

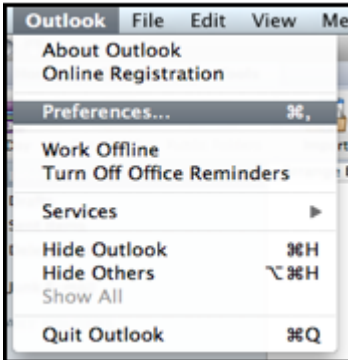
Set Up POP - Outlook for Mac 2011

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)".

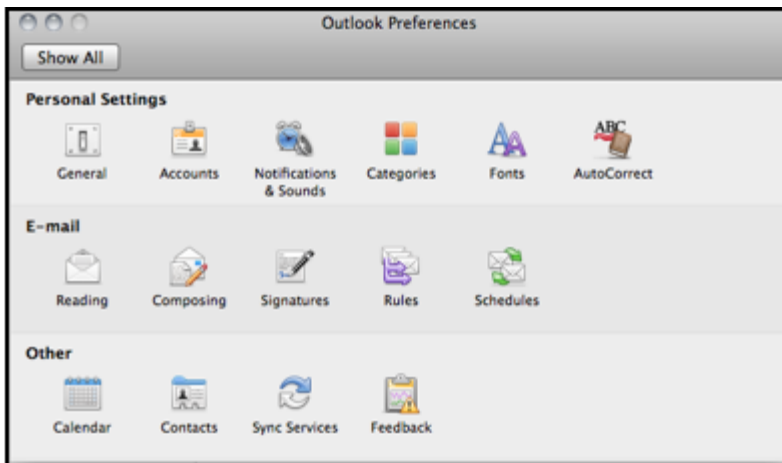
For increased security, we recommend that you use our secure (SSL) servers, as detailed below. Note: If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

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**.

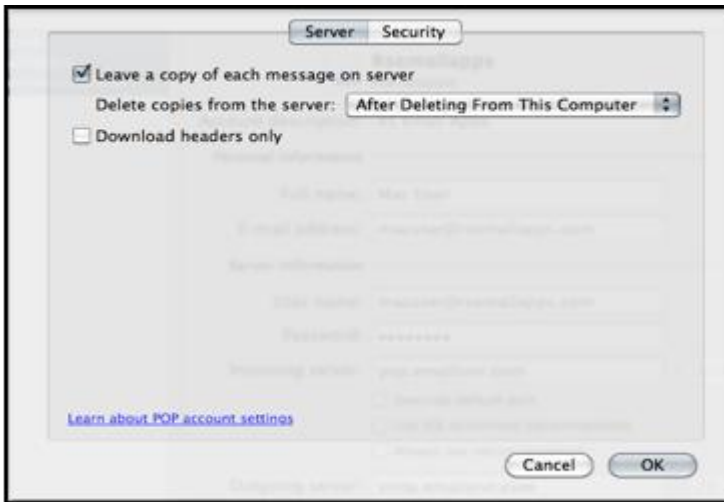


4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**.

5. Once your email address and password is entered, the box will expand. Enter the following information into the expanded screen:

- 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**.
 7. 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**.



8. Confirm changes and close.

