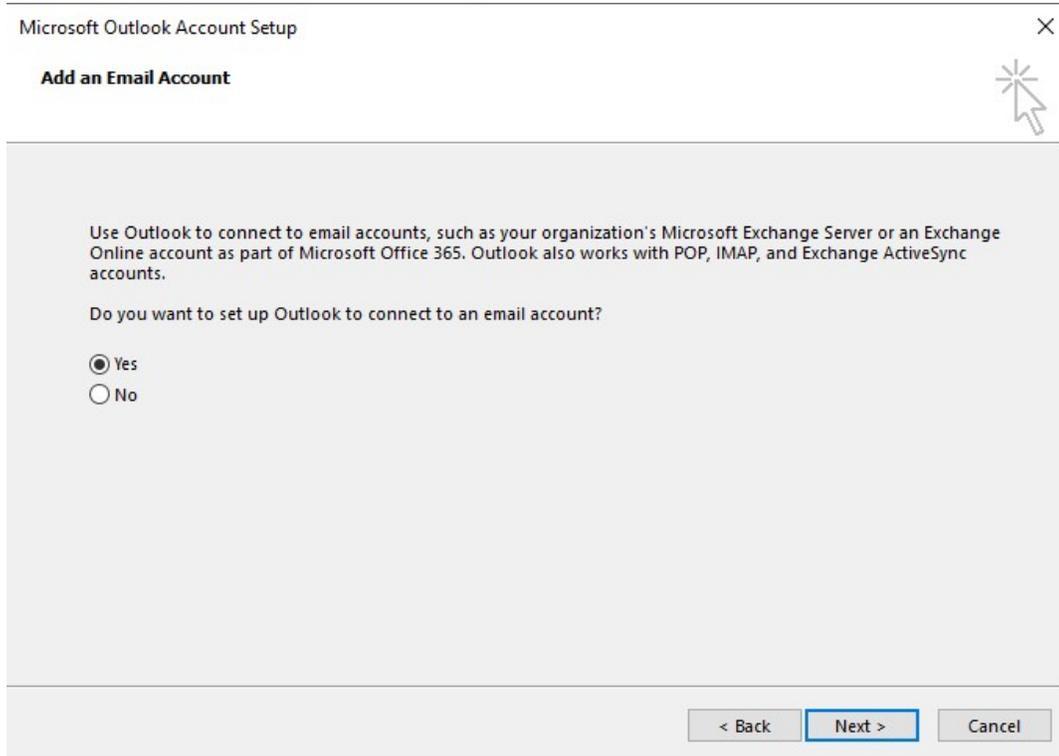


Outlook 2013 POP3 settings

Step 1: Setting up the email account. Click Next



Microsoft Outlook Account Setup

Add an Email Account

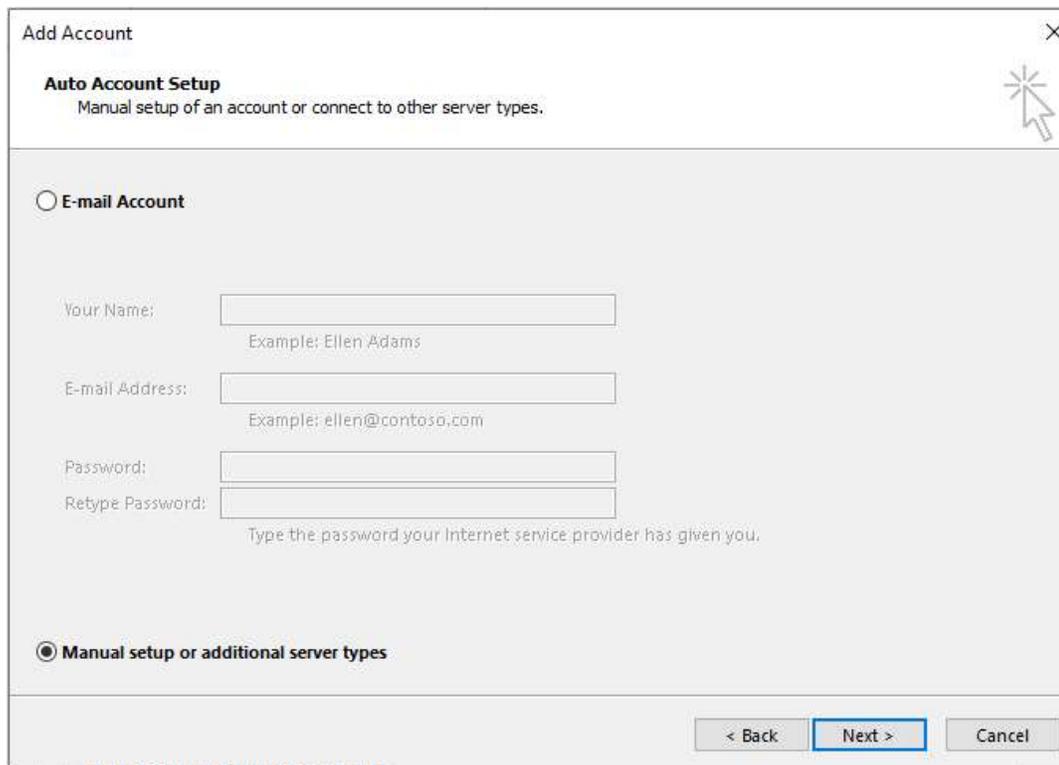
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes
 No

< Back **Next >** Cancel

Step 2: Choose Manual setup and click Next



Add Account

Auto Account Setup
Manual setup of an account or 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.

Manual setup or additional server types

< Back **Next >** Cancel

Step 3: Choose POP or IMAP. Click Next

Add Account ✕

Choose Service 

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

Step 4: Enter your information in the fields as shown. Click More Settings

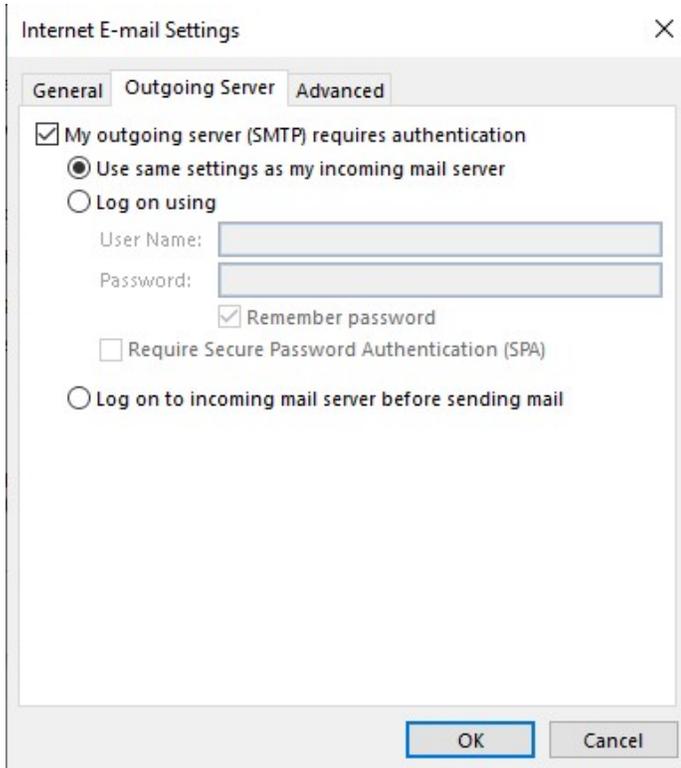
Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account. 

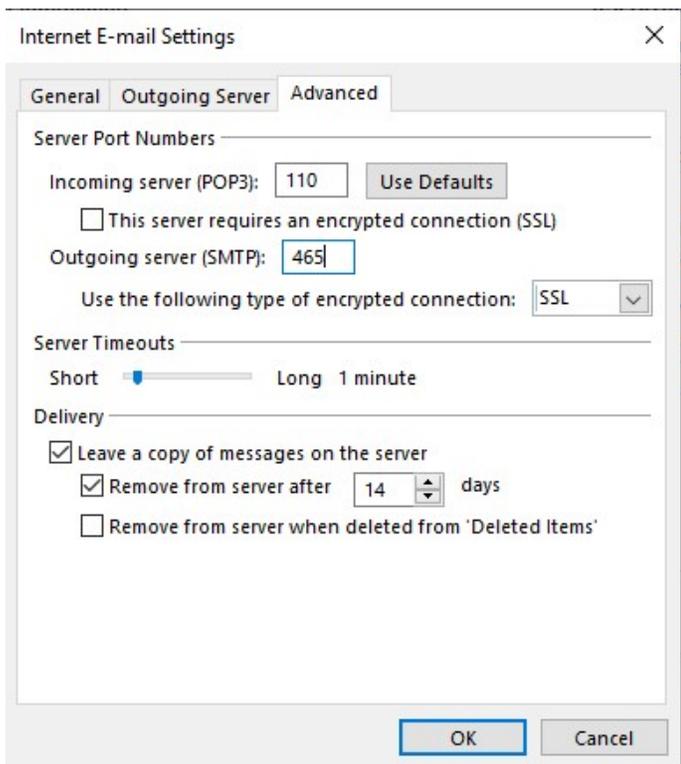
<p>User Information</p> <p>Your Name: <input type="text" value="Your Name"/></p> <p>Email Address: <input type="text" value="you@airenet.com"/></p> <p>Server Information</p> <p>Account Type: <input style="border: 1px solid gray; width: 100px;" type="text" value="POP3"/> v</p> <p>Incoming mail server: <input type="text" value="mail.airenet.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="mail.airenet.com"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="you@airenet.com"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Deliver new messages to:</p> <p><input checked="" type="radio"/> New Outlook Data File</p> <p><input type="radio"/> Existing Outlook Data File</p> <p><input style="width: 150px;" type="text"/> <input type="button" value="Browse"/></p> <p style="text-align: right;"><input type="button" value="More Settings ..."/></p>
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< Back Next > Cancel

Step 5: Click the Outgoing Server Tab and check the selection “My Outgoing server (SMTP) requires authentication



Step 6: set SSL for “Use the following type of encryption” and type in 465 for Outgoing server (SMTP) and click OK



Step 7: Click Next. Finished.

Add Account ✕

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email 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

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File