Outlook 2013 POP3 settings

Step 1: Setting up the email account. Click Next

Microsoft Outlook Account Setup	×
Add an Email Account	- K
Use Outlook to connect to email accounts, such as your o Online account as part of Microsoft Office 365. Outlook a	organization's Microsoft Exchange Server or an Exchange also works with POP, IMAP, and Exchange ActiveSync
accounts. Do vou want to set up Outlook to connect to an email ac	count?
(i) Yes	
O No	
	< Back Next > Cancel
	< back Next > Cancel

Step 2: Choose Manual setup and click Next

○ E-mail Account	
Your Name: Example: Ellen Adams	
E-mail Address: Example: ellen@contoso.com	
Password:	
Type the password your Internet service provider has given you.	
Manual setup or additional server types	

Step 3: Choose POP or IMAP. Click Next

Add Account Choose Service	×
O 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

User Information		Test Account Settings
Your Name:	Your Name	We recommend that you test your account to ensure that
Email Address:	you@airenet.com	the entries are correct.
Server Information		The Alexandra Protocol
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.airenet.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.airenet.com	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	you@airenet.com	O Existing Outlook Data File
Password:	*******	Browse
Re	emember password	

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

seneral	Outgoing Server	Advanced
My o	utgoing server (SMI	(P) requires authentication
ΟU	se same settings as	my incoming mail server
OL	og on using	
U	ser Name:	
Р	assword:	
	Rem	ember password
	Require Secure Pa	assword Authentication (SPA)
Oto	og on to incoming i	mail server before sending mail
010	og on to incoming i	mail server before sending mail

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

General	Outgoing Server	Advanced		
Server Po Incomi Outgo Uso Server Ti Short	ort Numbers ng server (POP3): This server require: ing server (SMTP): the following type meouts	110 1 an encrypt 465 e of encrypt	Jse Defaults ed connection (ed connection:	SSL)
Delivery	ve a copy of messag Remove from serve Remove from serve	ges on the s r after 14 r when dele	erver days ted from 'Delete	ed Items'

Step 7: Click Next. Finished.

count to ensure that
tings when Next
Browse