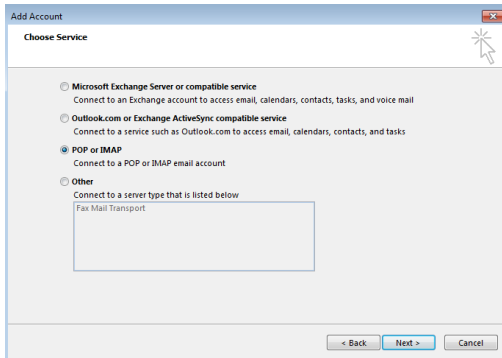The following article below will demonstrate how to setup a POP account with Outlook 2013.

1. In Outlook, select **File** and then **Account Settings** and **Account Settings** once again

2. Click on **New…** then select **Manual setup or additional server types** and click **Next**

3. Select **POP or IMAP** and click **Next**


4. Enter the following information:

• Your Name: **First and Last Name** (This is the name your recipients will see when you send mail)

• Email Address: **Your Full Email Address** (This is the Email address your recipients will see)

• Account Type: **POP3**

• Incoming server: **secure.emailsrvr.com**

• Outgoing server: **secure.emailsrvr.com**

• User Name: **Your Full Email Address** (e.g., myname@mydomain.com), using all lowercase letters

• Password: **Your email account password**

5. Click on **More Settings…** Then on the **Outgoing Server** tab. Check the box **My Outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**
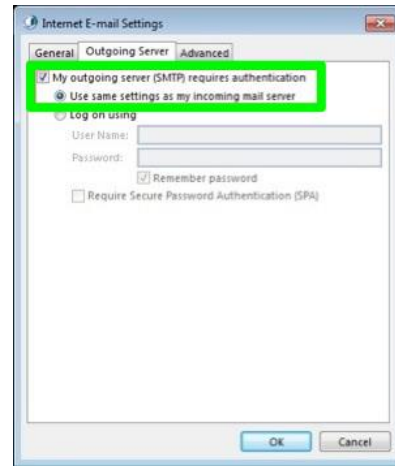
6. Next click on the **Advanced** tab. First, check the box **This server requires an encrypted connection (SSL)** and change the drop down box from **None to SSL**. Then ensure the **Incoming server port is 995** and the **Outgoing server port is 465**
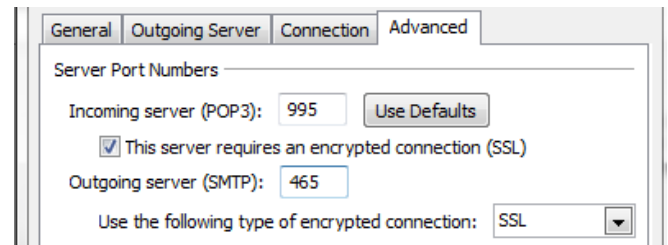
7. Click **OK** and then **Next**. Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click **Close** then **Finish**. You have successfully setup Outlook 2013!

 *_Note_: **Using SSL (Secure Sockets Layer):**
SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to pop.emailsrvr.com using port 110 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025