

Webmail POP and IMAP Configuration – Outlook

This information is for clients who want to **POP** or **IMAP** to **Webmail** account using **Outlook**. You will need the following:

- PC running and operating system that supports **Microsoft Outlook**
- E-mail address and password that was set up by your **Webmail** or **E-mail Administrator**.

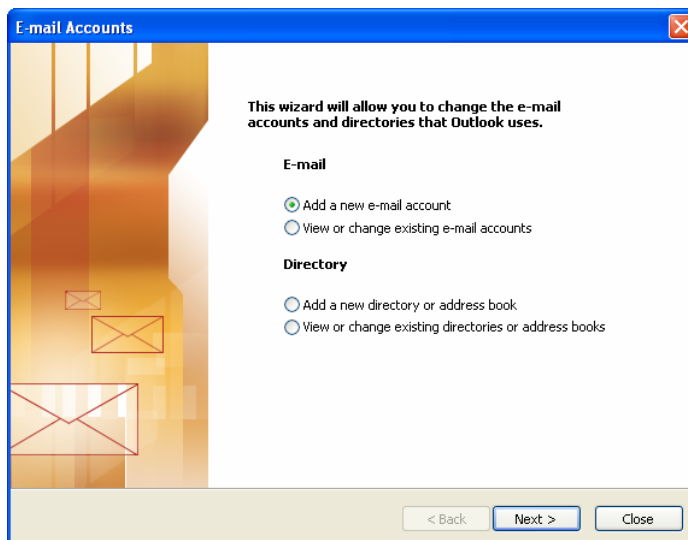
Getting Started:

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E-mail Accounts

Run the auto-configuration tool.

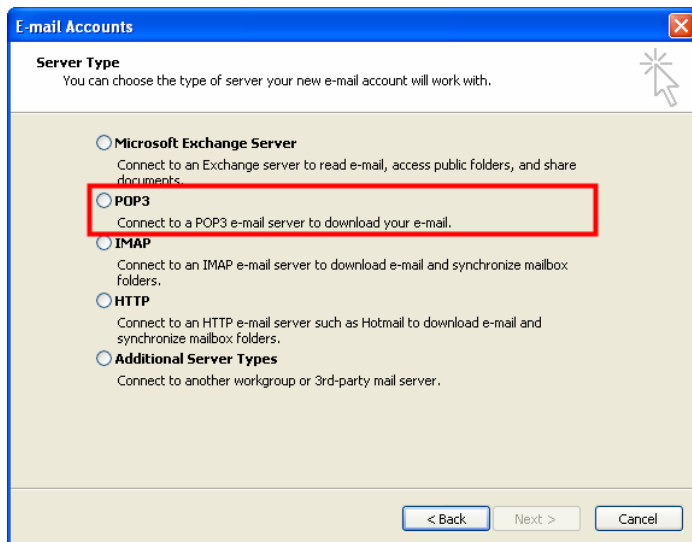
Choose **Add a new e-mail account**.



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Server Type (POP)

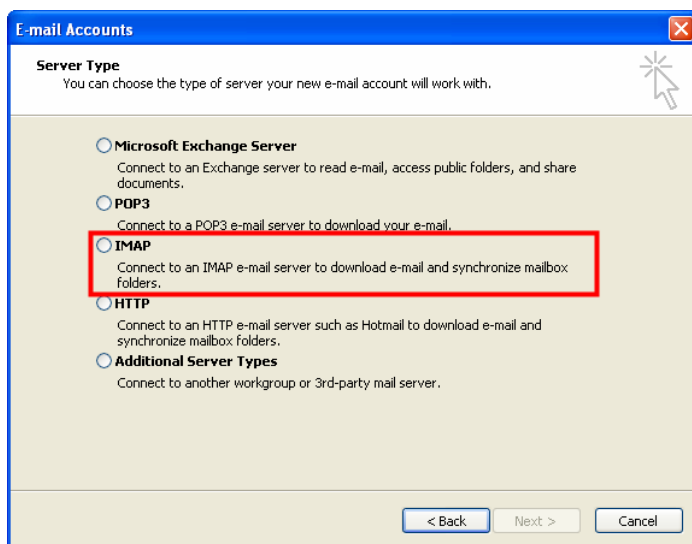
Select **POP3** to connect to your **Webmail** account and download your e-mail messages.



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Server Type (IMAP)

Select **IMAP** to connect to your **Webmail** account and download your e-mail messages and synchronize mailbox folders.



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Internet E-mail Settings (POP)

Fill in the following fields:

- **Your Name** – Display name for your e-mail account. Ex. John Doe.
- **E-mail Address** – Address that you would like to access e-mail from.
- **Incoming mail Server (POP3)** – Ex. pop.<domain>.com
- **Outgoing mail server (SMTP)** – Ex. smtp.<domain>.com
- **User Name** – Webmail uses your e-mail address for access to your messages
- **Password** – This allows access to your e-mail account that was given to you by your Webmail or E-mail Administrator

All information listed above should have been issued to you by your **Webmail** or **E-mail Administrator**.

Note: For **IMAP** skip to the next step

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name: E-mail Address:

Server Information

Incoming mail server (POP3): Outgoing mail server (SMTP):

Logon Information

User Name: Password: Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

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Internet E-mail Settings (IMAP)

Fill in the following fields:

- **Your Name** – Display name for your e-mail account. Ex. John Doe.
- **E-mail Address** – Address that you would like to access e-mail from.
- **Incoming mail Server (IMAP)** – Ex. imap.<domain>.com
- **Outgoing mail server (SMTP)** – Ex. smtp.<domain>.com
- **User Name** – Webmail uses your e-mail address for access to your messages
- **Password** – This allows access to your e-mail account that was given to you by your Webmail or E-mail Administrator

All information listed above should have been issued to you by your **Webmail** or **E-mail Administrator**.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' tab selected. The dialog is titled 'E-mail Accounts' and has a close button in the top right corner. Below the title bar, it says 'Internet E-mail Settings (IMAP)' and 'Each of these settings are required to get your e-mail account working.' There are two main sections: 'User Information' and 'Server Information'. Under 'User Information', there are fields for 'Your Name' (John Smith), 'E-mail Address' (john@domain.com), 'User Name' (john@domain.com), and 'Password' (masked with asterisks). There is a 'Remember password' checkbox which is checked. Under 'Server Information', there are fields for 'Incoming mail server (IMAP):' (imap.<domain>.com) and 'Outgoing mail server (SMTP):' (smtp.<domain>.com). There is a 'More Settings ...' button and a 'Log on using Secure Password Authentication (SPA)' checkbox which is unchecked. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

Click **More Settings**

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More Settings

Select the second tab labeled **Outgoing Server**

Check the box next to **My outgoing server (SMTP) requires authentication**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is active. It contains a checkbox 'My outgoing server (SMTP) requires authentication' which is checked. Below it are three radio button options: 'Use same settings as my incoming mail server' (selected), 'Log on using' (unselected), and 'Log on to incoming mail server before sending mail' (unselected). Under 'Log on using', there are fields for 'User Name:' and 'Password:', and a 'Remember password' checkbox which is checked. There is also a 'Log on using Secure Password Authentication (SPA)' checkbox which is unchecked. At the bottom, there are 'OK' and 'Cancel' buttons.

This option will send e-mail after your mailbox has been authenticated by the server. Without this function the server will reject the sending of messages.

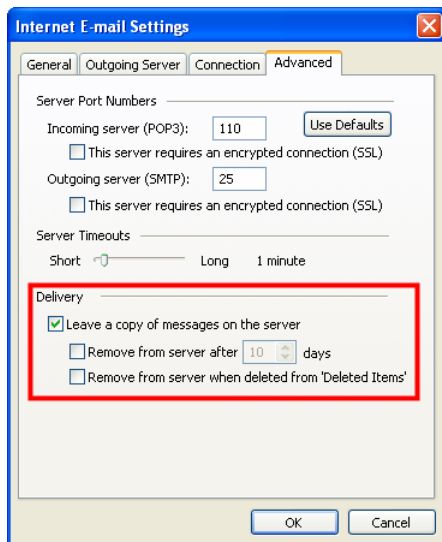
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Advanced Features

POP mail settings by default will download your Webmail messages to your desktop client. If you want to keep the messages on the server you must select this feature.

Select the fourth tab labeled Advanced

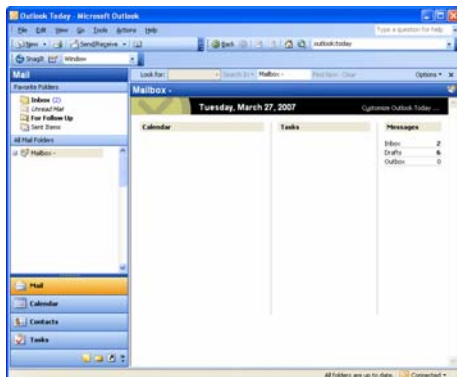
Check the box next to **Leave a copy of the messages on the server**



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Inbox

You are now ready to receive e-mail from Outlook



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