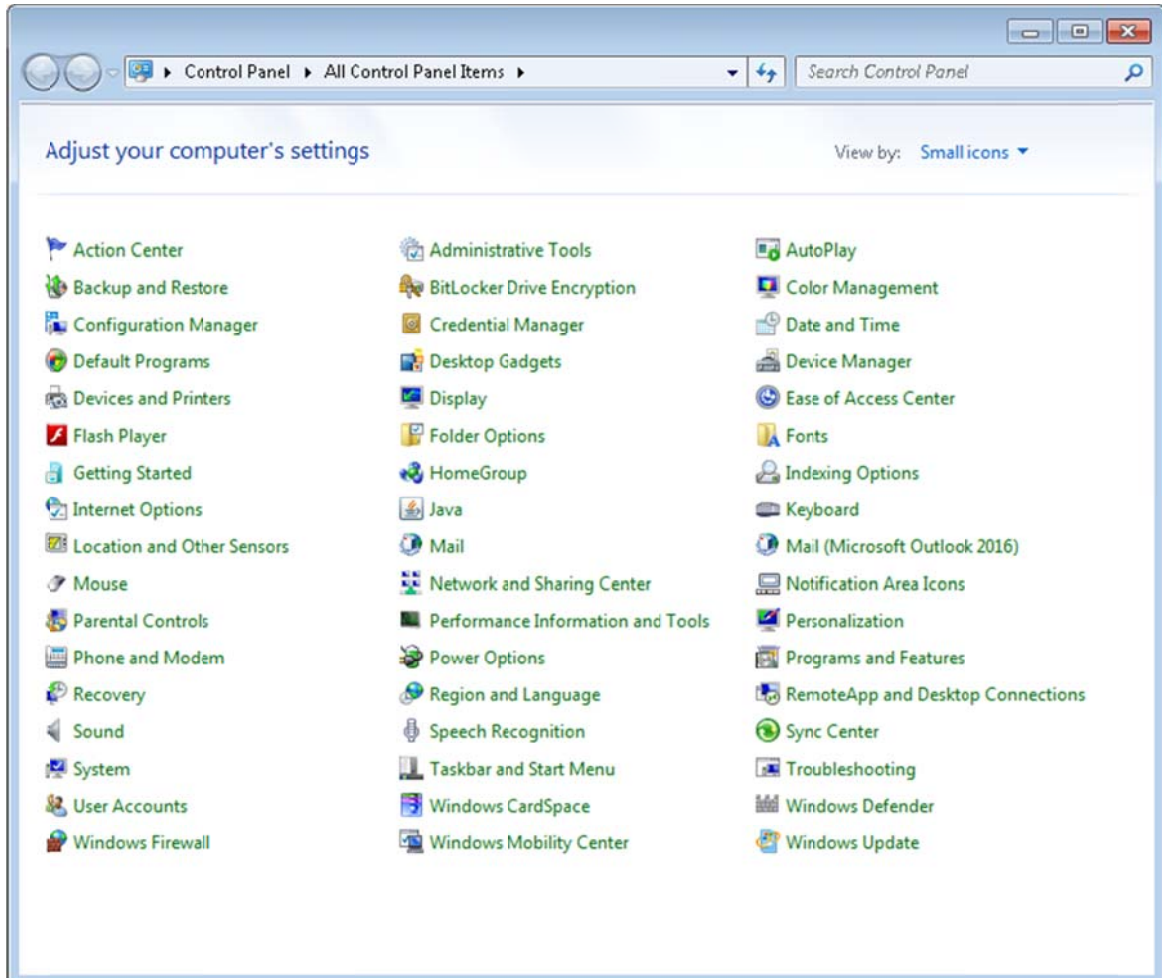


Windows: Outlook 2016 (POP)

This article will assist you with setting up Outlook 2016 with your Hosted Mailbox.

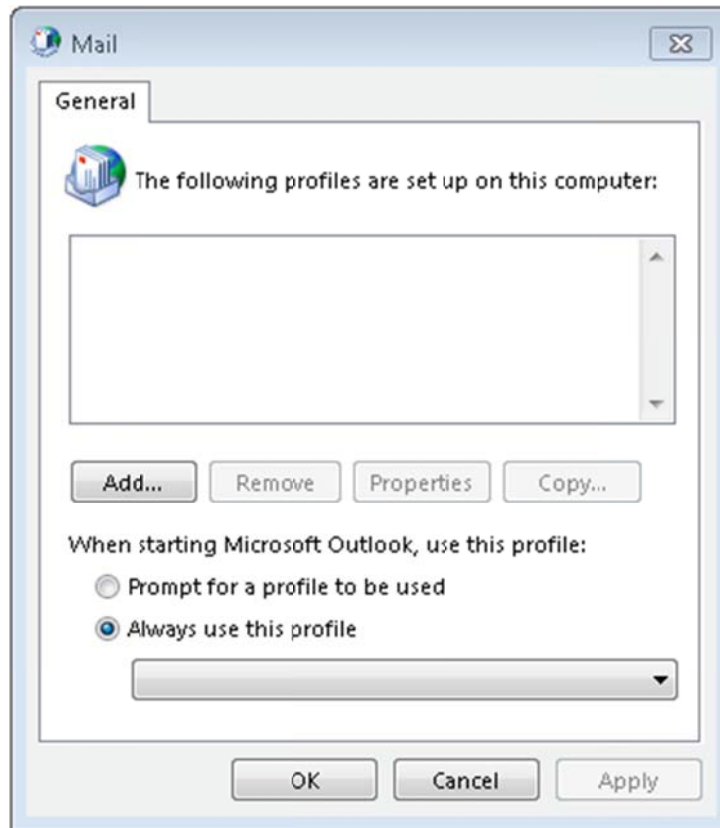
1. Open your "Control Panel". (Start -> Control Panel)
2. Click "Mail (Microsoft Outlook 2016)"



3. If a profile already exists, click on "Show Profiles".



If no profile exists, click "Add".



4. Enter a profile name (It can be anything! We suggest your email address your name.)



5. Select "Manual setup or additional server types". Click "Next".

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, the text says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there 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, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

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

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title bar, the text says 'Choose Service'. There are four radio button options: 'Microsoft Exchange Server or compatible service' (with description 'Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail'), 'Outlook.com or Exchange ActiveSync compatible service' (with description 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'), 'POP or IMAP' (selected and highlighted with a red box, with description 'Connect to a POP or IMAP email account'), and 'Other' (with description 'Connect to a server type that is listed below' and a list box containing 'Fax Mail Transport'). At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

7. 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
8. "Incoming mail server": (We recommend secure.emailsrvr.com)

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

1. "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

9. "Logon Information":
 - a. "Username": **XXXXXX@salishmail.com**
 - (Should be the same as 7.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)

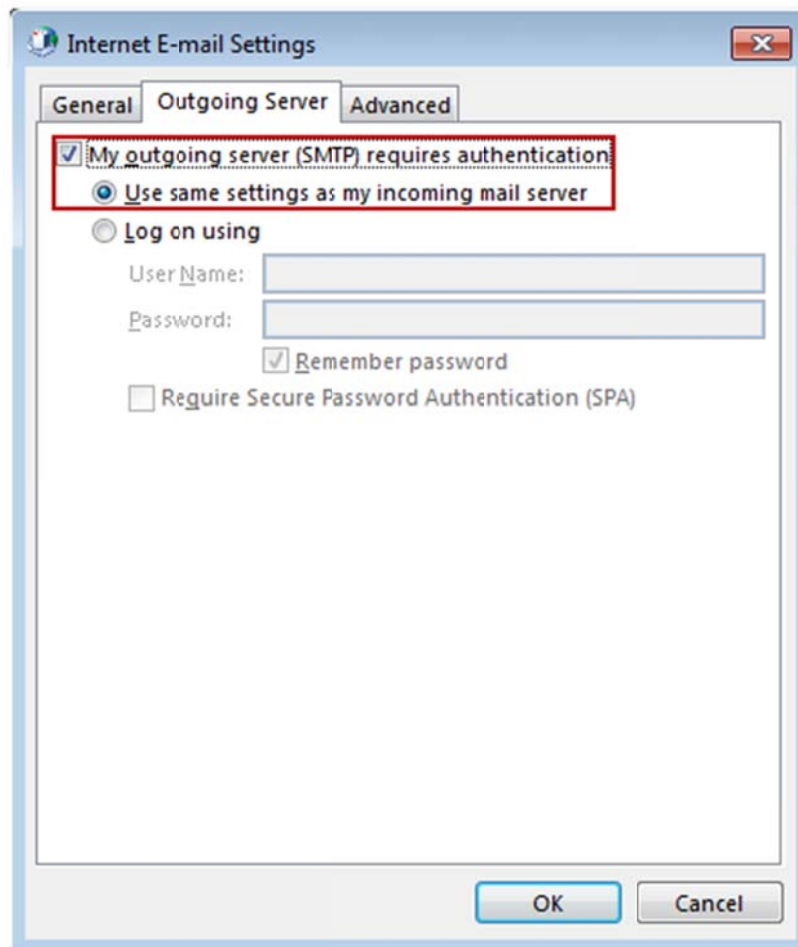
Test Account Settings by clicking the Next button

Deliver new messages to:

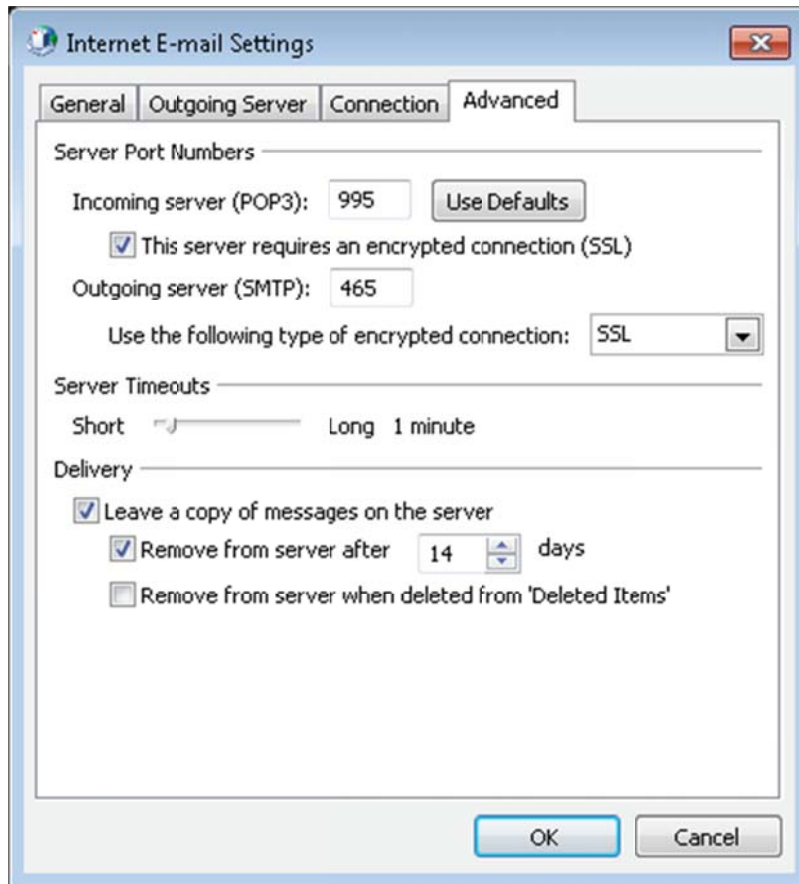
New Outlook Data File

Existing Outlook Data File

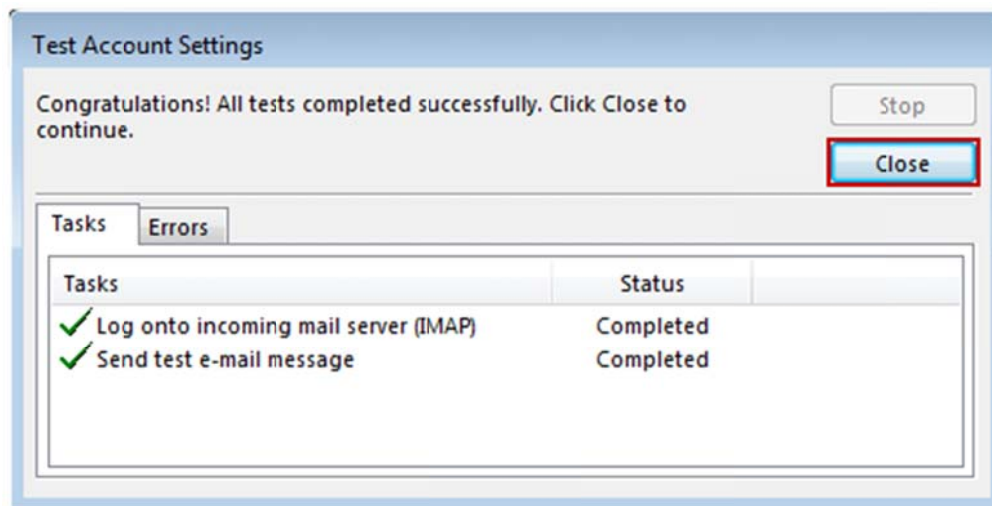
10. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
 - a. Check the box for "**My outgoing server (SMTP) requires authentication**".
 - b. Check the button for "**Use same settings as my incoming mail server**".



11. 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**".



12. 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.



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