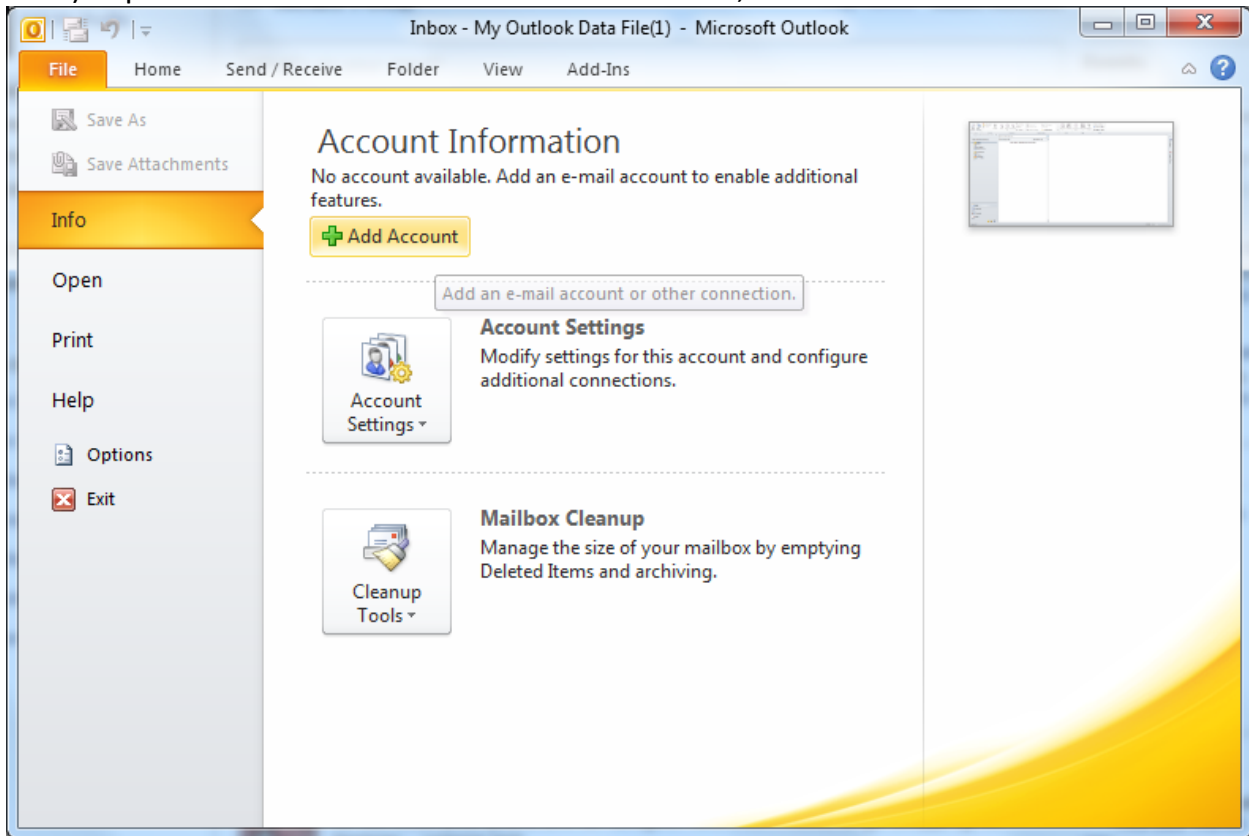


# Outlook 2010 POP Instructions - For Faculty/Staff

This guide will assist you in setting up Outlook 2010 to work with your faculty/staff email account using POP. Please be aware that the POP protocol can only see messages in your main Inbox folder. If you are using this protocol as the primary means to check your account, it is recommended that you turn off Junk Mail filtering through the options page when you log into your email account on the web or use Outlook in your office so you don't miss any messages.

1) Open Outlook 2010 and click the "File" menu, then "Add Account".



## Outlook 2010 POP Instructions - For Faculty/Staff

---

2) Select “Manually configure server settings” and click “Next”.

**Add New Account** [X]

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

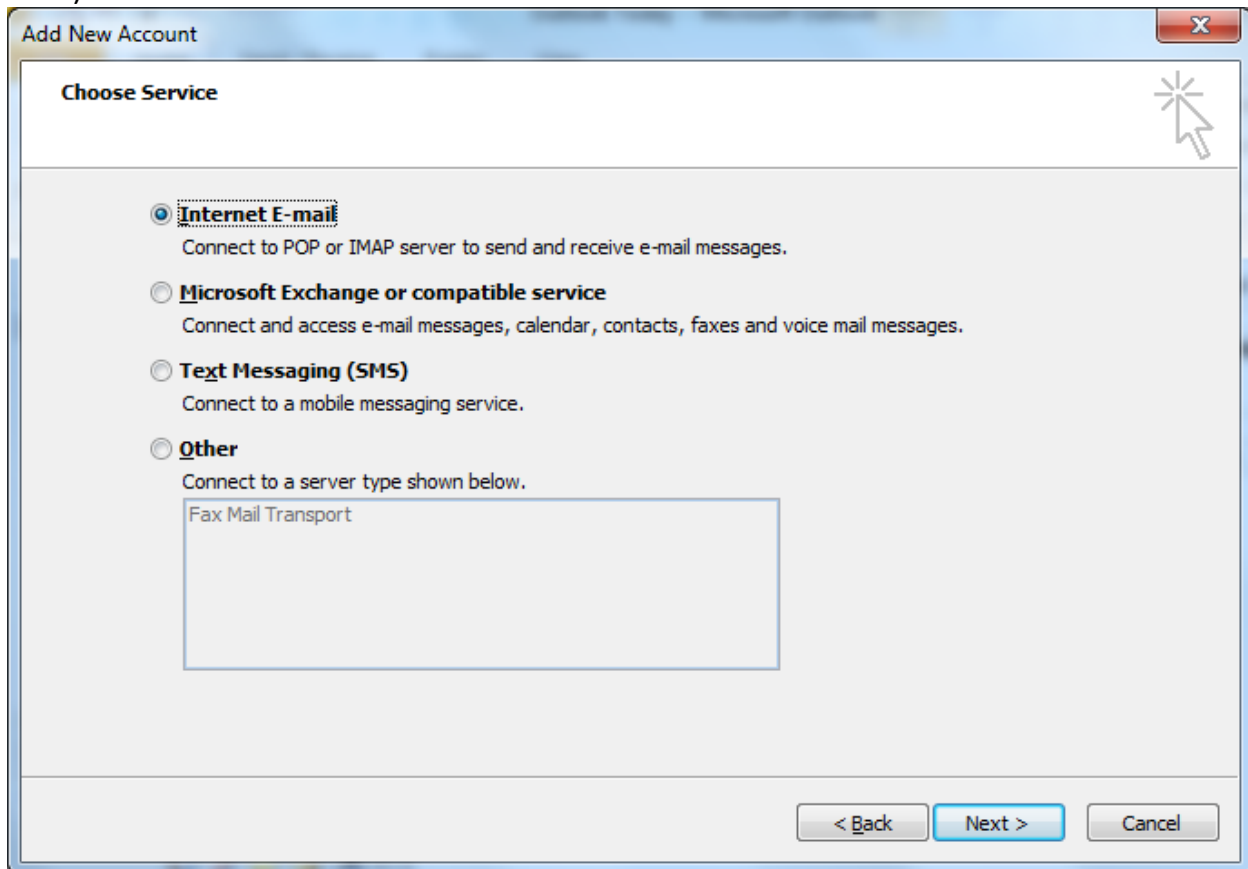
**Manually configure server settings or additional server types**

< Back   Next >   Cancel

## Outlook 2010 POP Instructions - For Faculty/Staff

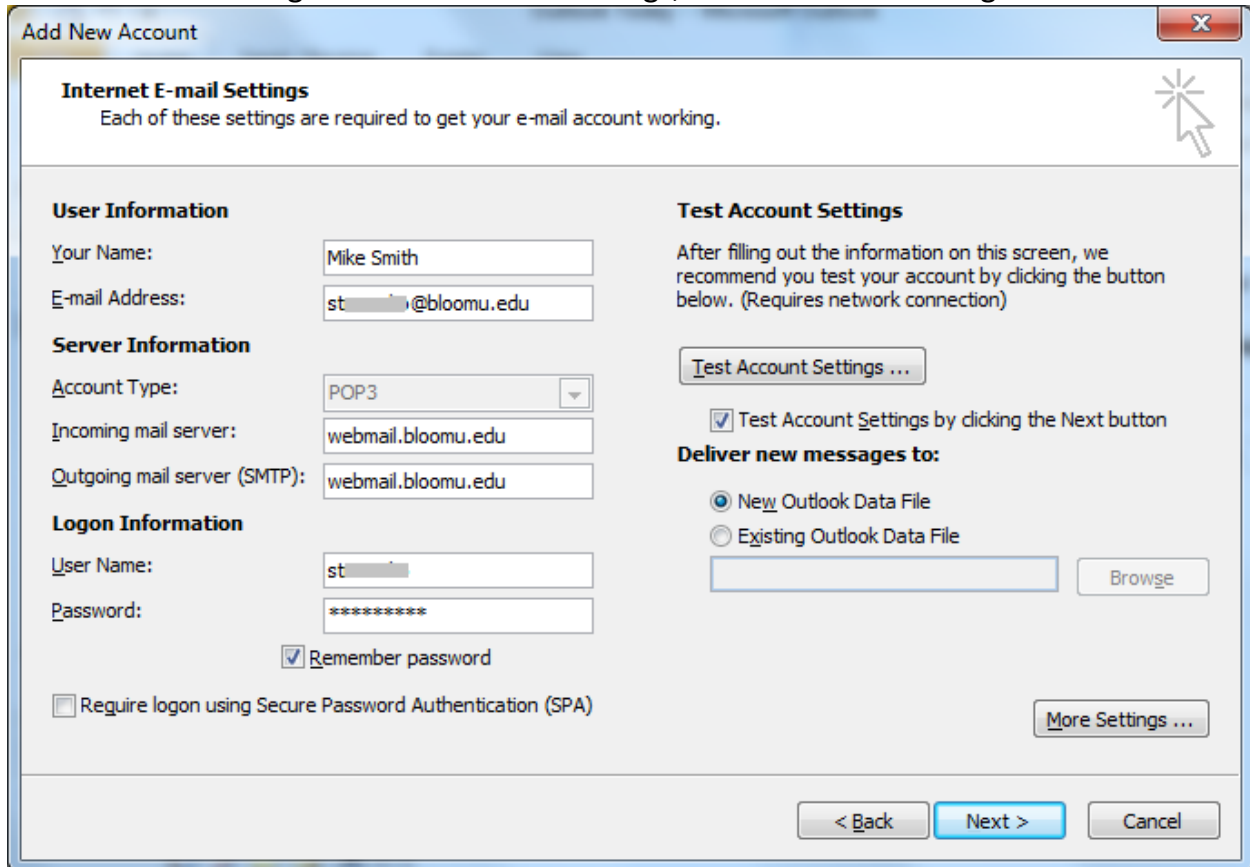
---

3) Select "Internet E-mail" and click "Next".



## Outlook 2010 POP Instructions - For Faculty/Staff

- 4) Enter your full name and your email address. For the account type, select "POP3". For the incoming mail server, enter "webmail.bloomu.edu" and for the outgoing mail server, enter "webmail.bloomu.edu". Your username is the portion of your email address before the @ symbol, and then enter your password. We need to change a few additional settings, so click "More Settings".



The screenshot shows the 'Add New Account' dialog box in Outlook 2010. The title bar reads 'Add New Account' with a close button (X) in the top right corner. Below the title bar, the section is titled 'Internet E-mail Settings' with a sub-header: 'Each of these settings are required to get your e-mail account working.' A mouse cursor is pointing at a star icon in the top right of the settings area.

The settings are organized into several sections:

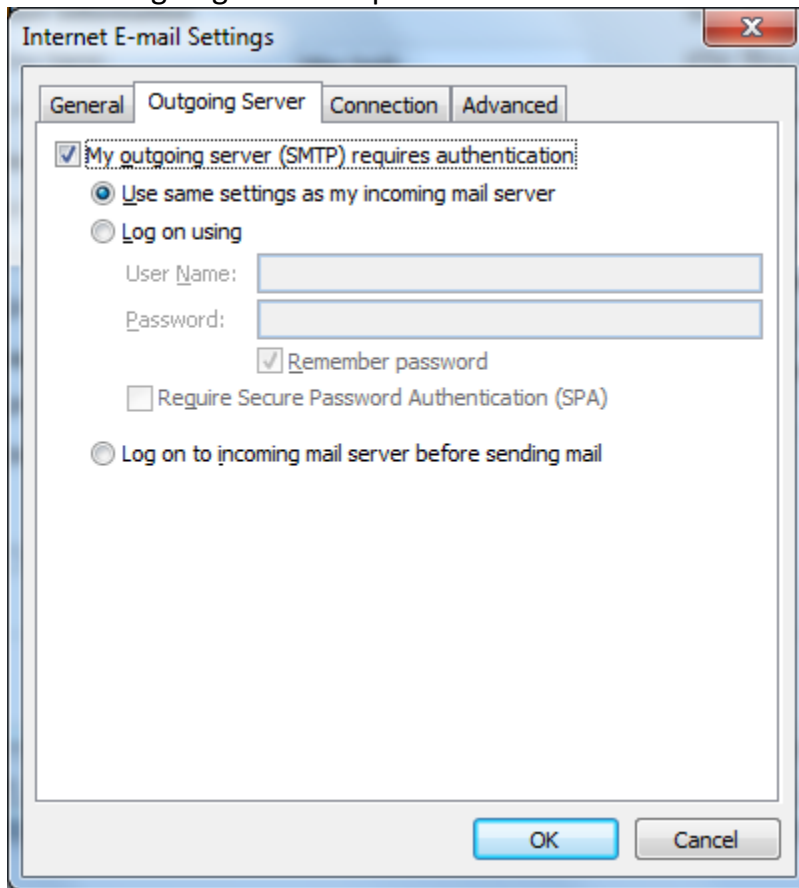
- User Information:** 'Your Name' is 'Mike Smith' and 'E-mail Address' is 'st[redacted]@bloomu.edu'.
- Server Information:** 'Account Type' is 'POP3', 'Incoming mail server' is 'webmail.bloomu.edu', and 'Outgoing mail server (SMTP)' is 'webmail.bloomu.edu'.
- Logon Information:** 'User Name' is 'st[redacted]', 'Password' is '\*\*\*\*\*', and 'Remember password' is checked. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- Test Account Settings:** A 'Test Account Settings ...' button is present, along with a checked checkbox for 'Test Account Settings by clicking the Next button'.
- Deliver new messages to:** 'New Outlook Data File' is selected. There is an empty text box and a 'Browse' button.

At the bottom right, there is a 'More Settings ...' button. At the very bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## Outlook 2010 POP Instructions - For Faculty/Staff

---

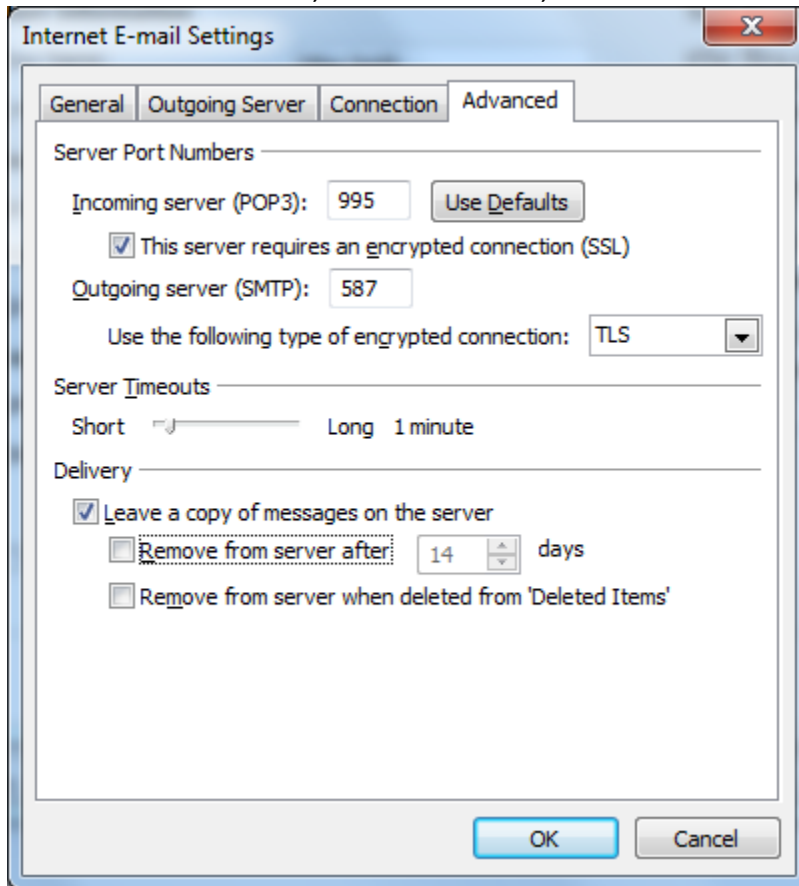
- 5) Click the “Outgoing Server” tab, then put a check in the box that says “My outgoing server requires authentication”.



## Outlook 2010 POP Instructions - For Faculty/Staff

---

- 6) Click the “Advanced” tab, for the incoming server port, enter “995”. For the outgoing server port, enter “587”. Put a check in the box that says “This server requires an encrypted connection”, and also from the dropdown “Use the following type of encrypted connection”, choose “TLS”. We recommend unchecking the box “Remove from server after...”. Ensure all the settings match the screenshot, then click “OK”, and “Next”.

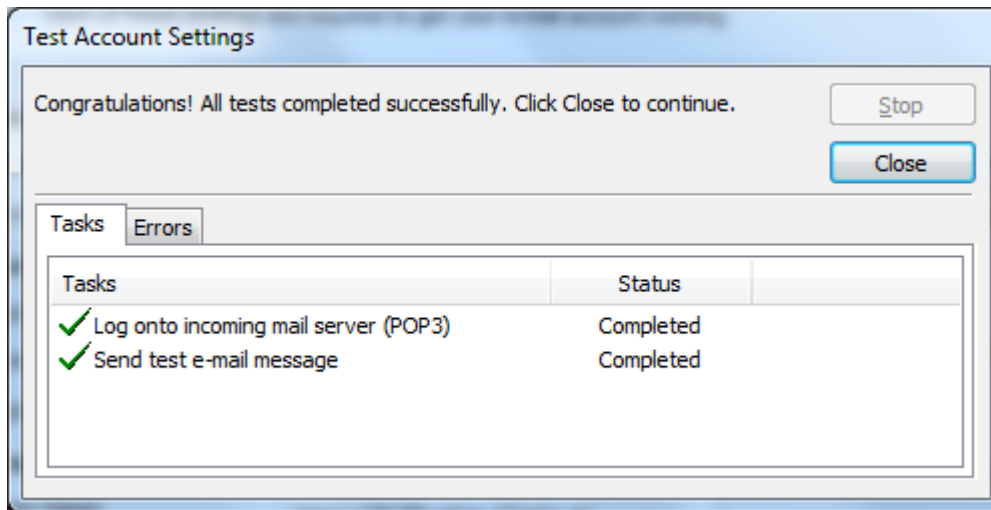


Please note if you don't check the “Leave a copy of messages on the server” option, it will delete the messages from the server when it downloads them into this email client. This means your messages will not be seen in Outlook in your office, Outlook Web Access, or on your mobile device. We recommend you leave “Leave a copy of messages on the server” checked so that it does not delete the messages from the server.

## Outlook 2010 POP Instructions - For Faculty/Staff

---

- 7) Outlook will test your settings just to make sure they all work. Once it's finished, click "Close".



- 8) You're finished. Click "Finish" to end the process.

