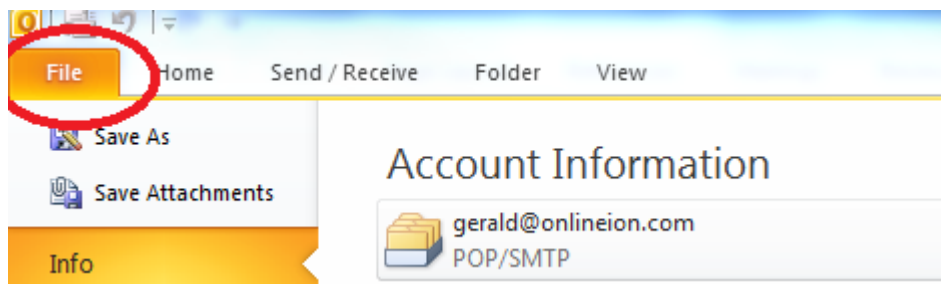


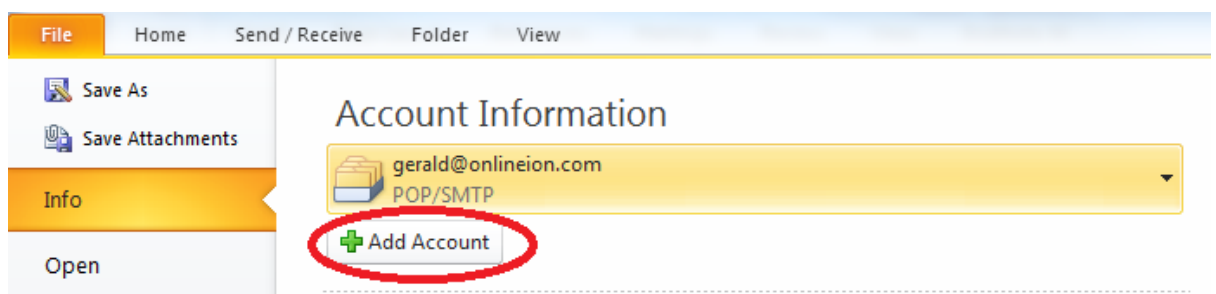
Configuration of POP3 email to Outlook 2010

10/24/2013

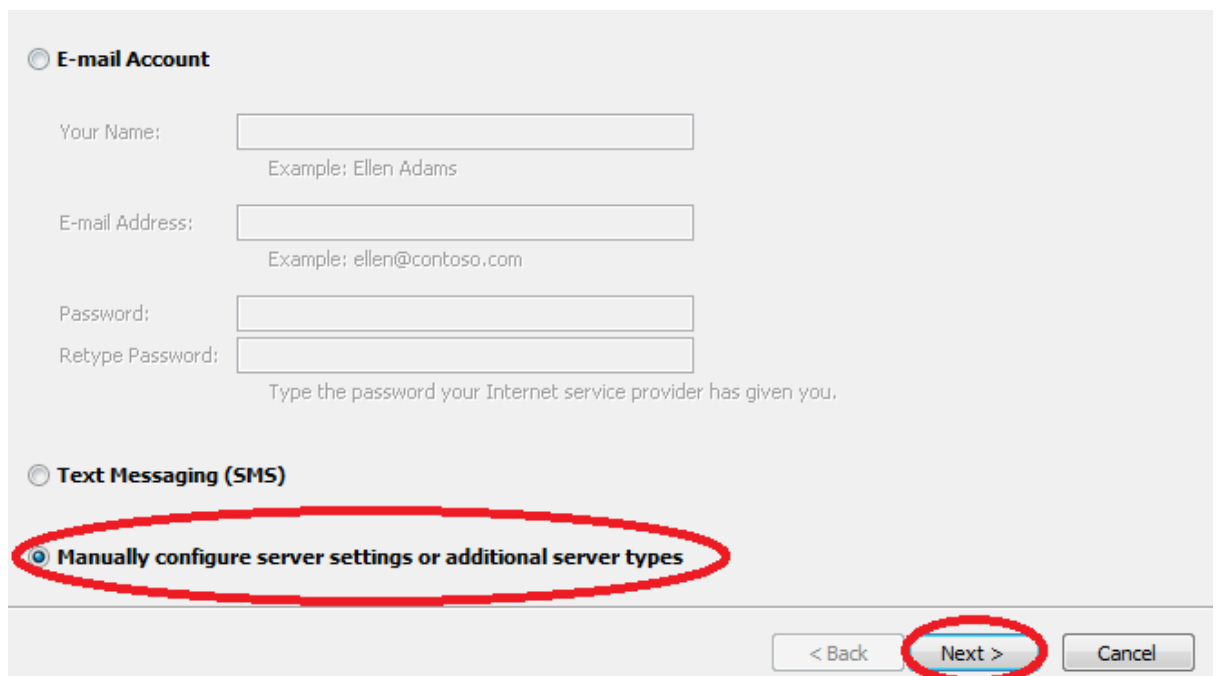
1. Launch Outlook 2012 and Select File



2. Click "Add Account" button



3. Select "Manually configure server settings or additional server types" and select "Next"



4. Select "Internet E-Mail" and Select "Next"

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

Fax Mail Transport
Microsoft Outlook Hotmail Connector

< Back **Next >** Cancel

5. Enter Information :

- Your Name : - The Name that you would like it to appear in your emails
- Your Email Address : - Provided email address (eg, gerald@onlineion.com)
- Account Type : - Select "POP3"
- Incoming mail server : - Set to mail.onlineion.com
- Outgoing mail server (SMTP) : - Set to mail.onlineion.com
- Username : Your email address (eg, gerald@onlineion.com)
- Password : Enter provided password

6. Select "Remember Password" and Select "More Settings"

User Information

Your Name: **A**

E-mail Address: **B**

Server Information

Account Type: **C**

Incoming mail server: **D**

Outgoing mail server (SMTP): **E**

Logon Information

User Name: **F**

Password: **G**

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

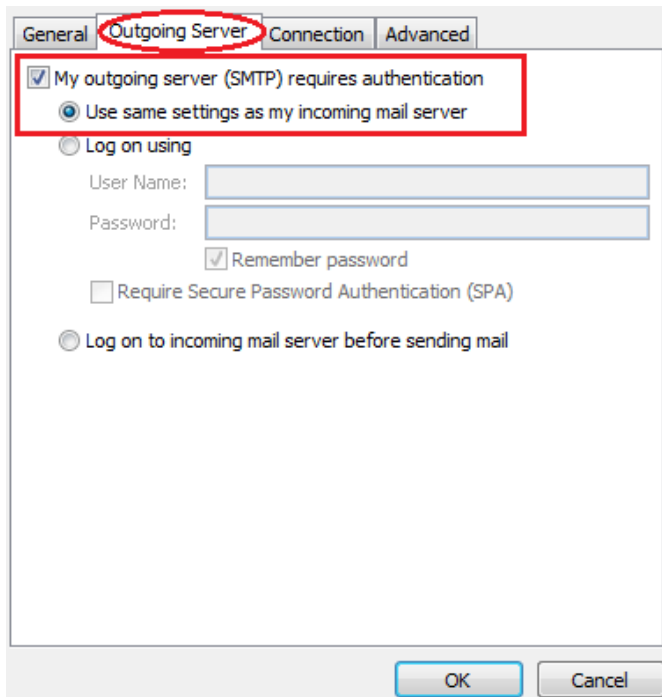
Deliver new messages to:

New Outlook Data File

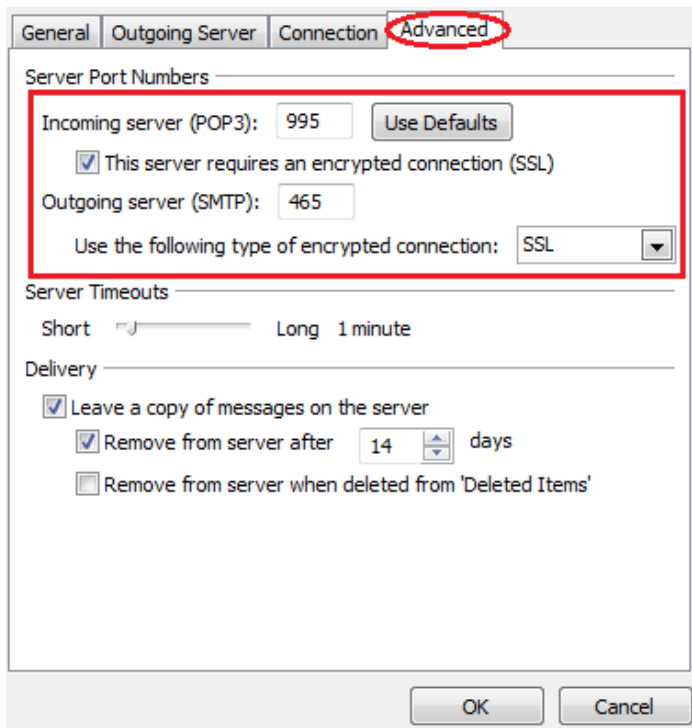
Existing Outlook Data File

< Back Next > Cancel

7. Select "Outgoing Server" tab
 - a. Select "My outgoing server (SMTP) requires authentication"
 - b. Select "Use same settings as my incoming mail server"



8. **Optional Step, only if SSL is Required**
 - a. Select "Advance" tab
 - b. Select "This server requires an encrypted connection (SSL)"
 - c. Set outgoing SMTP Port to "465"
 - d. Select SSL for "Use the following type of encrypted connection"



9. Select "Ok" to end Setup
10. The email account has been added to outlook