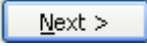
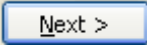
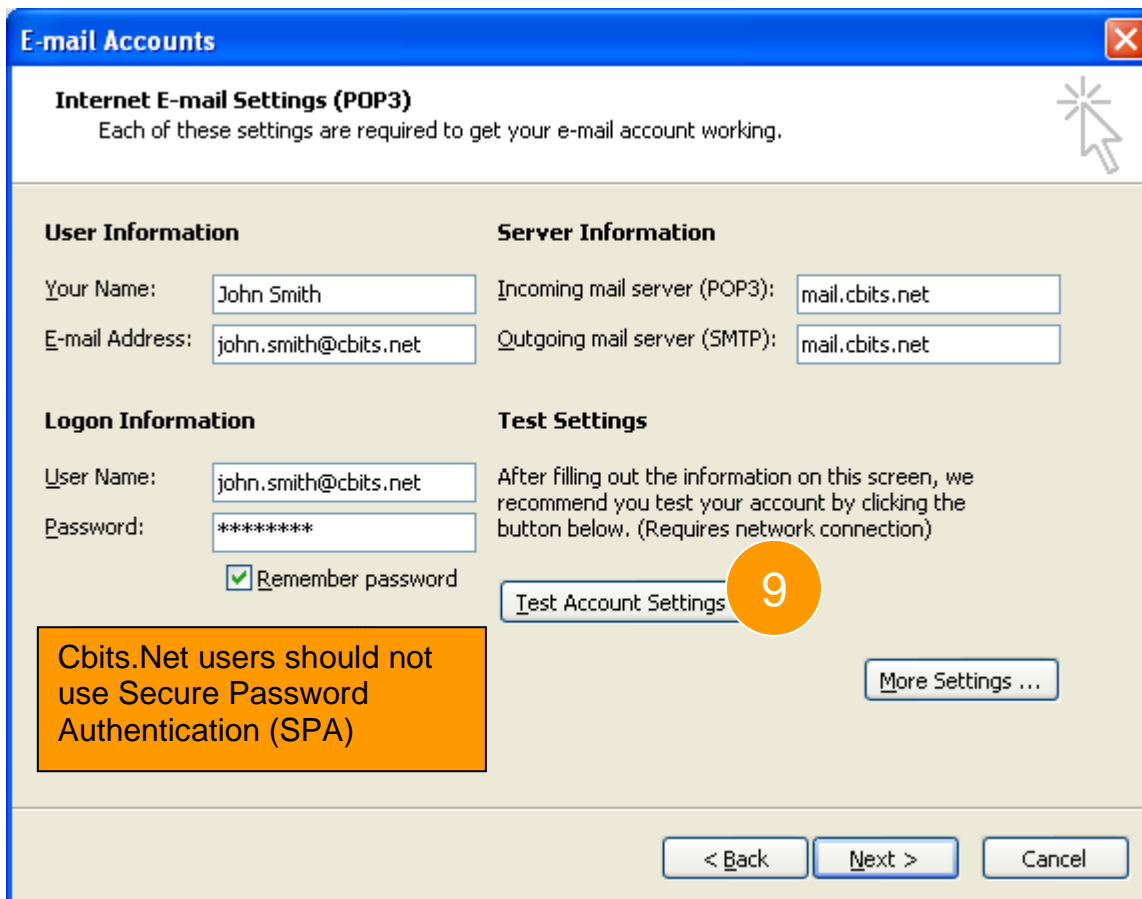


## Setting up POP3 email in Microsoft Outlook

1. Go to Tools > E-mail Accounts and select "Add a new e-mail account".
2. 
3. Select POP3.
4. 
5. Now enter your details as shown below.



**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**


User Name:   
Password:   
 Remember password

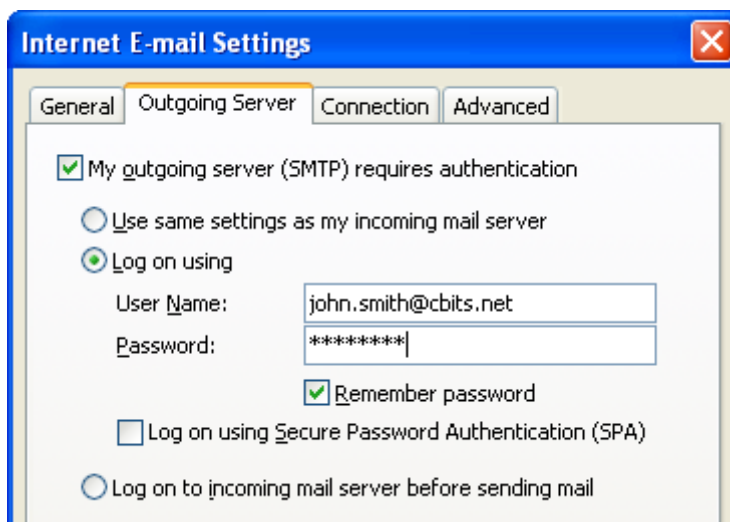
**Test Settings**

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

**9**

**Cbits.Net users should not use Secure Password Authentication (SPA)**

6. 
7. Enter your details for the outgoing server.



**Internet E-mail Settings**

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

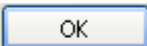
Use same settings as my incoming mail server

Log on using

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

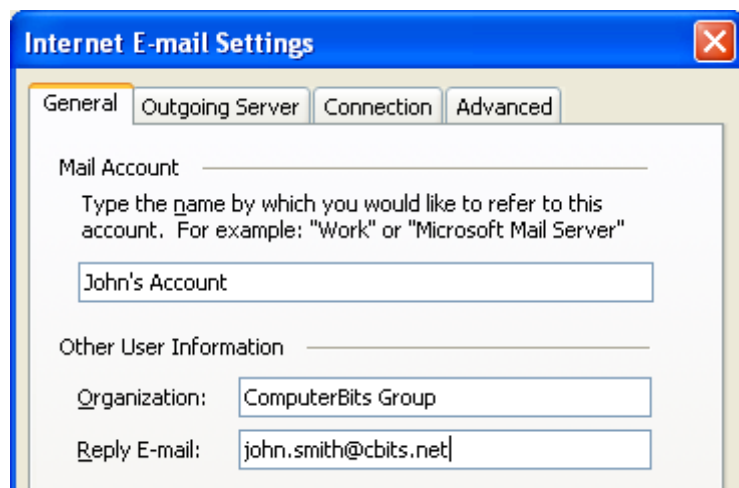
8. 
9. Click "Test Account Settings..." to make sure the details are correct.

## Some more information

More Settings ...

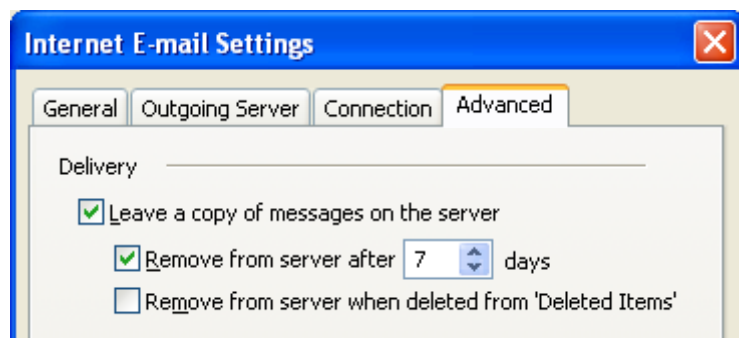
### Naming your account

On the “General” tab, you can put in the name you wish to know the account as (for example, “John’s Account”) and extra information like your organisation. These settings don’t affect how you receive or send email; they are simply to do with what you and any recipient see as information about your identity. As Microsoft normally calls your account something pretty unhelpful, like “mail.cbits.net”, renaming it might be helpful to you.



### Managing messages on server

By default, Outlook will download messages onto your computer, deleting them from the server in the process, so that they are not taking up space in your mailbox. However, by changing the settings in the “Advanced” tab, you can adjust this behaviour.



Leaving a copy of the messages on the server means that when Outlook downloads messages onto your computer, it won’t remove them from the server – so you can access the messages with webmail or download them onto another computer should you wish to. The other settings are pretty much self-explanatory – you can tell Outlook to delete messages from the server after a given period of time, or when you empty your “Deleted Items” folder.

We recommend that you don’t leave messages on the server for much longer than 7 days – otherwise your mailbox is at risk of filling up (although of course this depends on how much email you tend to receive).