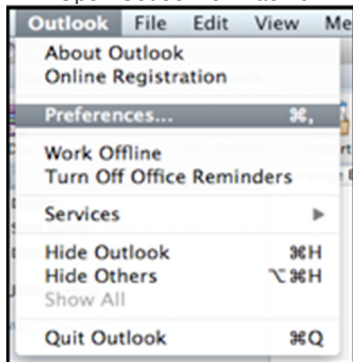


## Set Up POP - Outlook for Mac 2011

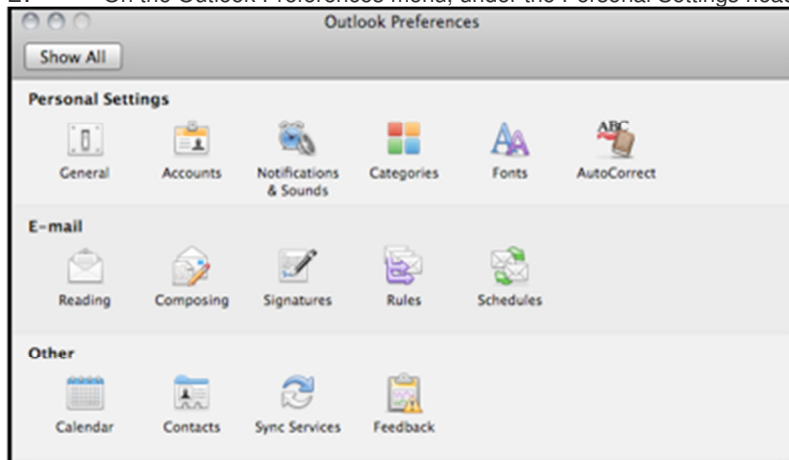
For increased security, we recommend that you use our secure (SSL) servers, as detailed below.

To set up Outlook for Mac 2011, perform the following steps:

1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**.



2. On the Outlook Preferences menu, under the Personal Settings header, click **Accounts**.



3. On the Accounts screen, select **E-mail Account**.
4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**.
5. Once your email address and password is entered, the box will expand. Enter the following information into the expanded screen:

**Enter your account information.**

E-mail address:

Password:

Configure automatically ... select an account type

---

User name:

Type:

Incoming server:  :

Override default port

Use SSL to connect (recommended)

Outgoing server:  :

Override default port

Use SSL to connect (recommended)

- User Name— Enter your entire email address (e.g., myname@mydomain.com).
  - Type—Select **POP** from the drop-down menu.
  - Incoming mail server—Enter the secure server name:
  - **secure.emailsrvr.com:995**
  - Outgoing mail server (SMTP)—Enter the secure server name:
  - **secure.emailsrvr.com:465**
  - Check the **Use SSL to connect (recommend)** box.
6. Click **Add Account** and Confirm changes and close.
- **Note:** A POP connection removes the email messages from the server during download. If you would like to leave copies on the server, click **Advanced** and check the **Leave a copy of messages on server check** box. Click **OK**.