

GPK POP3 Email Service - Setup Microsoft Outlook 2011 / 2016 for Mac

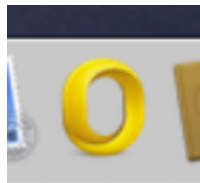
This document will run through setting up your GPK POP3 email account with the Microsoft Outlook 2011 or 2016 for Mac email client.

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.

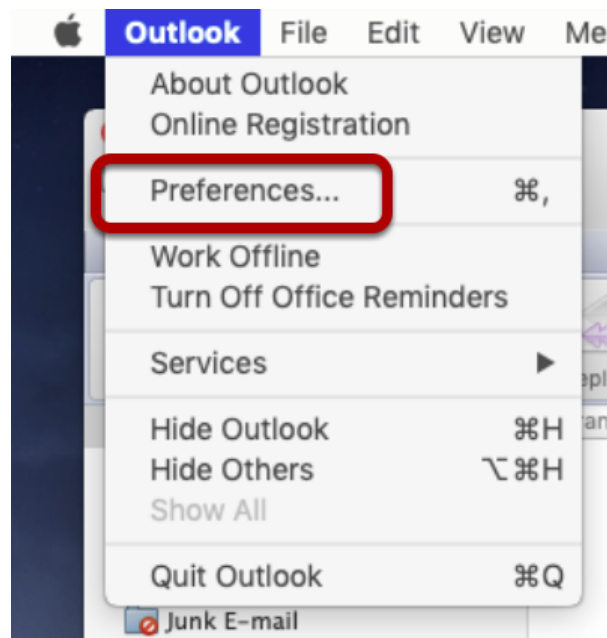
If the account is setup on a second device, it will not have the same set of emails stored on first device.

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.

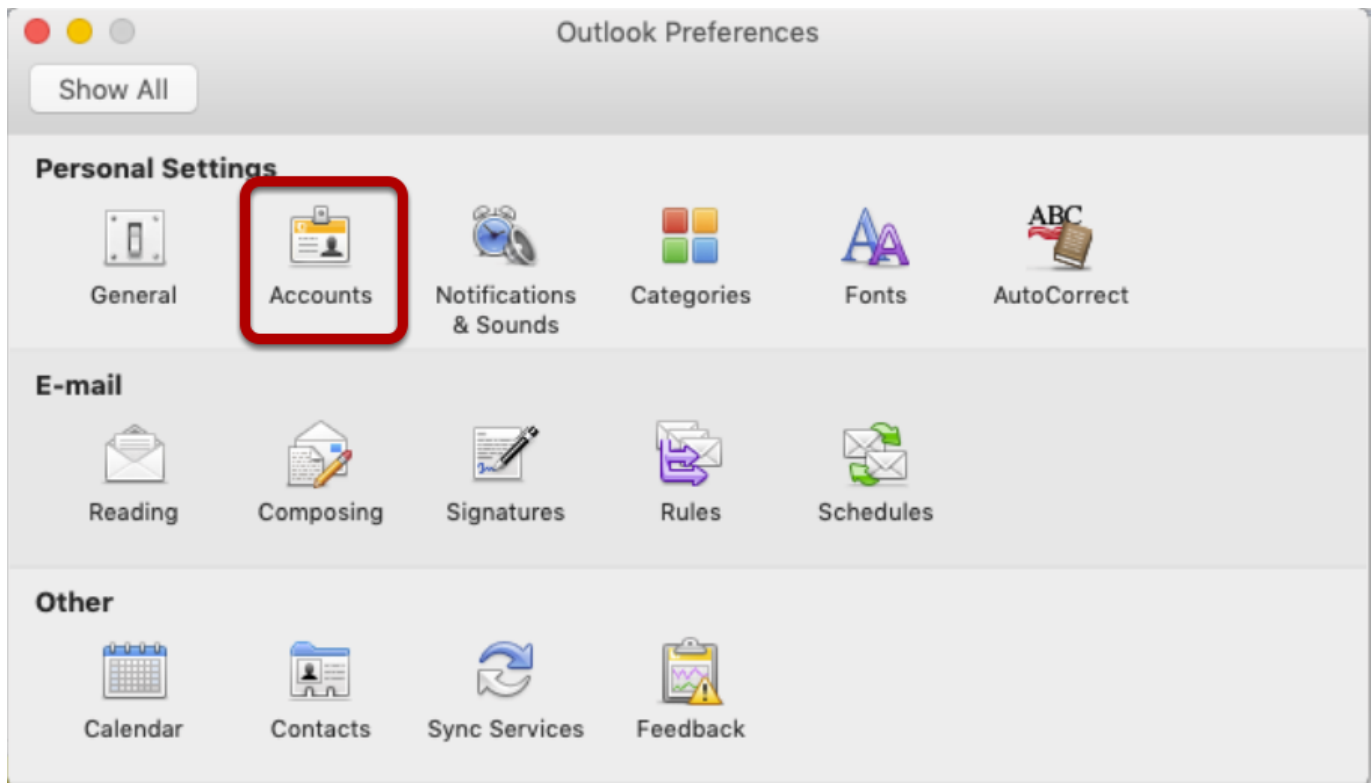
Step 1 - Launch Microsoft Outlook 2011.



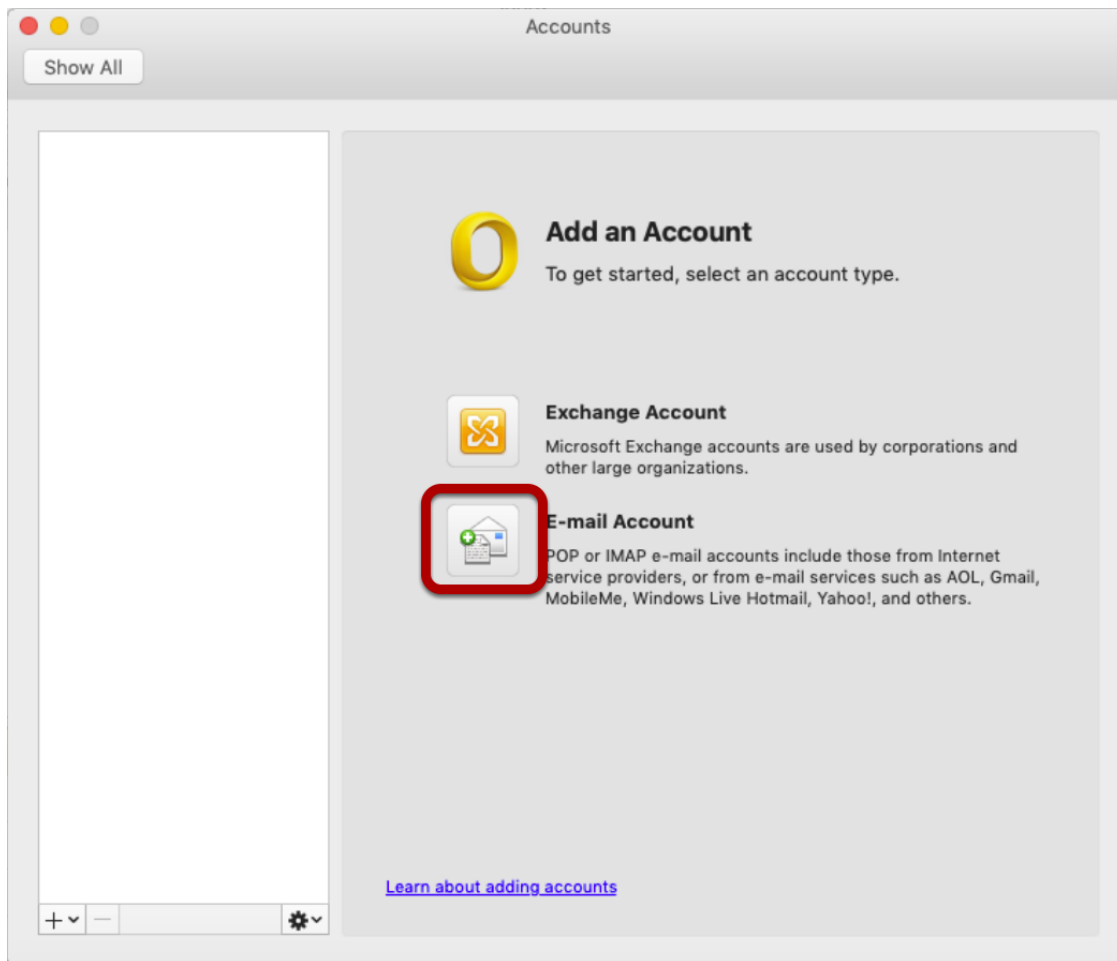
Step 2 - Outlook Menu > Preferences...



Step 3 - Click on "Accounts".



Step 4 - Click "E-mail Account".



Step 5 - Enter Account Details.

Enter your account information.

E-mail address: 1

Password: 2

Configure automatically

User name: 3

Type: 4

Incoming server: 5 :

Override default port

Use SSL to connect (recommended)

Outgoing server: 6 :

Override default port

Use SSL to connect (recommended)

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1. Enter your email address.
2. Enter your password.
3. Enter your email address again.
4. Select POP.
5. Enter your mail server name. This is usually mail.yourcompanydomain.com . Replace yourcompanydomain with your company domain.
6. Enter the mail server name again, same as step 5.
7. Click "Add Account".

Congratulations, you have successfully setup your GPK POP3 Email account in Microsoft Outlook 2011 or 2016 for Mac.