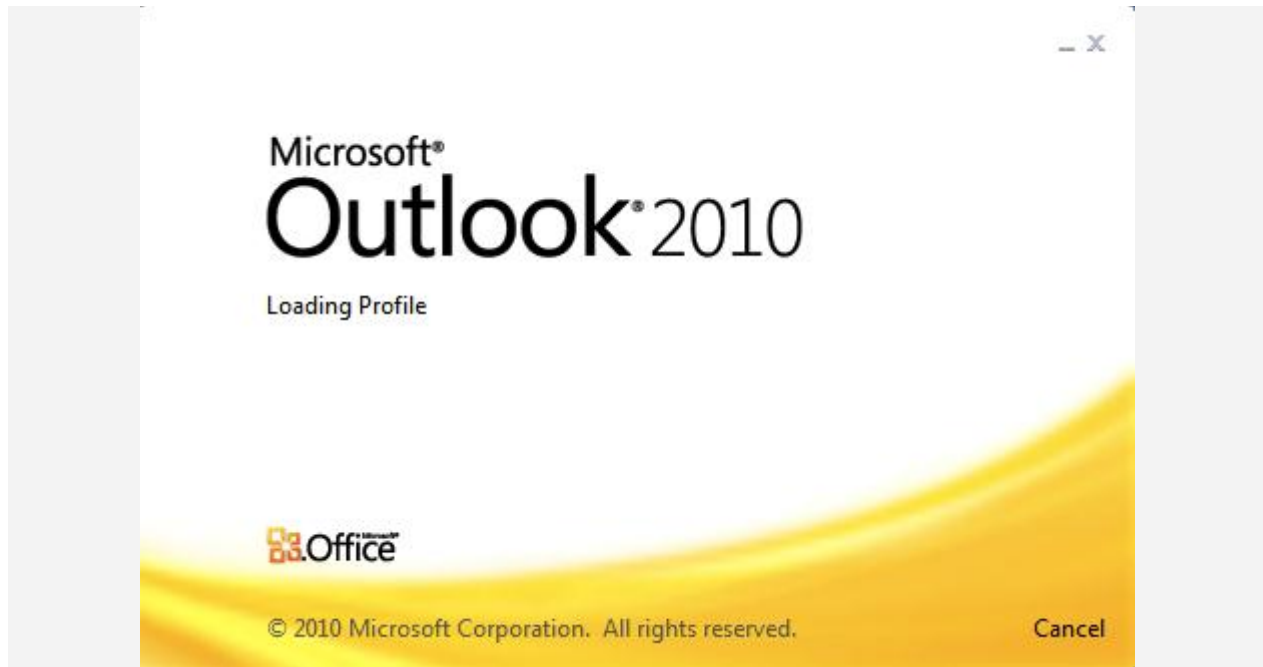


# How to setup POP3 in Outlook 2010

## Contents

## Summary

The following article describes step-by-step how to set up Microsoft Office Outlook 2010 to connect to your email address using POP3.



Microsoft Office Outlook 2010 Login screen

## What You'll Learn

You will complete the following:

- Open Outlook 2010
- Create a POP3 email address
- Enter your email settings
- Send and Receive email using Outlook 2010

## Before you start checklist

Have the following ready before you start:

- Your domain name.
- Your email address.
- Your email password.
- Microsoft Outlook 2010 installed on your computer.

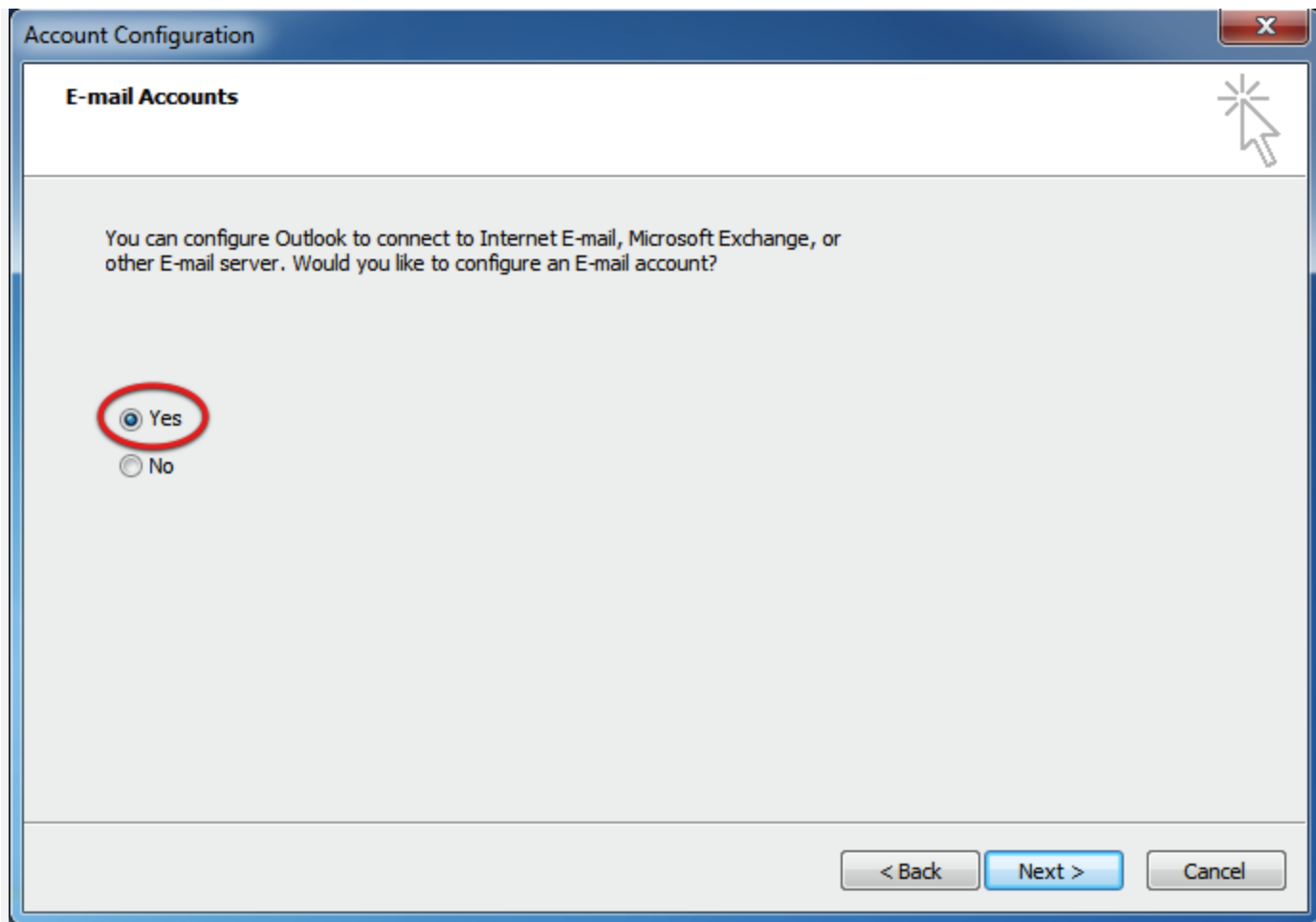
# Setup POP3 email in Microsoft Outlook 2010

1. Open Microsoft Office Outlook 2010. If you have just installed Outlook 2010 it will show in your Start Menu. Click Start Menu > All Programs > Microsoft Office > Microsoft Office Outlook 2010.
2. If this is the first time you have opened Outlook 2010 then the Startup wizard will show. Click **Next**.



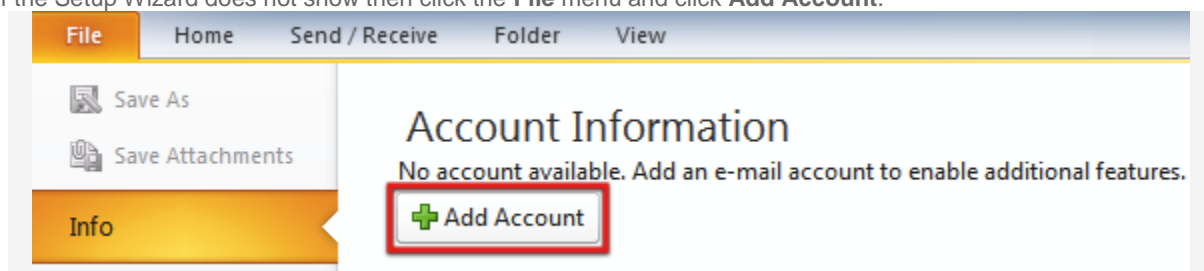
Outlook 2010 Startup Wizard

3. Outlook will ask if you wish to configure an email account. Select **Yes** and click **Next**.



Select Yes to configure an Email account

4. If the Setup Wizard does not show then click the **File** menu and click **Add Account**.



Add new e-mail account button in Outlook 2010

5. Select **manually configure server settings or additional server types**.

**Add New Account** [Close]

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

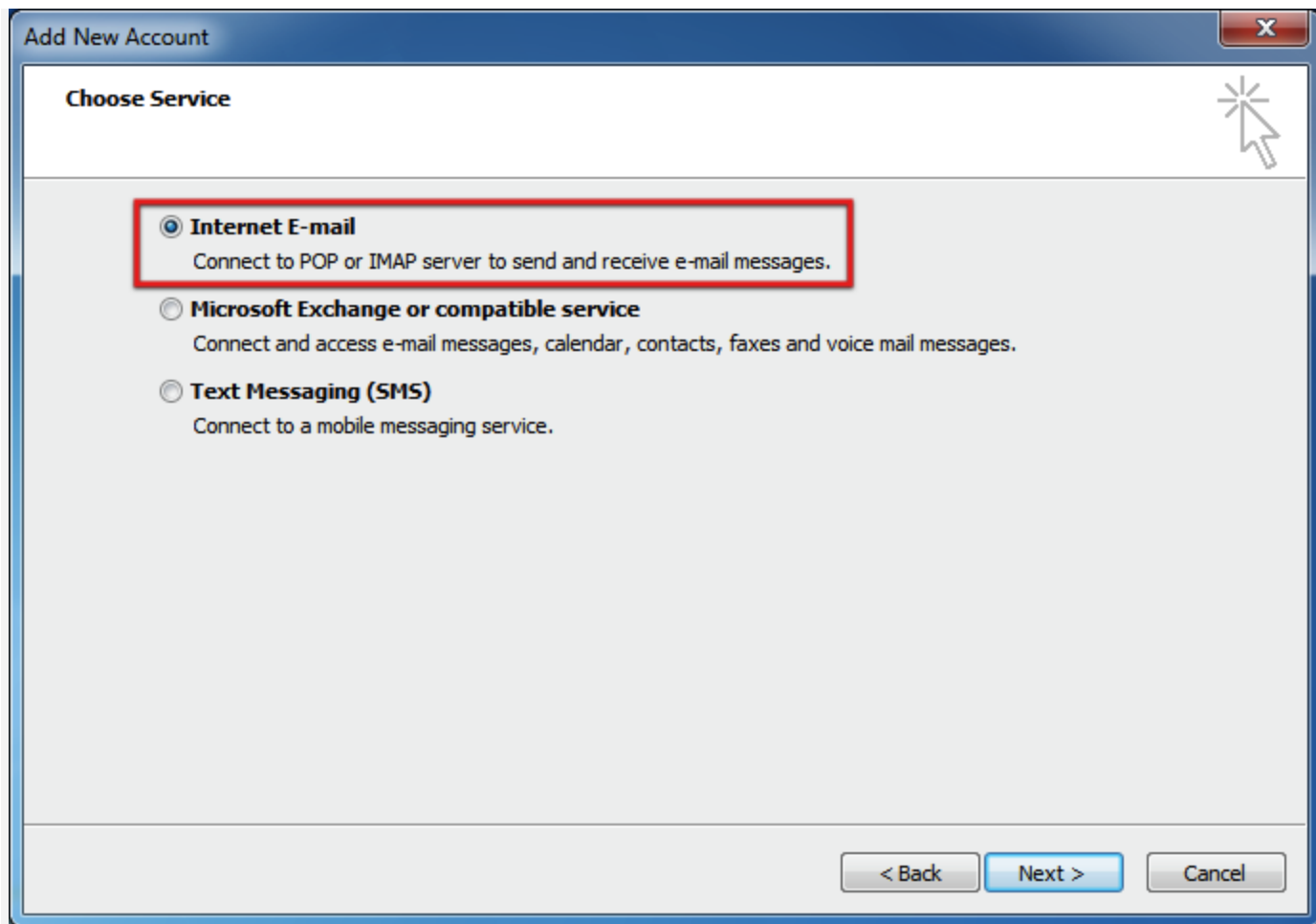
**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

Manually configure Email Account

6. Click **Next**
7. Outlook will prompt you to choose your E-mail Service. Select **Internet E-mail**. Then click **Next**.



Add Email Account – Outlook 2010

8. You are now asked to enter your email account details.
  - Enter your name
  - Enter your email address. For example, info@example.com
  - Select **POP3** for the Account Type
  - Enter **mail.example.com** as your **Incoming Mail Server** – replacing *example.com* with your own domain name.
  - Enter **mail.example.com** as your **Outgoing Mail Server** – replacing *example.com* with your own domain name.
  - For User Name, enter your email address. For example: info@example.com.
  - Enter your email password

**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

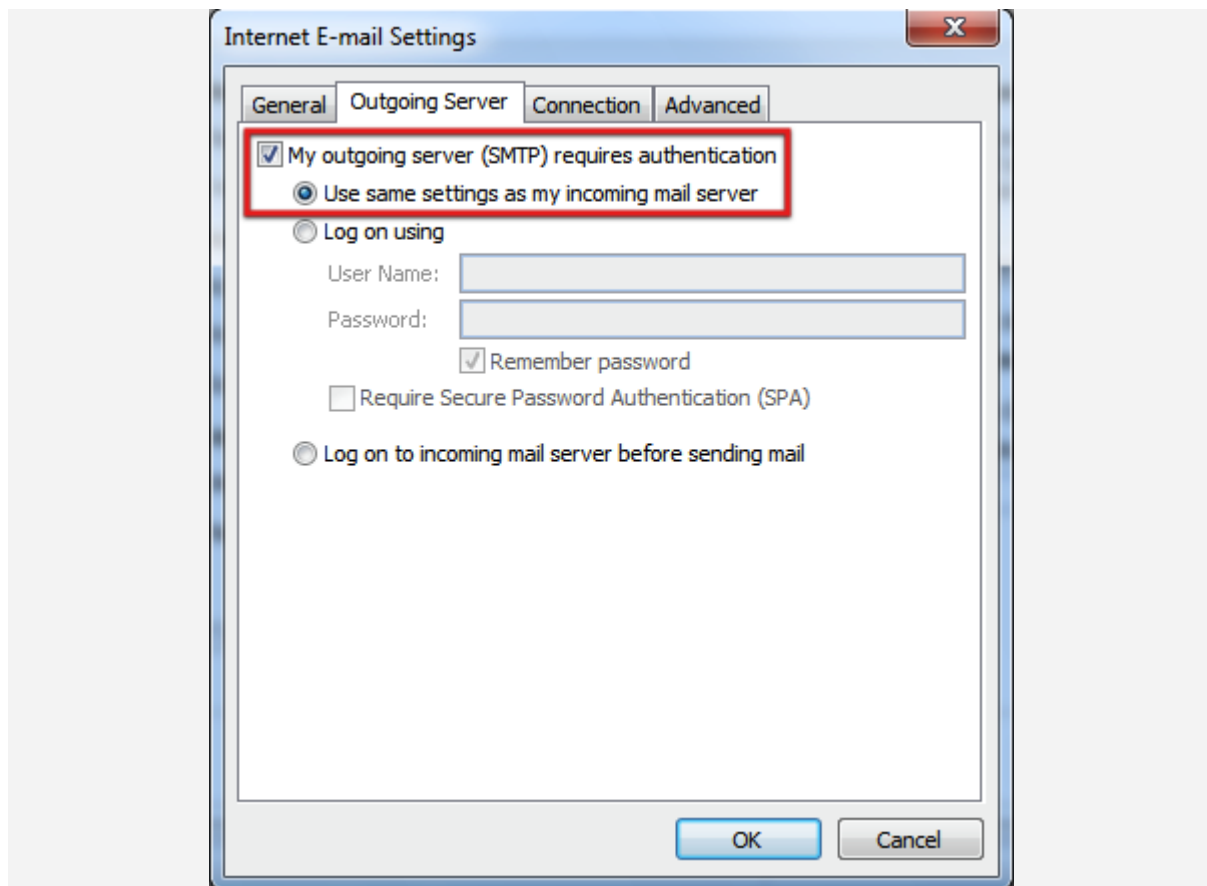
**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File

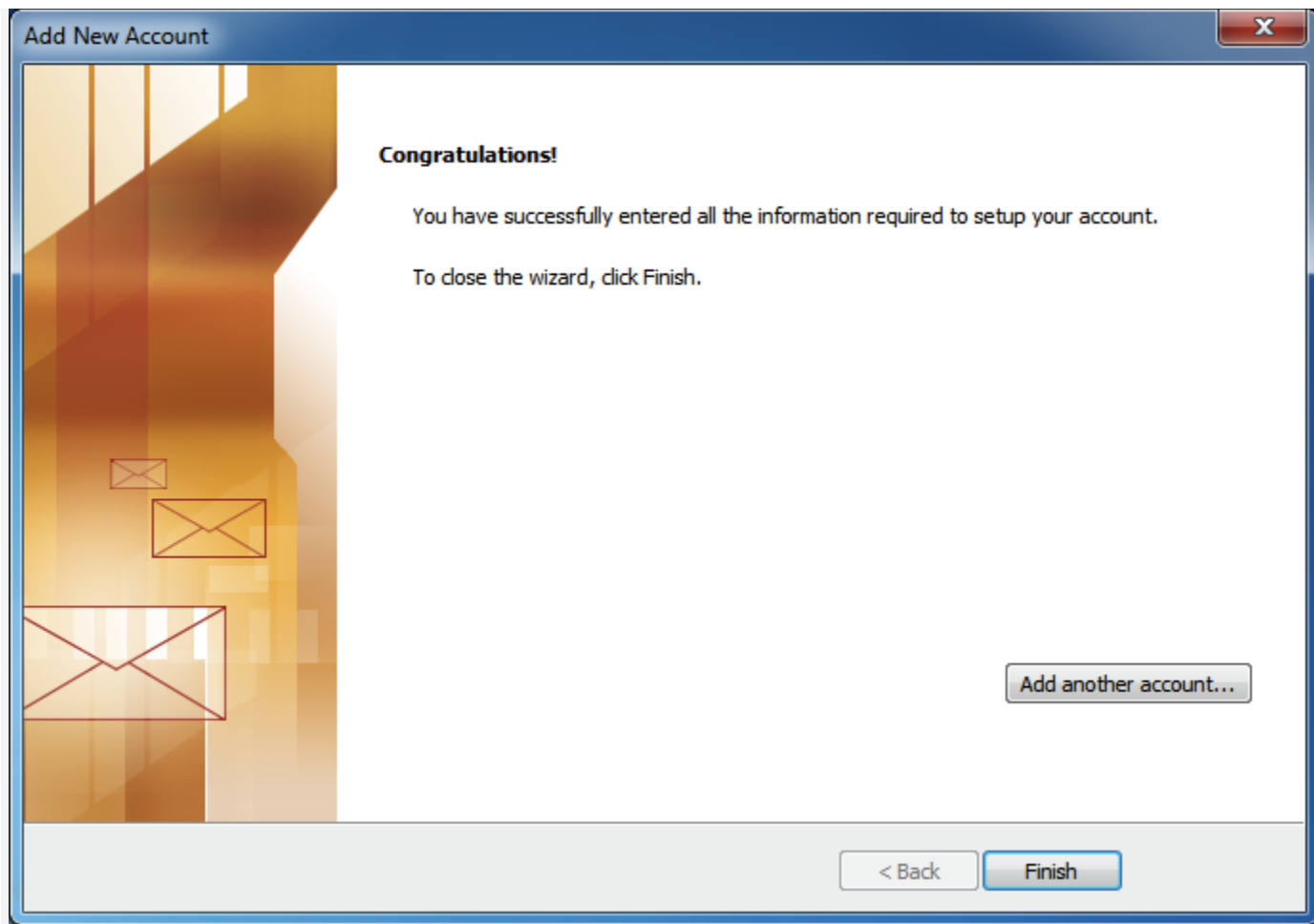
Add POP3 Email Settings in Outlook 2010

9. Click **More Settings**.
10. Click the **Outgoing Server** tab and then tick **My outgoing server (SMTP) requires authentication**. Click **Ok**.



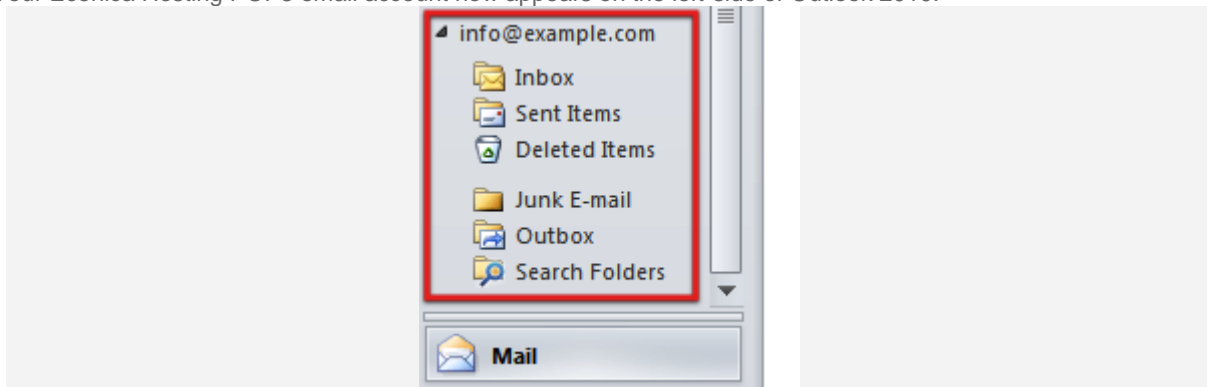
My Outgoing Server Requires Authentication

11. Click **Next**
12. Outlook will test your settings. Click **Close**
13. Click **Finish**.



Account added successfully – Outlook 2010 success screen

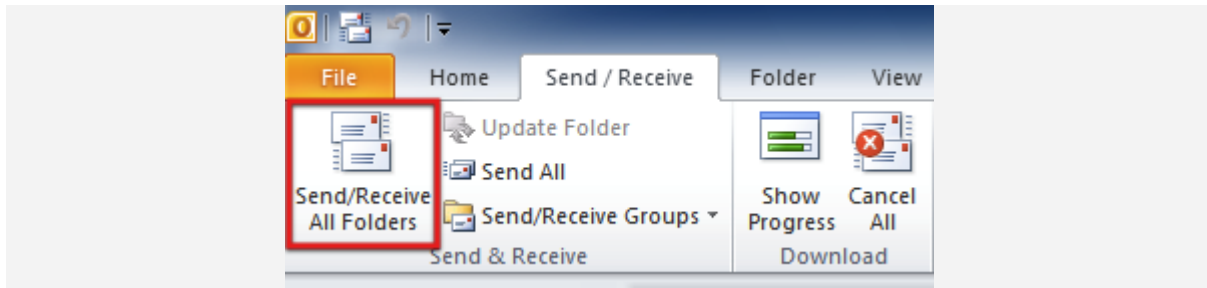
14. Your Ecenica Hosting POP3 email account now appears on the left-side of Outlook 2010.



New POP3 email account displayed in Outlook 2010

15. From Outlook 2010's menu bar select **Send/Receive**, then click **Send/Receive All Folders**
16. Outlook 2010 will now connect to your email account and show you any emails in your inbox.





Send and receive – Outlook 2010

Congratulations. You've now configured Microsoft Outlook 2010 to send and receive email using POP3.