

How to Configure Outlook 2007/2010/2013 using POP3

This article explains how to Configure Outlook 2007 with one of our pop3 email accounts. This process should take only minutes.

First click on start and then open up the control panel. Find the Mail icon and double click it. (You may need to switch from category view to list or small icon view)

Once the window titled Mail Setup has appeared click on the button labeled Email Accounts.

In the next window, Account Settings, click the button labeled New.

Select the radio button labeled Microsoft Exchange, POP3, IMAP, or HTTP and then click next.

At the Auto Account Setup screen, check the box to the bottom left corner of the window that reads Manually configure server settings or additional server types and click next.

This will bring you to the Choose Email Service window, select Internet Email and click next.

Fill in the blanks:

-Fill in User Information

-Select POP3 from the Account Type drop down.

-The Incoming Mail Server is pop3.domain.com. (replace domain.com with everything following the @ symbol in your email address. i.g. HanSolo@MFalcon.biz => pop3.MFalcon.biz)

-The Outgoing Mail Server is smtp.domain.com. (i.g. smtp.MFalcon.biz)

- For User Name use your full email address. (the email address you entered previously under E-mail Address.)

-Password is your password

-Check the Remember Password checkbox

Then click More Settings

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. Now click on the advanced tab.

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

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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