

### POP3 Download Email Instructions for Outlook

1. Open Outlook
2. From the tool bar at the top, Click on Tools
3. Click on Account Settings
4. If the account has already been set up and you are editing it, then double click on the email address. If this is a new account set up, click on “New...” If you are editing an existing account, you may skip down to step 8.
5. For new accounts, select the POP3 option
6. For new accounts, enter in the full name, email address and password for the email account. Check the box that says “manually configure server settings or additional server types”.
7. For new accounts, click on Internet E-mail
8. Internet E-mail Setting screen should read:
  - a. Your name – full name of email user
  - b. Your email address – full email address
  - c. Under Server Information, the account type should be POP3. **For both** the incoming and outgoing mail server enter in: **mail.yourdomainname.com** (change for your domain name)
  - d. Under Login Information the User Name should be the Email Address and the Password should be filled in.
  - e. The Remember password box should be checked
  - f. The Require logon using Secure Password Authentication (SPA) should **NOT BE CHECKED.**
9. Click on More Settings . . .
  - a. **Click on the Outgoing Server tab**
  - b. Check the box that says “my outgoing server (SMTP) requires authentication”
  - c. Keep the radio button selected that says “use same settings as my incoming mail server”
  - d. **Click on the advanced tab**
  - e. Change the outgoing port from 25 to 587
  - f. Click ok

### General Email Information:

1. Check webmail at: [www.safesecurewebmail.com](http://www.safesecurewebmail.com)
2. Outgoing and incoming mail servers are:
  - a. Mail.yourdomainname.com (enter in your own domain name)
3. Username will always be the full email address
4. Passwords are case sensitive and should be at least 8 characters. At least one number, one upper and one lower case letter should be used.
5. For Mac users, make sure “SSL” is turned off.