

GPK POP3 Email Service - Setup Microsoft Outlook 365 for Mac

This document will run through setting up your GPK POP3 email account with the Microsoft Outlook 365 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.

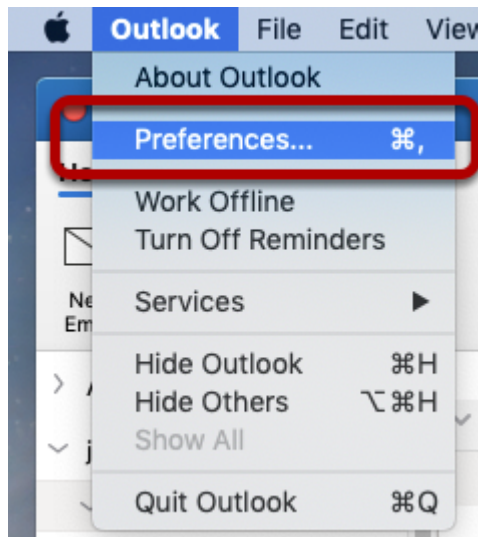
If the account is setup on a second device, it will not have the same set of emails stored on first device.

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.

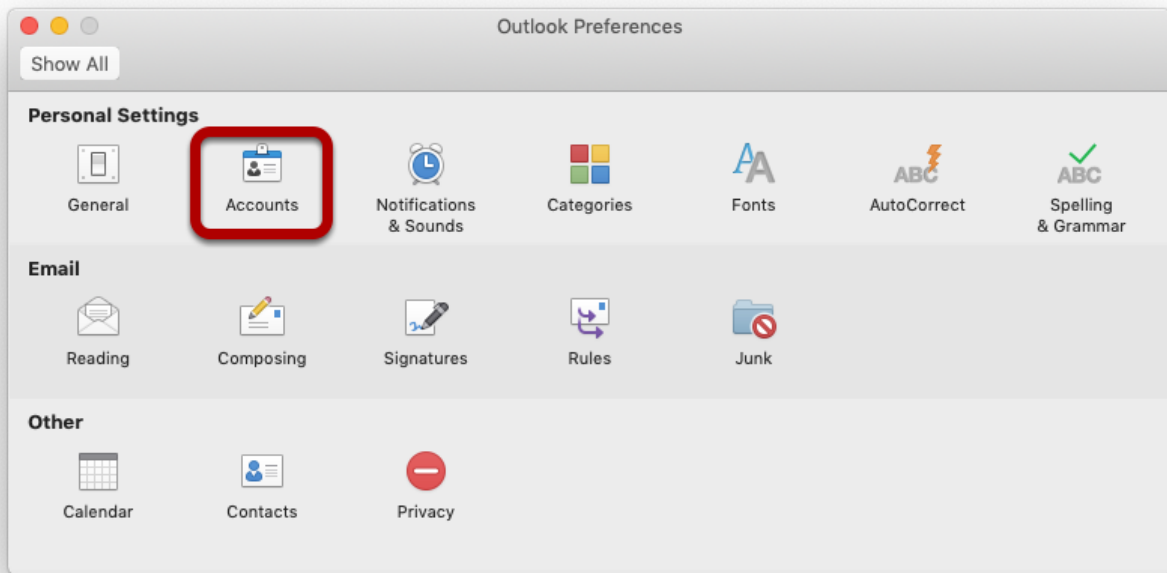
Step 1 - Launch Outlook.



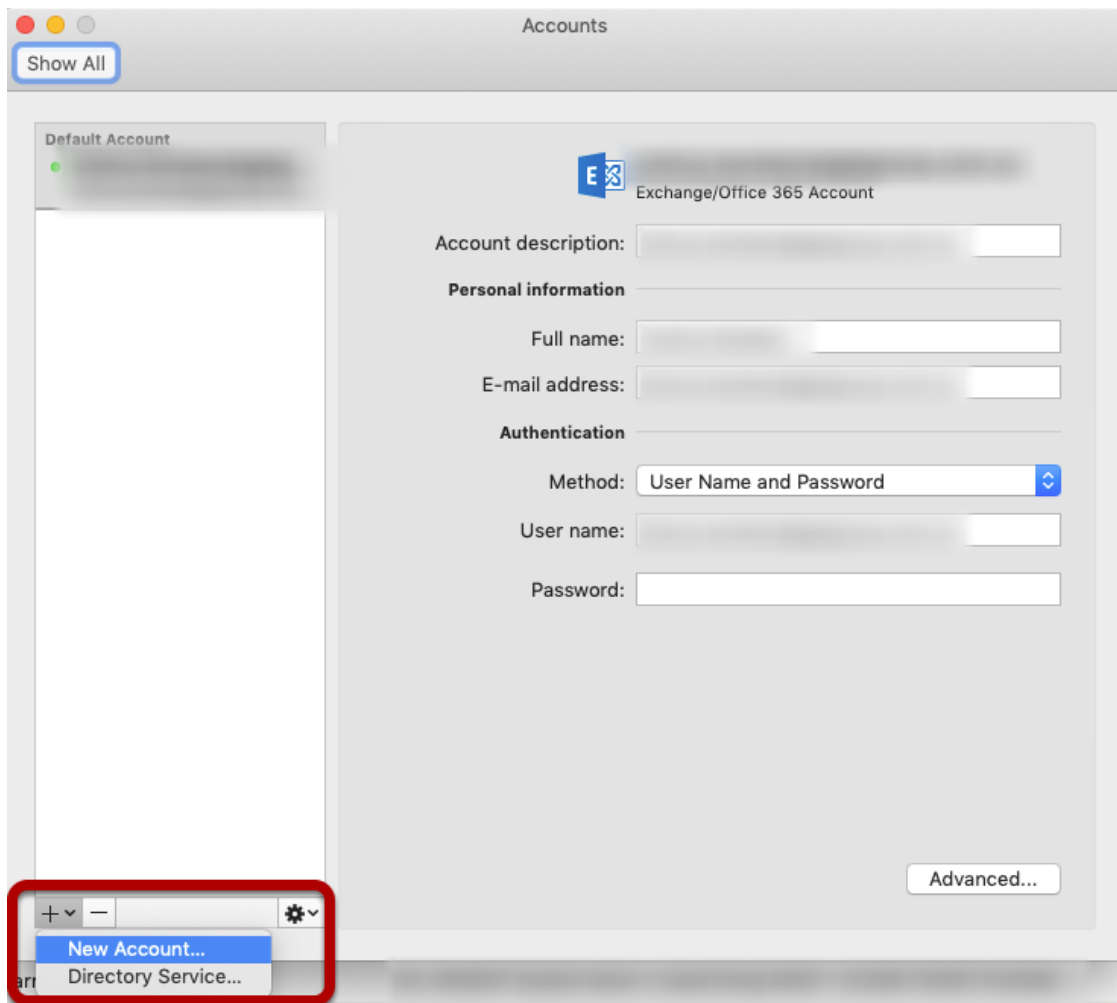
Step 2 - Outlook Menu > Preferences...



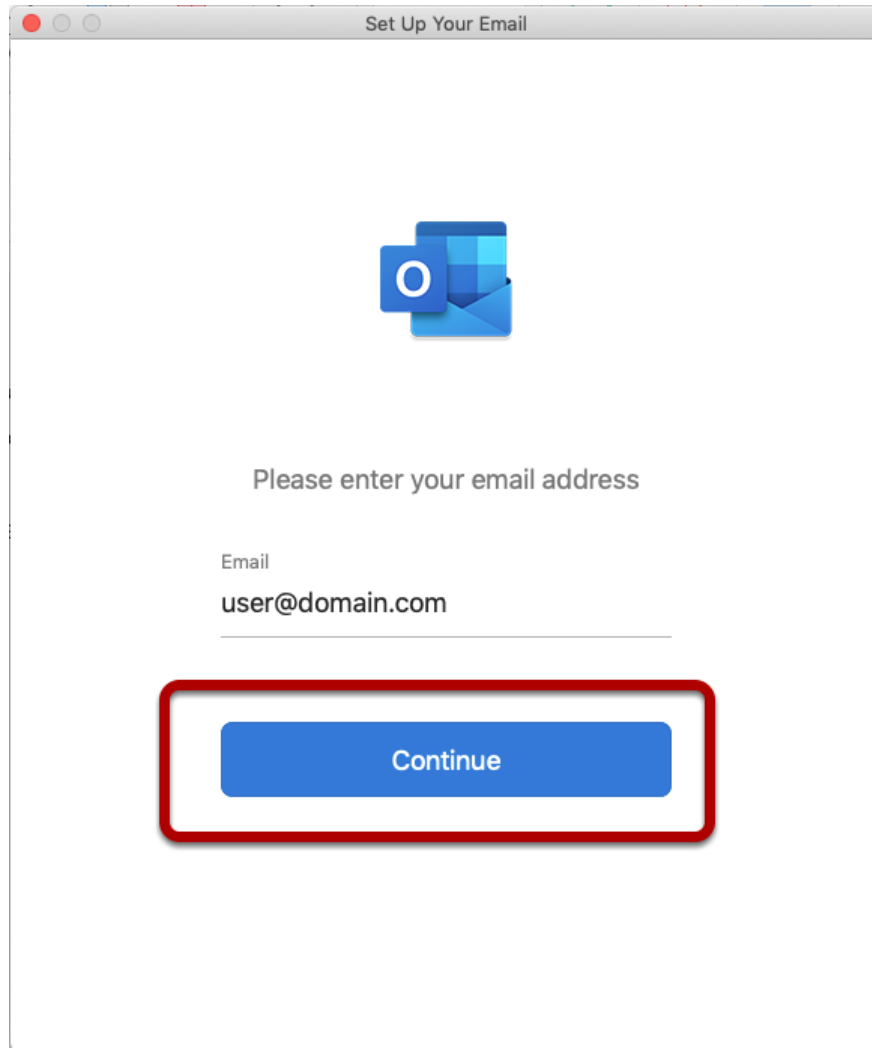
Step 3 - Click "Accounts".




Step 4 - Click the "+" dropdown and select "New Account..."



Step 5 - Enter your email address and click "Continue".



Set Up Your Email



Please enter your email address

Email
user@domain.com

Continue

Step 6. Enter account information.

The screenshot shows a window titled "Set Up Your Email" with a back arrow in the top left and a "Not IMAP/POP?" link in the top right. A blue envelope icon is followed by the text "IMAP/POP".

1. Type: A dropdown menu is set to "POP".

2. Email Address: The field contains "user@company.com".

3. Username: The field contains "user@company.com".

4. Password: The field contains ten black dots.

Show Password

Incoming Server: The field contains "mail.company.com". Port: 110.

7. Use SSL to connect (recommended)

Outgoing Server: The field contains "mail.company.com". Port: 25.

8. Use SSL to connect (recommended)

9. Add Account

Need Help? [Contact support](#)

1. Select POP.
2. Enter your email address.
3. Enter your email address again.

4. Enter your password.
5. Enter your mail server name. This is usually mail.yourcompanydomain.com . Replace yourcompanydomain with your company domain. Do this for both Incoming and Outgoing.
6. Enter the mail server name again, same as step 5.
7. Uncheck the "Use SSL to connect (recommended)" checkbox.
8. Uncheck the "Use SSL to connect (recommended)" checkbox again.
9. Click "Add Account".

Congratulations, you have successfully setup a GPK POP3 Email account on Microsoft Outlook 365 for Mac email client.