

GPK POP3 Email Service - Setup Microsoft Outlook 2010 / 2013 / 2016 Email Client

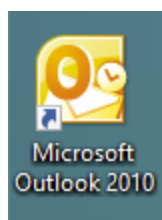
This document will run through setting up your GPK POP3 email account with the Microsoft Outlook 2010, 2013 or 2016 email client.

Note: The nature of POP3 email is that it is not designed to synchronise email between multiple devices. POP3 is designed to be setup on a single device (PC, Tablet or Phone). Emails are downloaded onto the device and then deleted from the server.

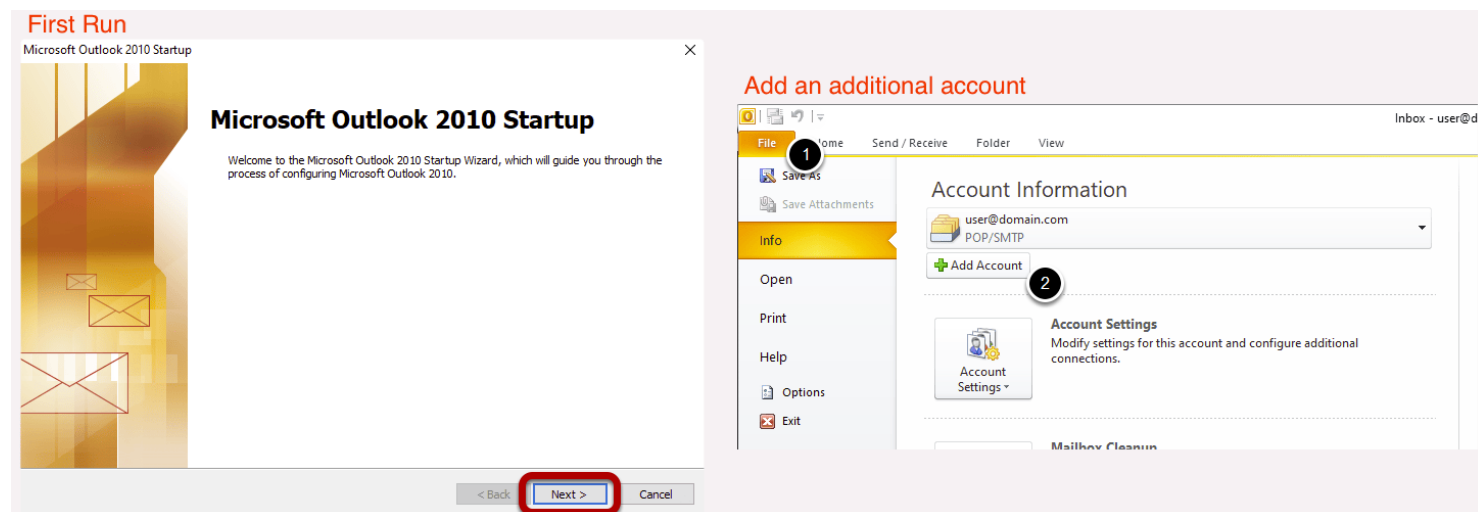
If the account is setup on a second device, it will not have the same set of emails stored on first device.

If you require an email service that allows you to synchronise your email, calendar, contacts across multiple devices, please ask us about our Exchange Online service through Office 365.

Step 1 - Launch Microsoft Outlook 2010.



Step 2. Account Setup.



(Window on left) If you are launching Outlook for the first time. Click "Next".

(Window on right) If you already have an account setup:

1. Click File.
2. Click "Add Account".

Step 3 - Account Setup Continued.

Add New Account ×

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

Select "Manually configure server settings or additional server types".
Then click "Next".

Step 4 - Account Setup Continued.

Add New Account ×

Choose Service 

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.

< Back Next > Cancel

Choose "Next" on this screen.

Step 5 - Account Setup Continued.

Add New Account ✕

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

User Information

Your Name: 1

E-mail Address: 2

Server Information

Account Type: ▾

Incoming mail server: 3

Outgoing mail server (SMTP): 3

Logon Information

User Name: 4

Password: 5

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:

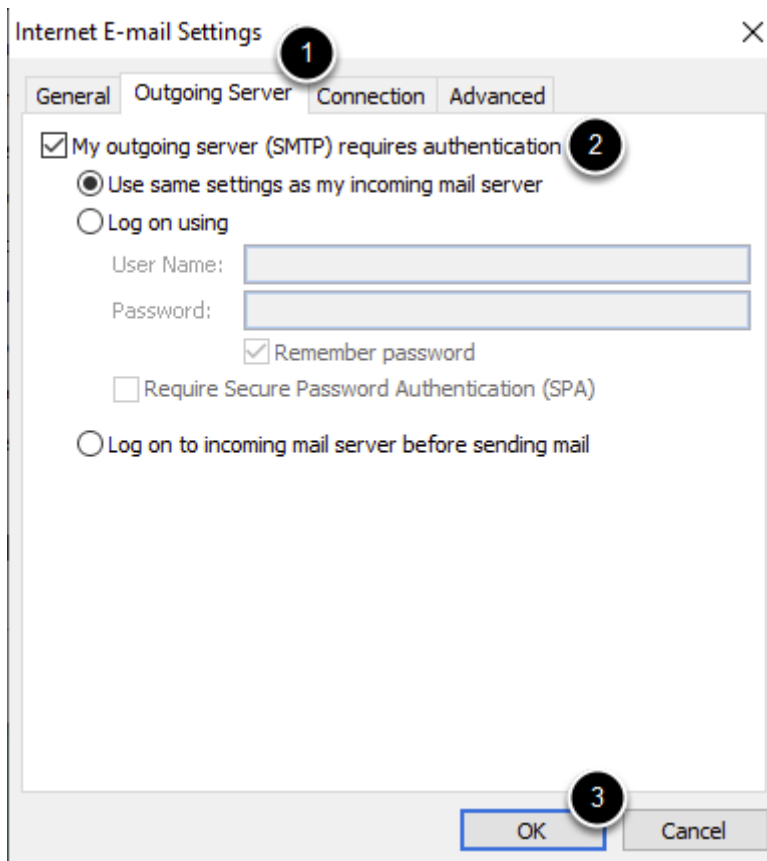
New Outlook Data File

Existing Outlook Data File

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1. Enter your full name.
2. Enter your email address.
3. Enter your mail server name. This is usually mail.yourcompanydomain.com . Replace yourcompanydomain with your company domain. Do this for both Incoming and Outgoing.
4. Enter your email address again.
5. Enter your password.
6. Click "More Settings".

Step 6 - Account Setup Continued.



1. Click the "Outgoing Server" tab.
2. Check the "My outgoing server (SMTP) requires authentication" checkbox.
3. Click "OK".

Step 7 - Account Setup Continued.

Add New Account



Internet E-mail Settings

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



User Information	Test Account Settings
Your Name: <input type="text" value="John Smith"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address: <input type="text" value="user@domain.com"/>	<input type="button" value="Test Account Settings ..."/>
Server Information	<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Account Type: <input type="text" value="POP3"/>	Deliver new messages to:
Incoming mail server: <input type="text" value="mail.company.com"/>	<input checked="" type="radio"/> New Outlook Data File
Outgoing mail server (SMTP): <input type="text" value="mail.company.com"/>	<input type="radio"/> Existing Outlook Data File
Logon Information	<input type="text" value=""/> <input type="button" value="Browse"/>
User Name: <input type="text" value="user@domain.com"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="More Settings ..."/>
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	
	<input type="button" value=" < Back"/> <input type="button" value=" Next > "/>

Click "Next".

Congratulations, you have successfully setup your GPK POP3 Email account in Outlook 2010, 2013 or 2016.