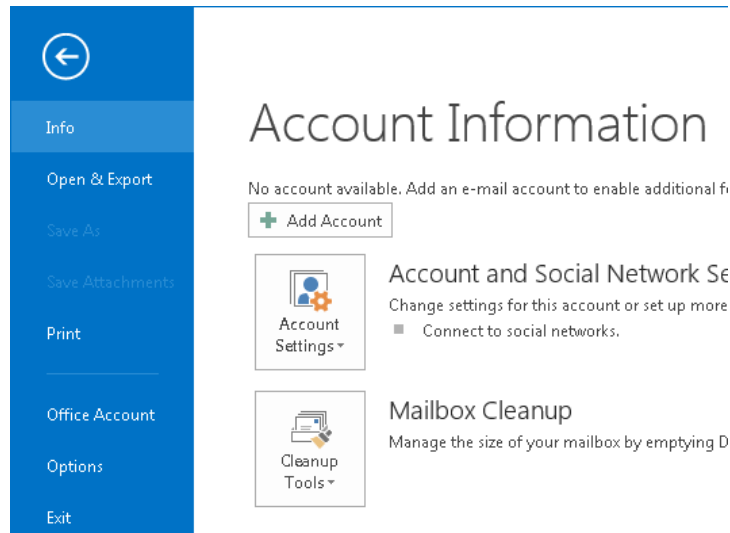


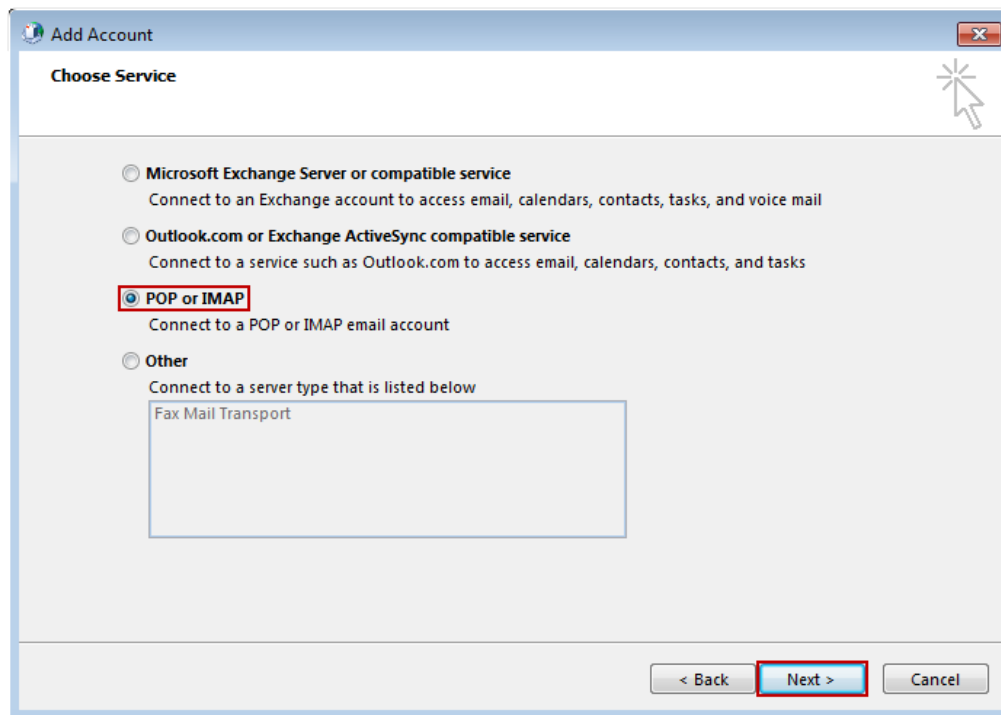
# Windows: Outlook 2013 (POP)

This article will assist you with setting up Outlook 2013 with your Hosted Mailbox.

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



3. Select **"Manual setup or additional server types"**. Click **"Next"**. Select **"POP or IMAP"** and click **"Next"**.



4. 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
    - a. "Incoming mail server": (We recommend secure.emailsrvr.com)

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

- b. "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

5. "Logon Information":
  - a. "Username": **XXXXXX@salishmail.com**
    - (Should be the same as 4.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)

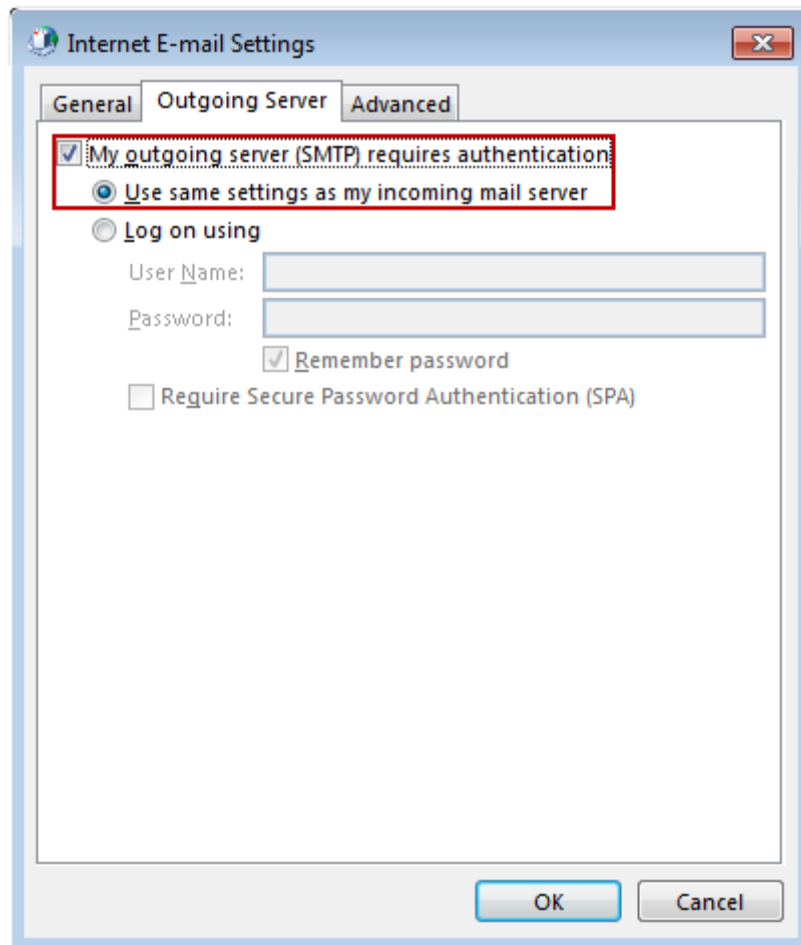
Test Account Settings by clicking the Next button

**Deliver new messages to:**

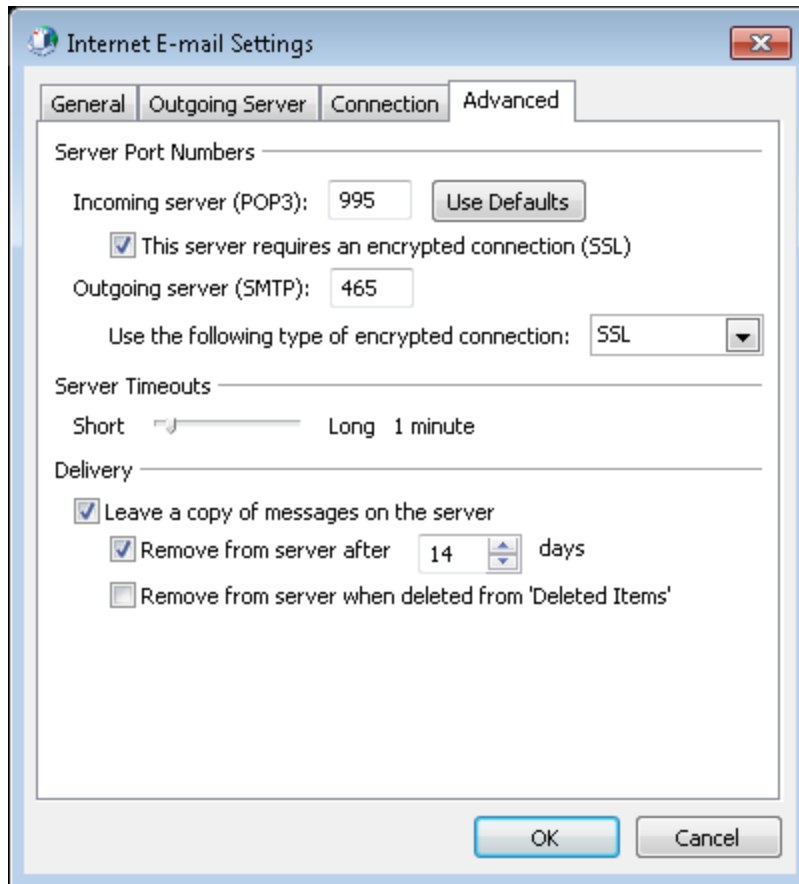
New Outlook Data File

Existing Outlook Data File

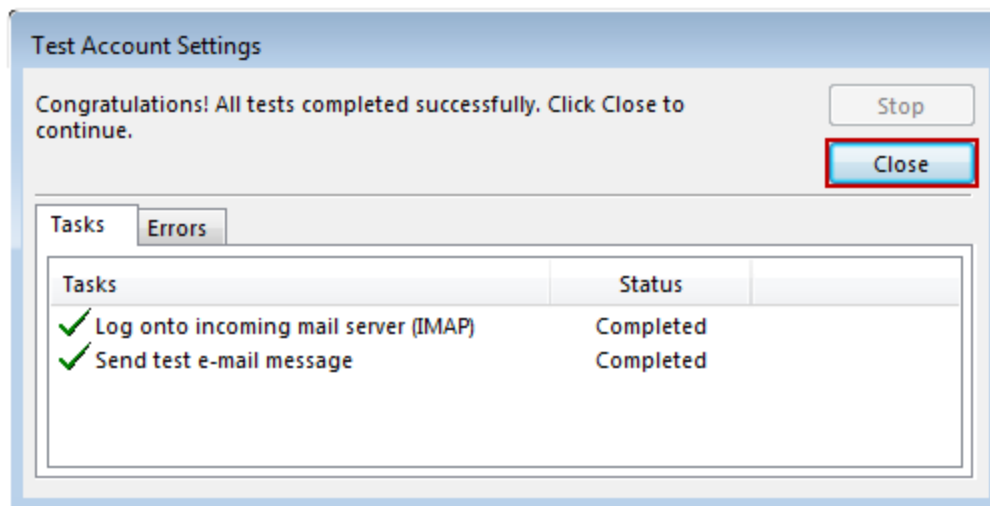
6. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
  - a. Check the box for "**My outgoing server (SMTP) requires authentication**".
  - b. Check the button for "**Use same settings as my incoming mail server**".



7. 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**".



- 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.



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