

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**.

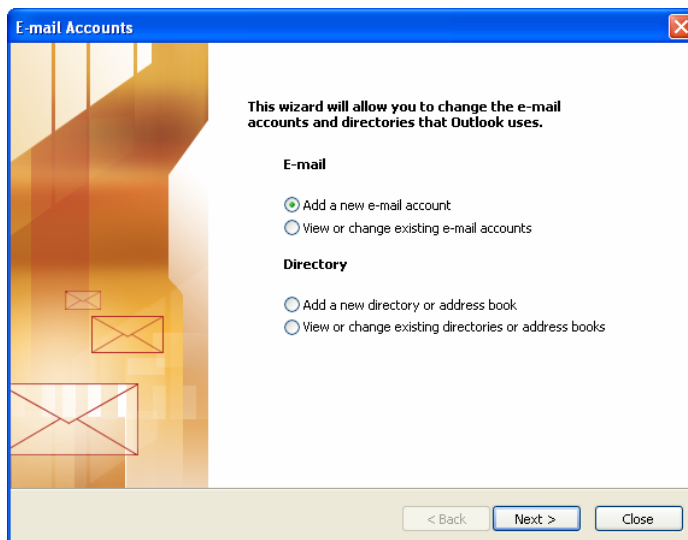
Getting Started:

- [E-mail Accounts](#)
- [Server Type \(POP\)](#)
- [Server Type \(IMAP\)](#)
- [Internet E-mail Settings \(POP\)](#)
- [Internet E-mail Settings \(IMAP\)](#)
- [More Settings](#)
- [Advanced Features](#)
- [Inbox](#)

E-mail Accounts

Run the auto-configuration tool.

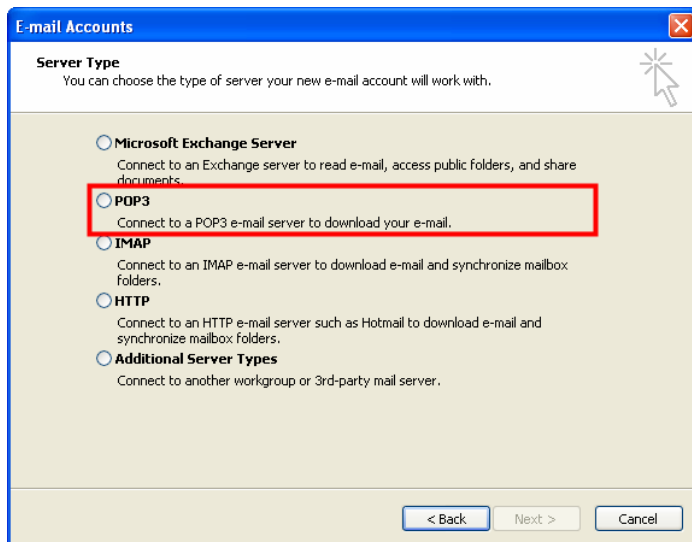
Choose **Add a new e-mail account**.



[Top](#)

Server Type (POP)

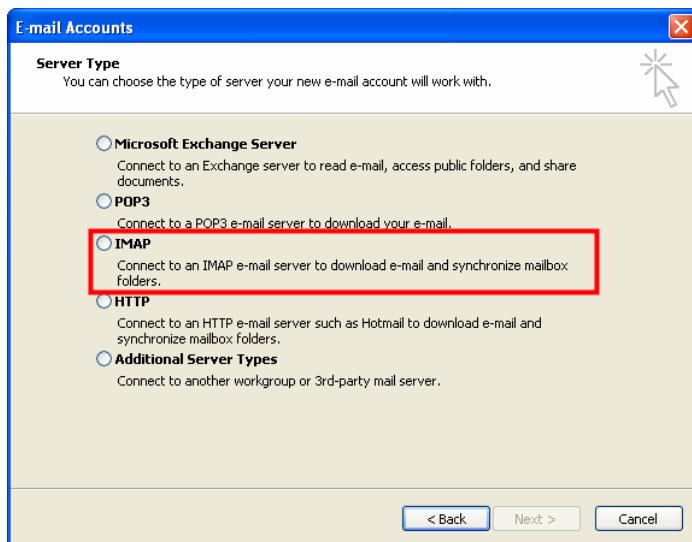
Select **POP3** to connect to your **Webmail** account and download your e-mail messages.



[Top](#)

Server Type (IMAP)

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



[Top](#)

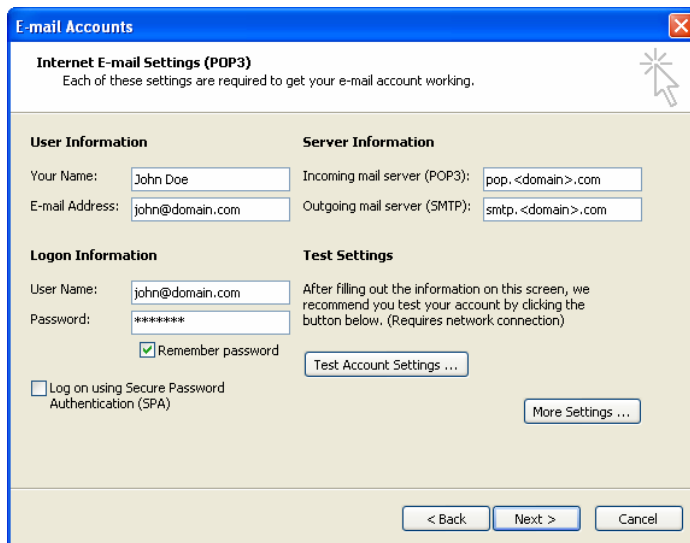
Internet E-mail Settings (POP)

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	Server Information
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="pop.<domain>.com"/>
E-mail Address: <input type="text" value="john@domain.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.<domain>.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="john@domain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

[Top](#)

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**.

E-mail Accounts

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

User Information

Your Name: John Smith
E-mail Address: john@domain.com

Server Information

Incoming mail server (IMAP): imap.<domain>.com
Outgoing mail server (SMTP): smtp.<domain>.com

Logon Information

User Name: john@domain.com
Password: *****
 Remember password

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

Click **More Settings**

[Top](#)

More Settings

Select the second tab labeled **Outgoing Server**

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

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:
Password:

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

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.

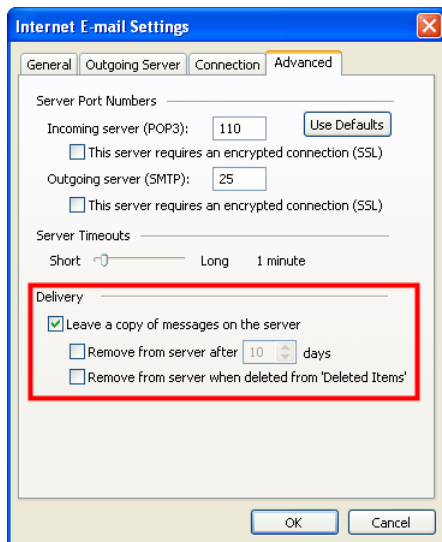
[Top](#)

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

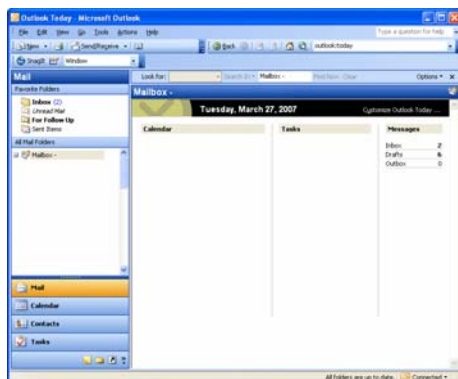
Check the box next to **Leave a copy of the messages on the server**



[Top](#)

Inbox

You are now ready to receive e-mail from Outlook



[Top](#)

*This document is subject to change without notice. Though every effort was made to ensure the accuracy of this publication Web.com, Inc. cannot guarantee the accuracy of the material. Any trademarks and service marks contained in this document are the property of their respective owners.

Copyright 2002-2007 Web.com, Inc.