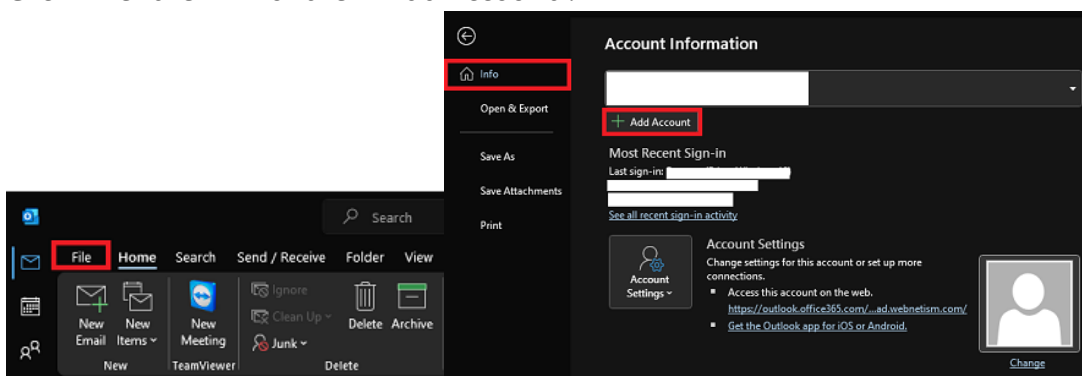


Microsoft Outlook with POP3 Email Setup Guide

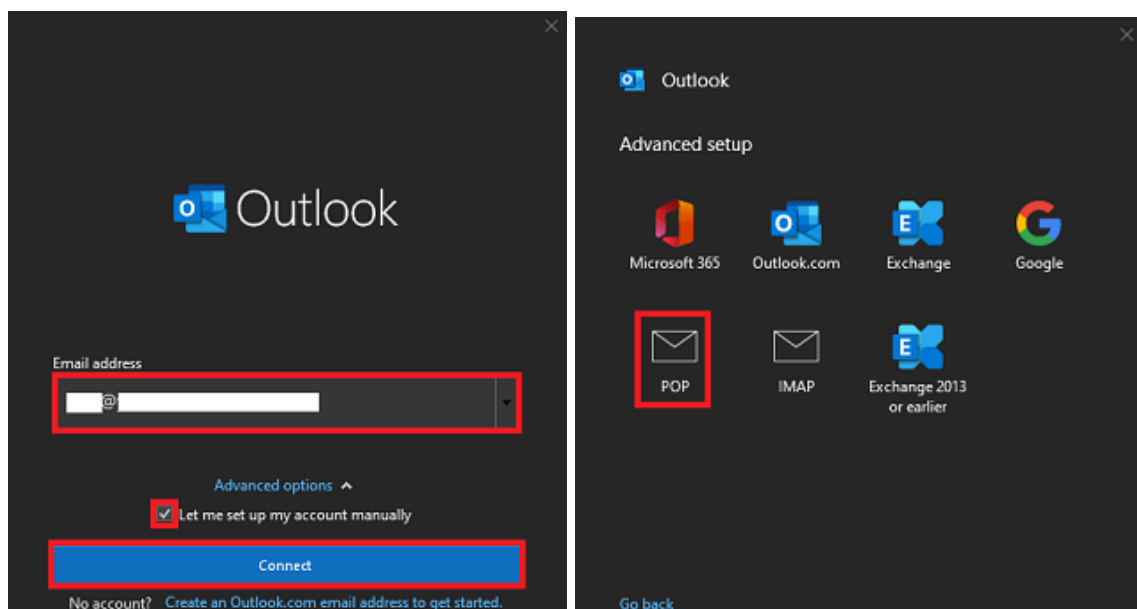
October 2023

Microsoft Outlook (POP3) - Automatically discover email settings

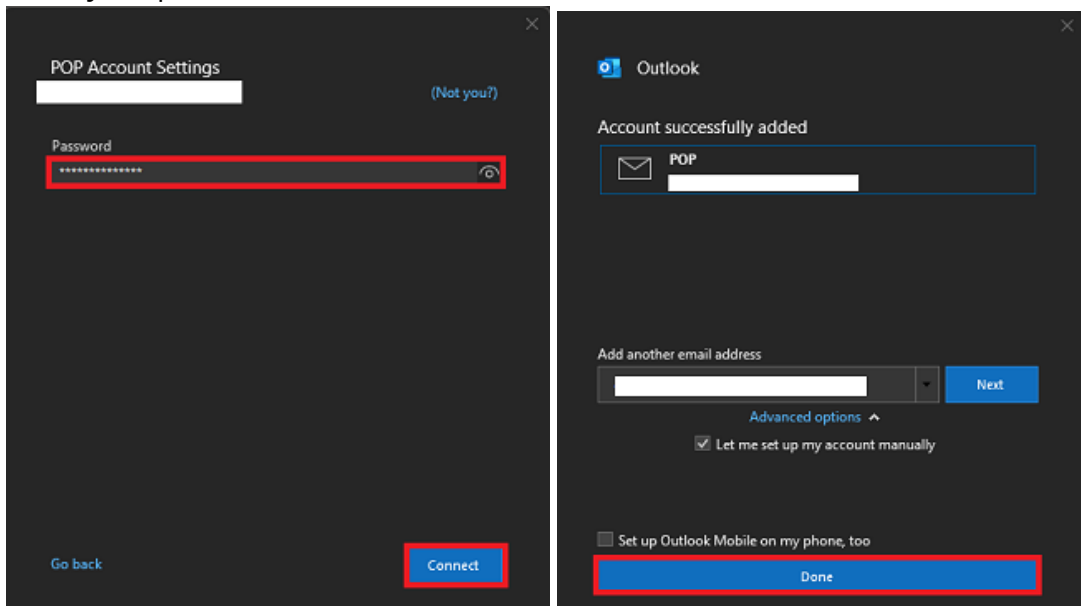
1. Click "File" then "Info" then "Add Account".



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".

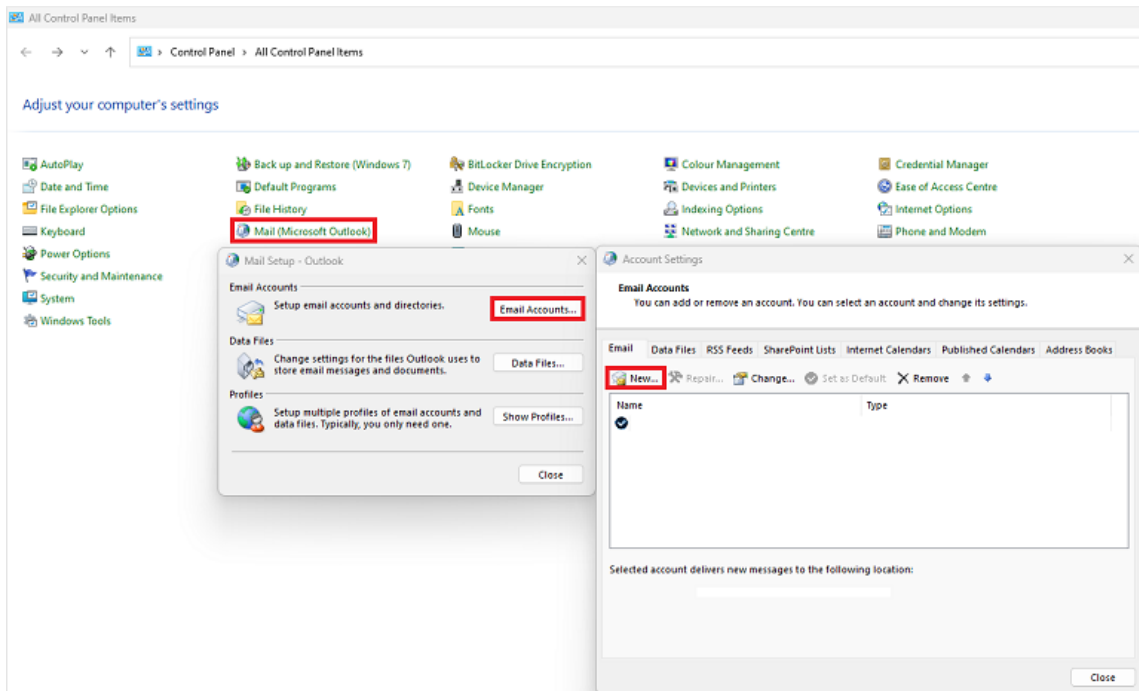


2. Enter your password then click "Connect" then click "Done".

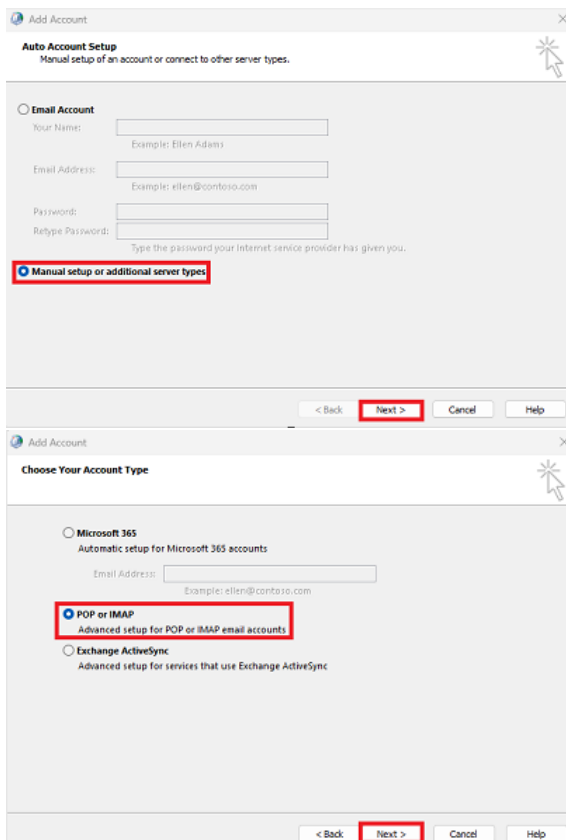


Microsoft Outlook (POP3) – Manual setup

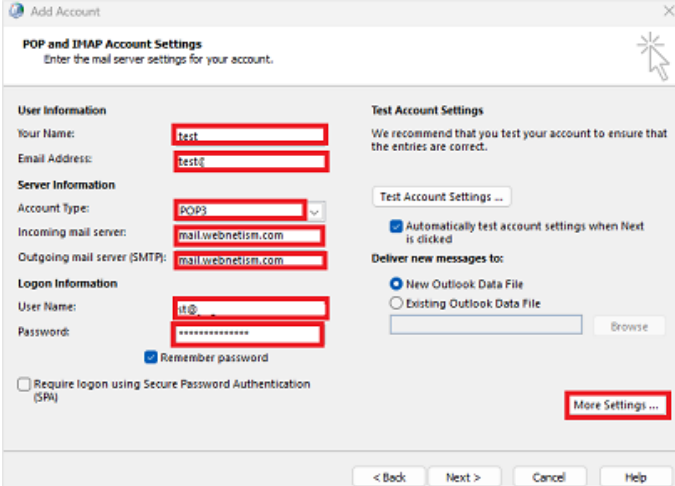
1. Open Control Panel, double click on "Mail (Microsoft Outlook)" then click "Email Accounts" then "New".



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



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



POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: test
Email Address: test@

Server Information
Account Type: POP3
Incoming mail server: mail.webnetism.com
Outgoing mail server (SMTP): mail.webnetism.com

Logon Information
User Name: test@
Password: *****
 Remember password

Require logon using Secure Password Authentication (SPA)

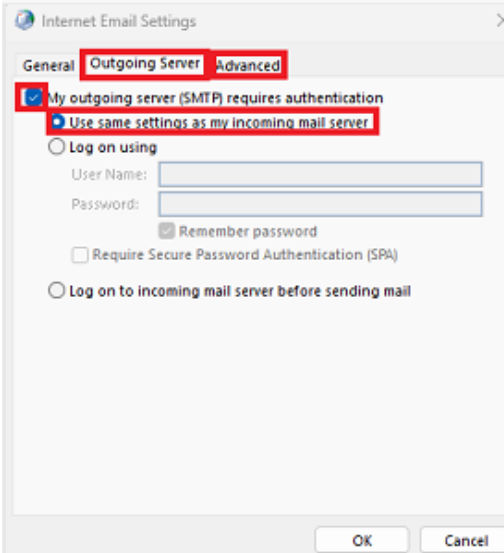
Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Deliver new messages to:
 New Outlook Data File
 Existing Outlook Data File

More Settings ...

< Back Next > Cancel Help

- **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
- 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

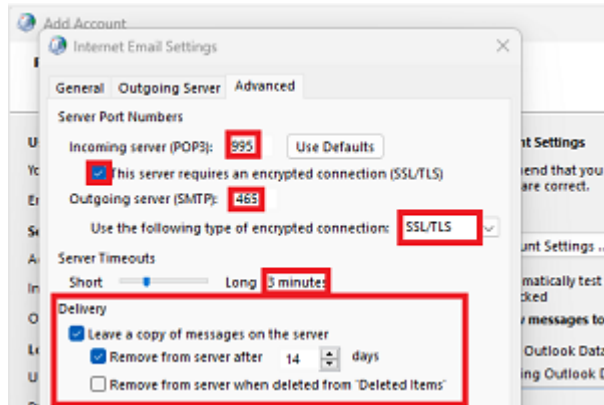
Log on using
 User Name:
 Password:
 Remember password

Require Secure Password Authentication (SPA)

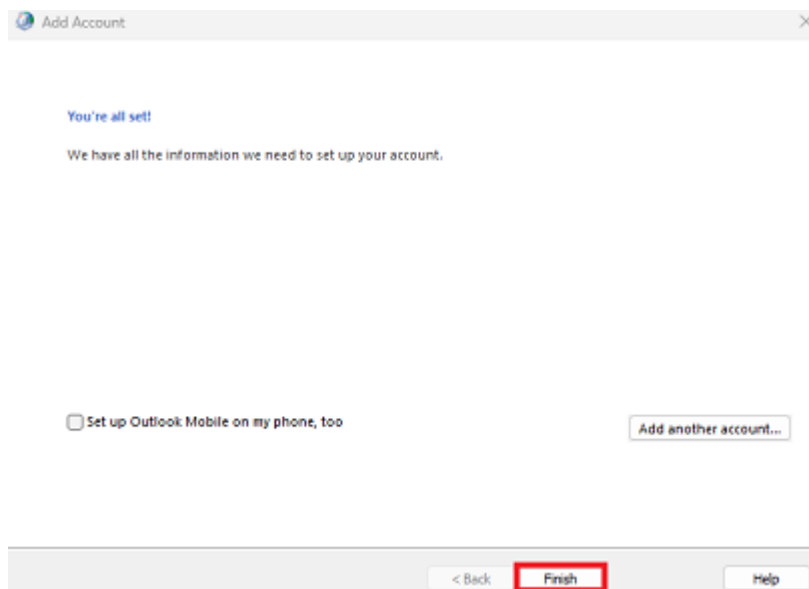
Log on to incoming mail server before sending mail

OK Cancel

- 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)**
- Click "Finish".



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 authentication	True (ticked): <i>Use same settings as my incoming mail server</i>
Incoming server IMAP (port):	995
Incoming server encrypted connection:	SSL/TLS
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	SSL/TLS