



Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

Open Outlook. If the Microsoft Outlook Startup Wizard opens, on the first page of the wizard click Next. Then on the E-mail Accounts page, click Next to set up an email account.

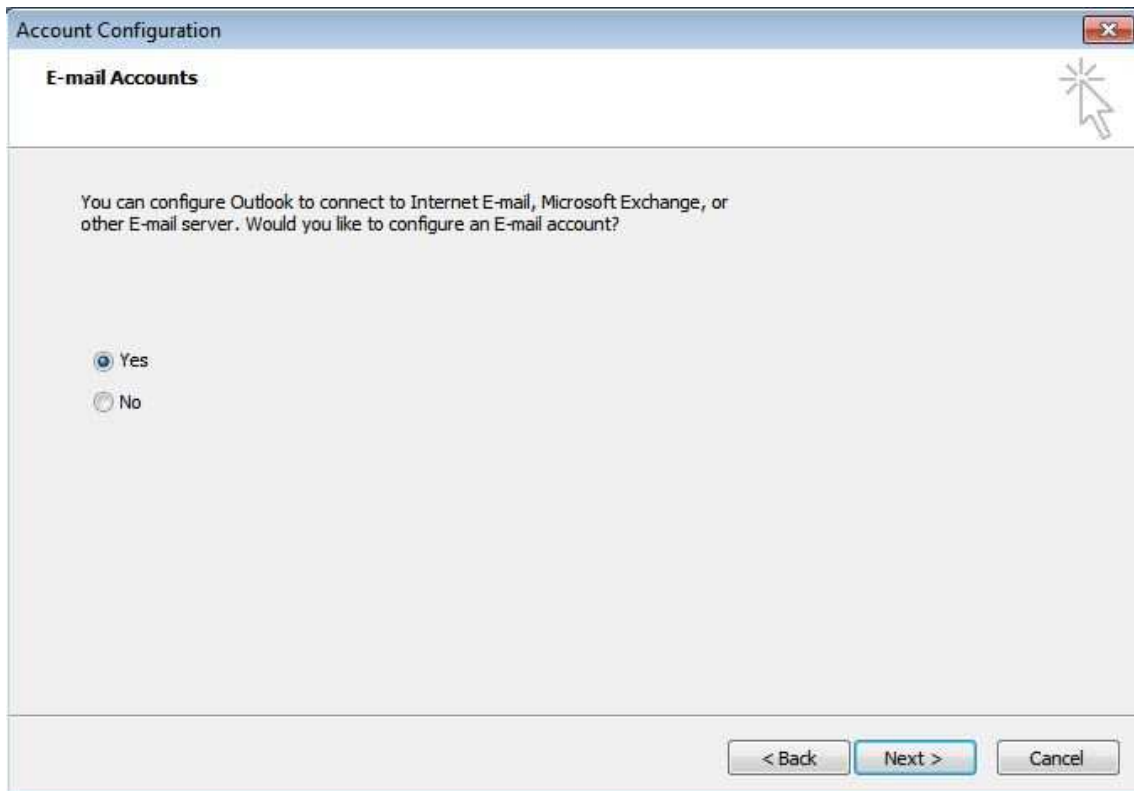


If the Microsoft Outlook Startup Wizard doesn't open, on the Outlook toolbar click the File tab. Then click Add Account above the Account Settings button. Click Yes to configure and E-mail Account.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013



Click manually configure server settings or additional server types > Next.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

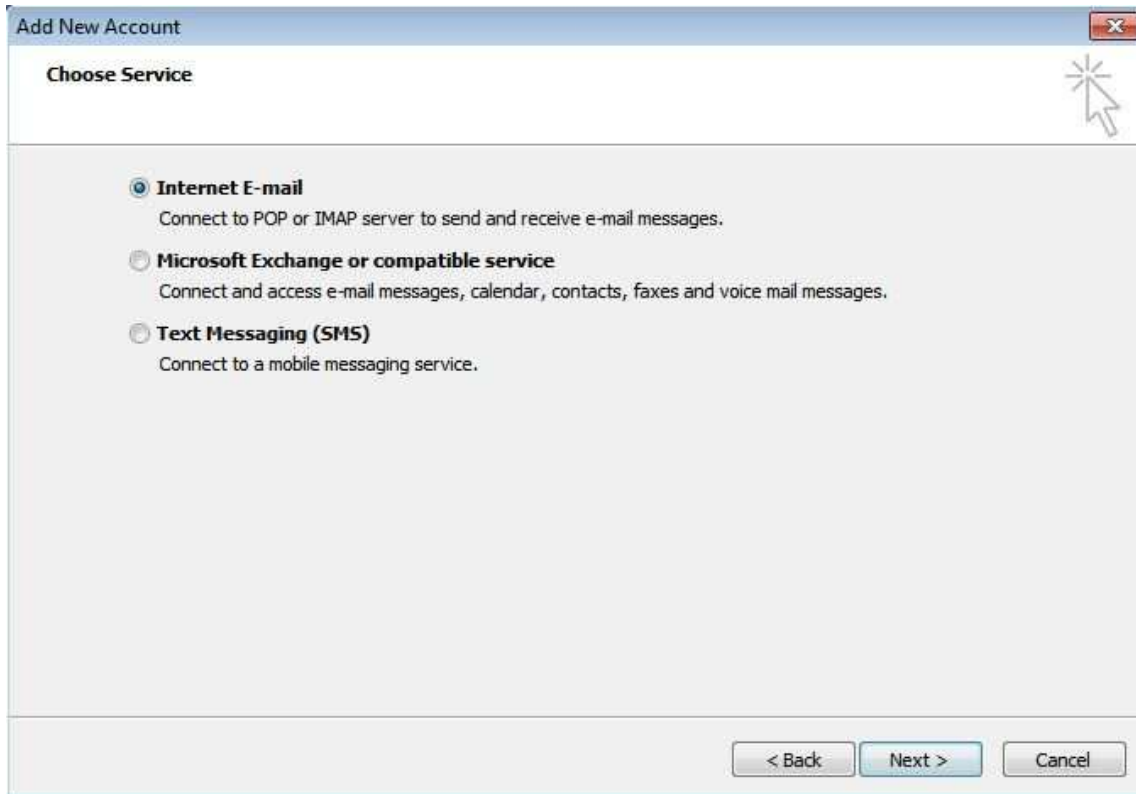
A screenshot of the 'Add New Account' dialog box in Outlook. The window title is 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it are four text input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

On the Choose Service page, click Internet E-mail > Next.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013



Provide the following information on the Internet E-mail Settings page:

Under User Information:

In the Your Name box, type the name you want users to see when you send email from this account.

In the E-mail Address box, type your email address provided by GTB.

Under Server Information:

In the Account Type list, click POP3.

In the Incoming mail server box, type the POP server name. (mail.gtb.net)

In the Outgoing mail server (SMTP) box, type the SMTP server name.
(mail.gtb.net)

Under Logon Information:

In the User Name box, type your email address.

In the Password box, type your password. If you want Outlook to remember your password, make sure the check box next to Remember password is selected.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

At the bottom of the page, click More Settings, and then fill in the Internet E-Mail Settings dialog box as follows:

On the Outgoing Server tab, select My outgoing server (SMTP) requires authentication.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

A screenshot of the 'Internet E-mail Settings' dialog box in Outlook. The 'Outgoing Server' tab is selected. The 'General' sub-tab is active, showing the following options:

- 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

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

On the Advanced tab:

If you want to keep a copy of your messages on the server, under Delivery, click Leave a copy of messages on the server. If you don't select this option, all messages are removed from the server and stored locally on your computer. NOTE: Some providers block port 25 for SMTP. You can use port 587 as an alternate port.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

A screenshot of the 'Internet E-mail Settings' dialog box in Outlook, with the 'Advanced' tab selected. The dialog box has a title bar with a close button. It contains several sections: 'Server Port Numbers' with fields for 'Incoming server (POP3):' (value 110) and 'Outgoing server (SMTP):' (value 25), a checkbox for 'This server requires an encrypted connection (SSL)', and a dropdown for 'Use the following type of encrypted connection:' (value None). 'Server Timeouts' shows 'Short' and 'Long' (value 1 minute) with a slider. 'Delivery' has a checked checkbox for 'Leave a copy of messages on the server', a checked checkbox for 'Remove from server after' (value 14 days), and an unchecked checkbox for 'Remove from server when deleted from 'Deleted Items''. 'OK' and 'Cancel' buttons are at the bottom.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

On the Add New Account page, click Next.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: User
E-mail Address: User@domain.com

Server Information
Account Type: POP3
Incoming mail server: mail.gtb.net
Outgoing mail server (SMTP): mail.gtb.net

Logon Information
User Name: User@domain.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...
 Test Account Settings by clicking the Next button

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

More Settings ...

< Back Next > Cancel

After Outlook tests your account, click Close to close the Test Account Settings dialog box.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

On the Congratulations page, click Finish.

On the Account Settings page, click Close.



Telecom Services

Setting up a POP3 connection to your email for Outlook 2010 and Outlook 2013

