

## Microsoft Outlook with POP3 Email Setup Guide

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## Microsoft Outlook (POP3) - Automatically discover email settings

1. Click "File" then "Info" then "Add Account".



1. Enter your email address then click the arrow for "Advanced options" then tick "Let me set my account manually" then click "Connect". The click on "POP".





	×	
POP Account Settings	(Not you?)	o Outlook
Password	(11),11,	Account successfully added
******	0	
		Add another email address
		Next
		Advanced options A
		Set up Outlook Mobile on my phone, too
Go back	Connect	Done

2. Enter your password then click "Connect" then click "Done".



## Microsoft Outlook (POP3) – Manual setup

1. Open Control Panel, double click on "Mail (Microsoft Outlook)" then click " Email Accounts" then "New".



2. Click "Manual setup or additional server types" then click "Next". Click "POP or IMAP" then click "Next".

Add Account					>
Auto Account Setup Manual setup of an	account or connect to other server types				Ť
Email Account					
Your Name:					
	Example: Ellen Adams				
Email Address					
	Example: ellen@contoso.com				
Decouverb					
Password:					
Regire Farmera.			aiven vou.		
/ Manual setup or au	autorial server types				
			_		
		< Back	Next >	Cancel	Нер
Add Account		_			
Choose Your Accoun	t Type				一米
					h
Microsoft	365				
Automati	c setup for Microsoft 365 accounts				
Email	Address:				
	Example: ellen@contos	o.com			
		1			
O POP or IN	IAP				
Advanced	secup for POP or inner email accounts				
Exchange	ActiveSync				
Advanced	setup for services that use Exchange A	ctiveSync			
		< Back	Next >	Cancel	Help



3. Fill in the below settings then click "More Settings...".

Enter the mail server settings for your account.	12
User Information	Test Account Settings
four Name: test	We recommend that you test your account to ensure that the entries are correct.
Email Address: test@	
Server Information	Test Account Settions
Account Type: POP3	V Tex Account Sectings
ncoming mail server: mail.webnetism.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP): mail.webnetism.com	Deliver new messages to:
Logon Information	New Outlook Data File
User Name: st@	Existing Outlook Data File
Password:	Browse
Remember password	
Require logon using Secure Password Authenticatio	on
(SPA)	More Settings

- Your Name: Your name
- Email Address: Your email address
- Account Type: POP3
- Incoming Mail Server: mail.webnetism.com
- Outgoing Mail Server: mail.webnetism.com
- Username: Your email address
- **Password**: Your password
- 4. Click the "Outgoing Server" tab then tick "My outgoing server (SMTP) requires authentication" and click on "Use same settings as my incoming mail server", finally click "Advanced".

Internet Email Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server.	
O Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	
Log on to incoming mail server before sending mail	



5. Set the "Internet Email Settings" to match the below screenshot and text description. Then click "OK" and then click "Next".



- Incoming Server (POP3): 995
- Tick this server requires an encrypted connection (SSL/TLS) under incoming mail.
- Outgoing server (SMTP): 465
- Use the following type of encrypted Connection: SSL/TLS
- Tick this server requires an encrypted connection (SSL/TLS) under incoming mail.
- Server Timeouts: 3 minutes
- Change Delivery settings to what you wish (i.e., if you want to leave messages on the mail server at all, and if you do for how long)
- 6. Click "Finish".

Add Account		
You're all set!		
We have all the information we need to set up your	account.	
Set up Outlook Mobile on my phone, too		Add another account
	< Back Finish	Help



## Appendix A – Settings overview

Your name	[the name displayed so people can identify you
	and reply to you e.g., "Webnetism Support" for
	support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	POP3
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
My outgoing server (SMTP) requires	True (ticked): Use same settings as my incoming
authentication	mail server
Incoming server IMAP (port):	995
Incoming server encrypted	SSL/TLS
connection:	
Outgoing server SMTP (port):	465
Outgoing server encrypted	SSL/TLS
connection:	