

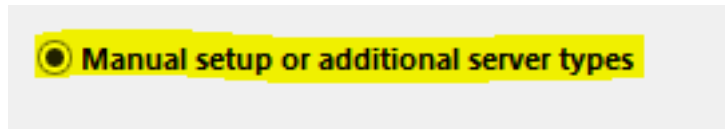
# Outlook 2003 / 2007 / 2010 / 2013 Configuration using POP3 settings

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## Outlook 2003 / 2007 / 2010 / 2013 Configuration using POP3 settings

### 1.^^ Open Outlook and select Manual setup or additional Server types

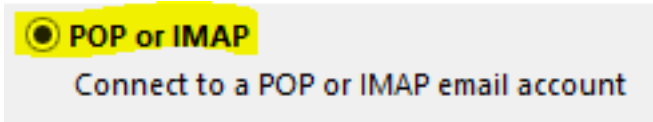
Open outlook for the first time if this is not your first time open Control Panel, then open **Mail** and select **E-mail Accounts** if you updating a configuration or **Show Profiles** if you would like to create a new email profile.

A screenshot of the Outlook setup window. The option "Manual setup or additional server types" is selected and highlighted with a yellow background. There is a radio button icon to the left of the text.

☒ Manual setup or additional server types

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### 2.^^ Select POP or IMAP

A screenshot of the Outlook setup window showing the "POP or IMAP" option selected and highlighted with a yellow background. Below the highlighted option, the text "Connect to a POP or IMAP email account" is visible.

☒ POP or IMAP

Connect to a POP or IMAP email account

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### 3.^^ Fill out settings

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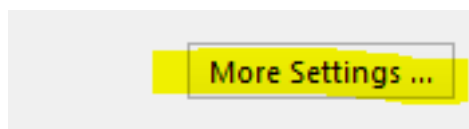
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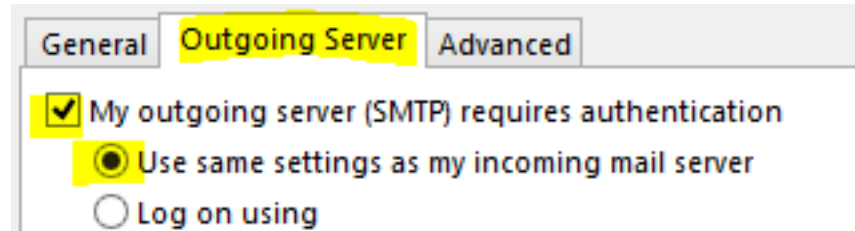
4.^^^ Then Click More Settings



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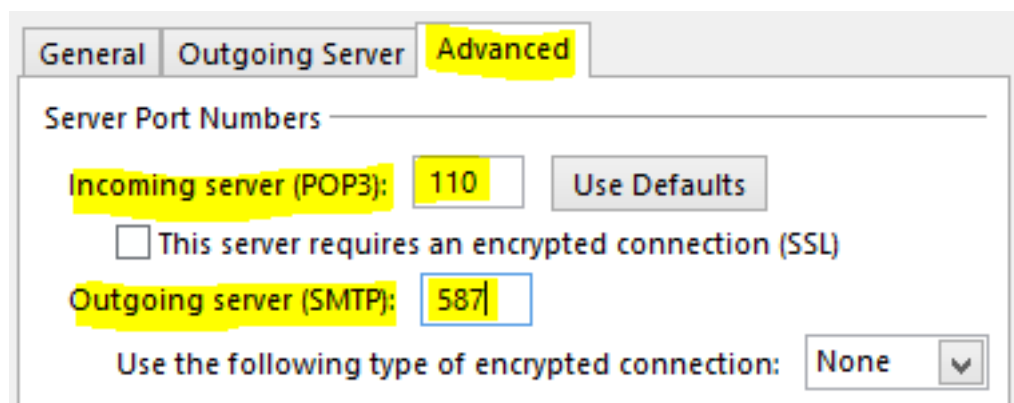
5.^^^ Click on the Outgoing Server

Once the Internet Email Settings window comes up, click on the Outgoing Server tab and place a check into the box that reads "My outgoing (SMTP) server requires authentication."



#### 6. Click on the Advanced Tab

At the advanced tab, change the Outgoing server (SMTP) port from 25 to 587 then click OK.



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#### 7. You can now click Finished.

Click Close and launch Outlook. In Outlook send yourself an email as a congratulations (also as a test). Click Send and Receive. If you received your own email, everything has been configured correctly. If not, please go back and make sure all the settings are correct and you entered in your password correctly.

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