# Setting Up Microsoft® Outlook 2011

# Technical Manual: Configuration and Setup

# Document Updated: 1/14

## Setting Up a POP Email Account

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



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



#### Exchange Account

Microsoft Exchange accounts are used by corporations and other large organizations.

#### E-mail Account

POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.

- 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.

john.smith@mydomain.com	
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Configure automatically	
john.smith@mydomain.com	
POP \$	
secure.emailsrvr.com	: 995
<ul> <li>✓ Override default port</li> <li>✓ Use SSL to connect (recommended)</li> </ul>	
secure.emailsrvr.com	: 465
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### **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"

Authentication:	Use Incoming Server Info 🕴
User name:	
Password:	
Unqualified domain:	example.com

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

## 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*.