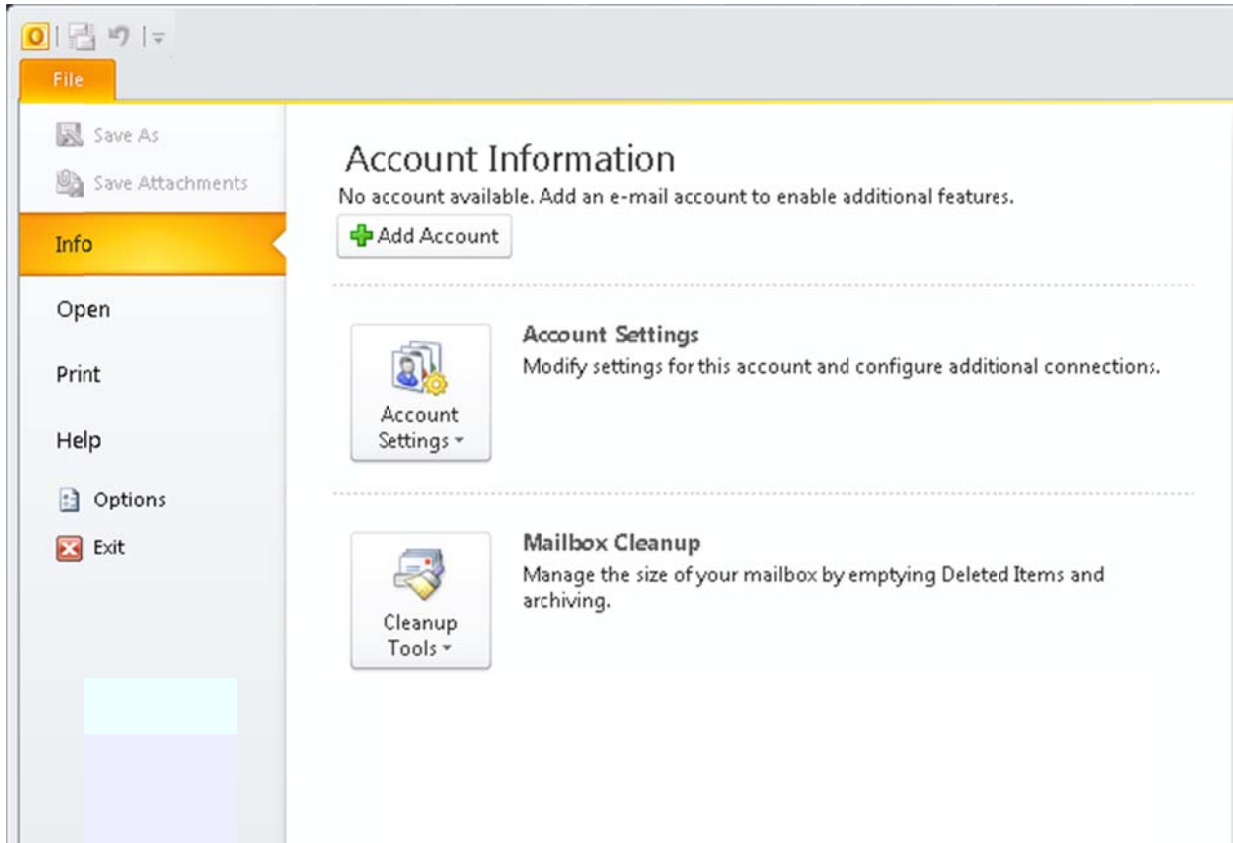


# Windows: Outlook 2010 (POP)

This article will assist you with setting up Outlook 2010, using POP, for your Hosted Mailbox.

1. Open Outlook.
2. Select the **"File"** tab. Then **"Add Account"**.



3. Select **"Manually configure server settings or additional server types"**. Click **"Next"**.

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it are four input fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

4. Select "Internet E-Mail". Click "Next".

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Internet E-mail' option is selected. Below it are descriptions for each option: 'Internet E-mail' (Connect to POP or IMAP server to send and receive e-mail messages.), 'Microsoft Exchange or compatible service' (Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.), 'Text Messaging (SMS)' (Connect to a mobile messaging service.), and 'Other' (Connect to a server type shown below.). Under 'Other' is a text box containing 'Fax Mail Transport'. At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

5. In the "Add New Account" window, input the following information:
  - a. "Your Name": The name email recipients will see in the "From" field.
  - b. "Email Address": **XXXXXXX@salishmail.com**
    - (Replace XXXXXX with your mailbox name)
  - c. "Account Type": POP

6. "Incoming mail server": (We recommend secure.emailsrvr.com)

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	995
pop.emailsrvr.com	No	110

7. "Outgoing mail server (SMTP)": (We recommend secure.emailsrvr.com)

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25 or 2525 or 587 or 8025

8. "Logon Information":

- a. "Username": **XXXXXXX@salishmail.com**
  - (Should be the same as 5.b. above)
- b. "Password": Your mailbox 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)

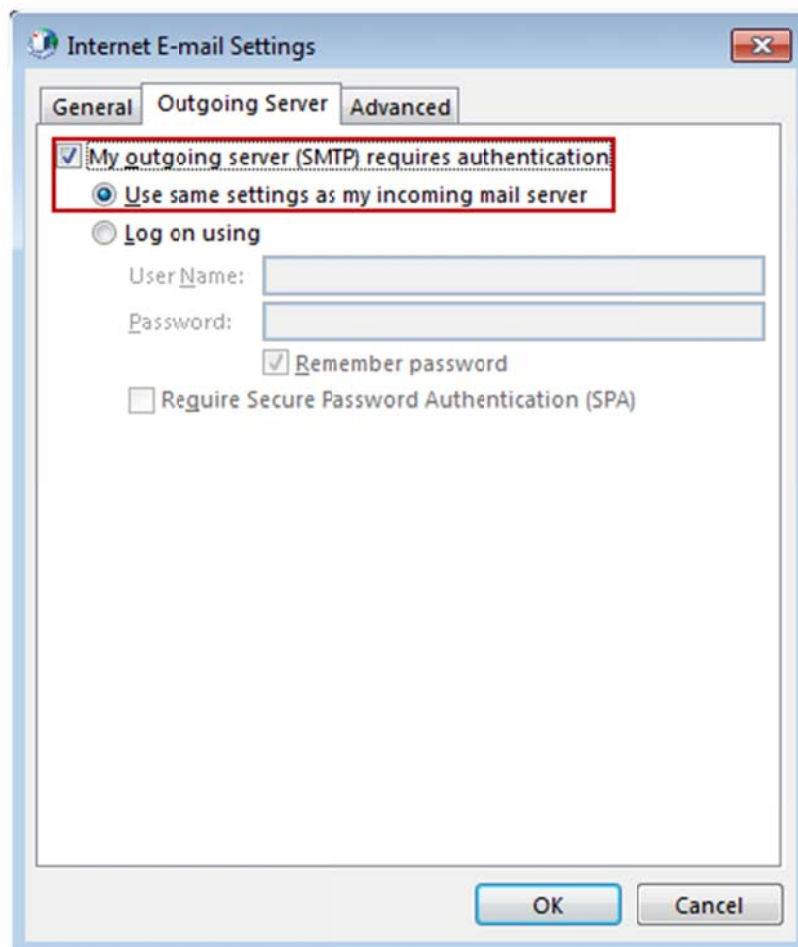
Test Account Settings by clicking the Next button

**Deliver new messages to:**

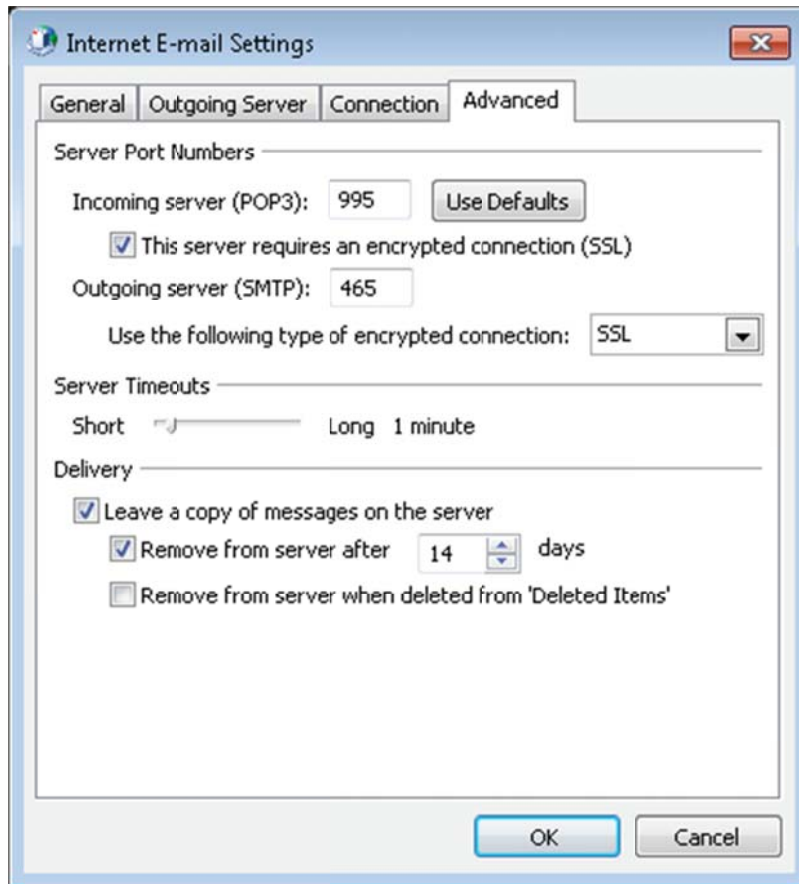
New Outlook Data File

Existing Outlook Data File

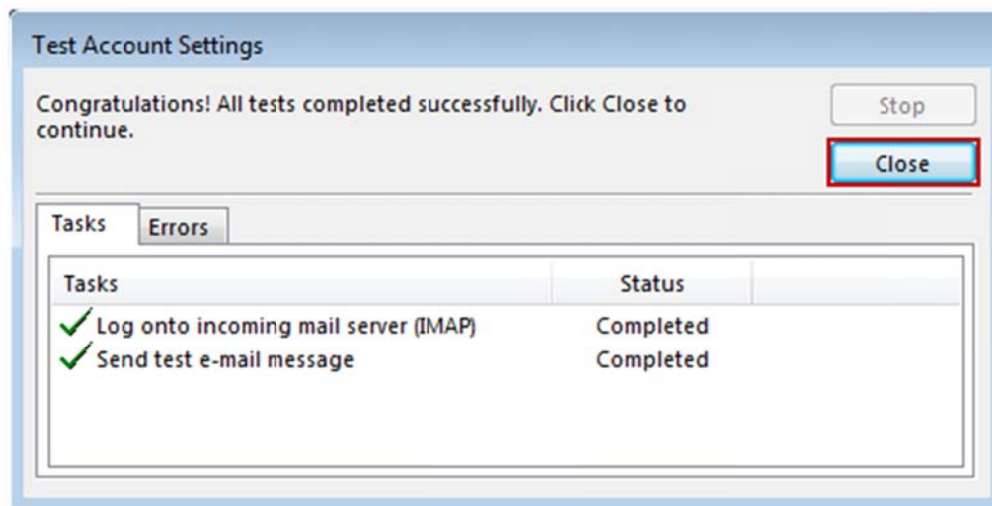
9. Click on **"More Settings"** then click the **"Outgoing Server"** Tab
  - a. Check the box for **"My outgoing server (SMTP) requires authentication"**.
  - b. Check the button for **"Use same settings as my incoming mail server"**.



10. If using **"secure.emailsrvr.com"**: Click on the **"Advanced"** Tab
  - a. Change **"Use the following type of encrypted connection"** to **"SSL"**.
  - b. Change the port numbers to match the chart on step 4.c. Click **"OK"**.



11. Click "**Next**". Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



12. Congratulations! You have now setup Outlook to work with your Mailbox!