


Click on “OK” (this will return to previous window) followed by “Next”. Outlook will now test the setup.

That’s it. The following screen should appear and you are ready to use your account.

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Notes on using POP3 vs IMAP

By default, POP3 collects all emails on the remote server and discards them from there afterwards.

To disable this under “Outlook 2010” go to File -> Account Settings -> Select your POP3 mailbox, then click on the “Change Button” -> “More Settings” -> “Advanced” tab, select the leave on server option.

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