web.com

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**
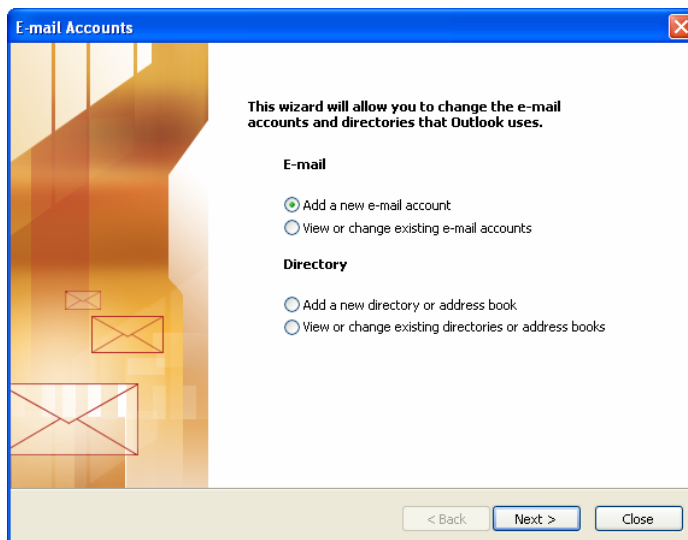- E-mail address and password that was set up by your **Webmail** or **E-mail Administrator**.

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

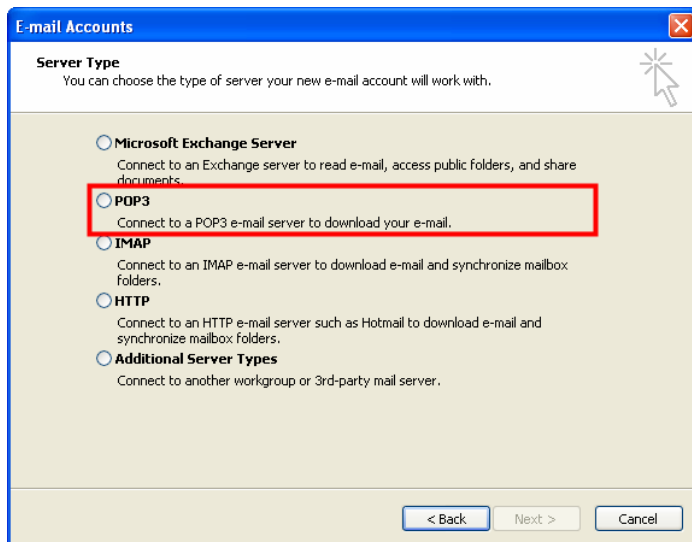## E-mail Accounts

Run the auto-configuration tool.

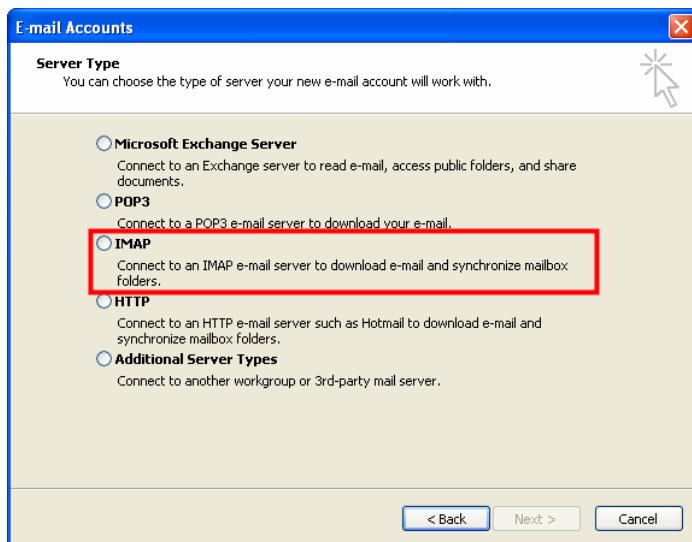Choose **Add a new e-mail account.**

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Server Type (POP)

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

Server Type (IMAP)

Select **IMAP** to connect to your **Webmail** account and download your e-mail messages and synchronize mailbox folders.
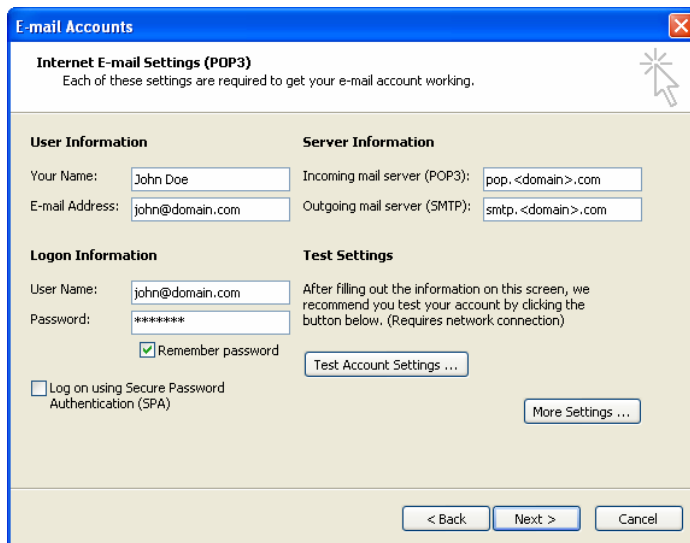
Internet E-mail Settings (POP)

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 your 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

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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 your by your Webmail or E-mail Administrator

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

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**.

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.
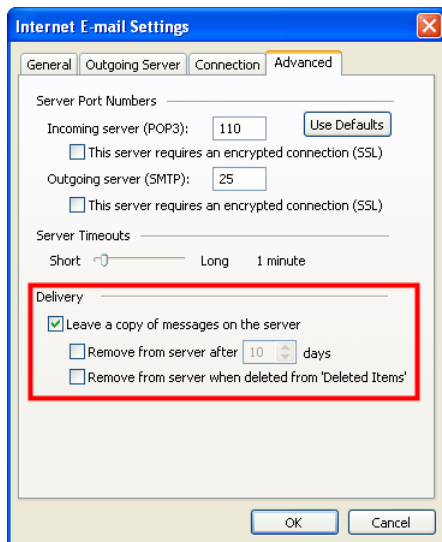
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Advanced Features

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.
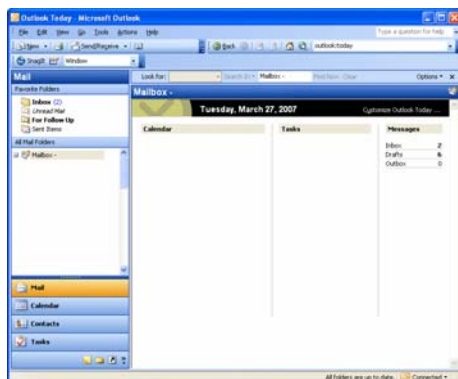
Select the fourth tab labeled Advanced

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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