

GPK POP3 Email Service - Setup Microsoft Outlook 365

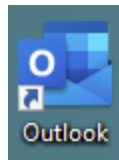
This document will run through setting up your GPK POP3 email account with the Microsoft Outlook 365 email client.

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 365.



Step 2 - Start Account Setup.



1

user@company.com

Advanced options ^

2 Let me set up my account manually

3

Connect

1. Enter your email address.
2. Check the "Let me set up my account manually" checkbox.
3. Click "Connect".

Step 3 - Select "POP".



 Outlook

Advanced setup



Office 365



Outlook.com



Exchange



Google



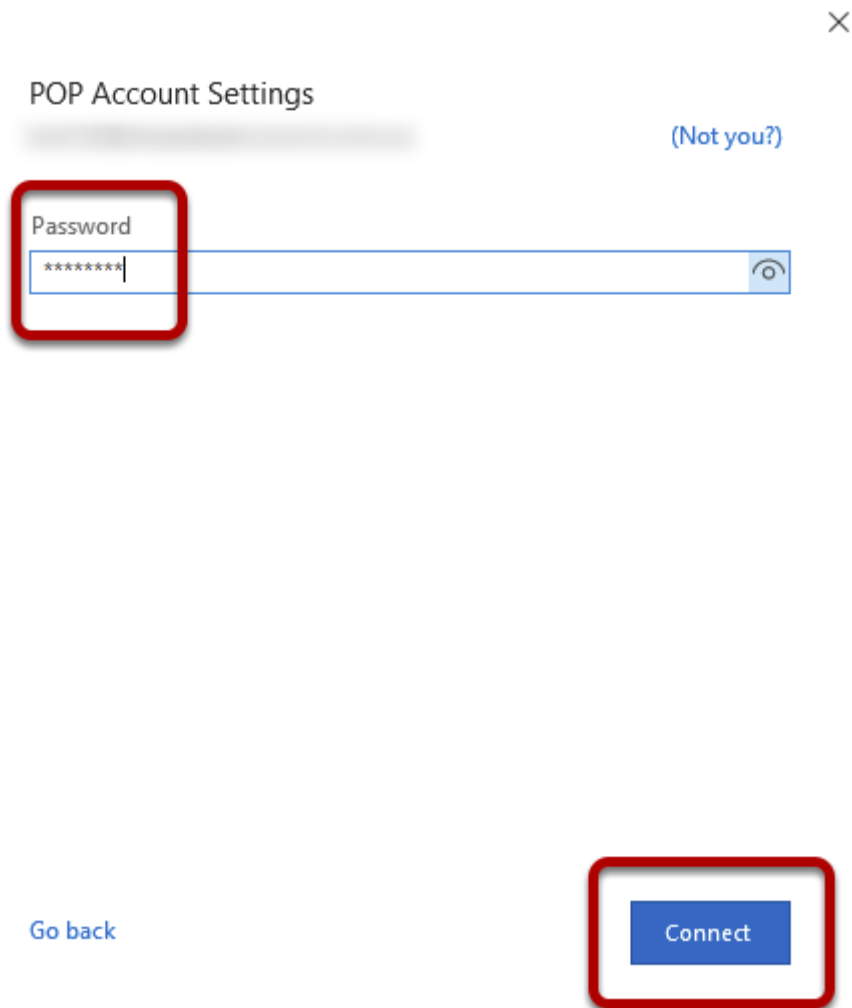
IMAP



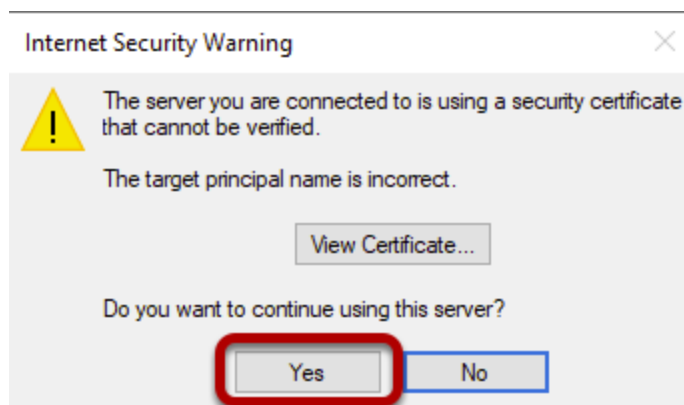
Exchange 2013
or earlier

[Go back](#)

Step 4 - Enter your password and click "Connect".



Step 5 - Accept Security Warning.



Click Yes.

Step 6 - Complete Setup.

Outlook

Account successfully added

POP

Add another email address

Email address Next

Advanced options ^

Let me set up my account manually

1 Set up Outlook Mobile on my phone, too

2 Done

1. Uncheck "Set up Outlook Mobile on my phone, too".
2. Click Done.

Congratulations, you have successfully setup your GPK POP3 Email account in Outlook 365.