

Setting Up Microsoft® Outlook 2011

Setting Up a POP Email Account

1. In Outlook, select "Outlook" then "Preferences"

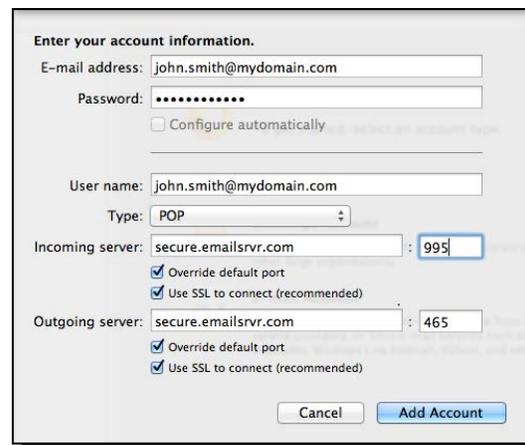


2. Select "Accounts" then "E-mail Account"



3. Enter the following information

- E-mail Address: Your full email address
- Password: The password for your E-mail address
- User name: Your full email address
- Type: POP
- Incoming server: secure.emailsrvr.com Port: 995
- Check "Use SSL to connect (recommended)"
- Outgoing server: secure.emailsrvr.com Port: 465
- Check "Override default port" and "Use SSL to connect (recommended)"
- User Name—Enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.
- Password—Enter the password for your email account.



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.

4. Back at the account settings window click on “More Options...”
5. Change Authentication to “Use Incoming Server Info” then press “OK”



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 pop.emailsrvr.com the port to 110 and the outgoing server to smtp.emailsrvr.com the port to 587 or 8025.

6. Now close the Outlook preferences. You have successfully setup your POP account with Outlook 2011.