Configuring Outlook 2010 for POP

This document explains how to configure Outlook 2010 to use the POP protocol on the Kendra Server.

***NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.



1. Open Outlook 2010, go to File>Info menu and select Add Account...

Auto Account Setu Connect to other	ip · 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	(5M5)
Manually configure	ure server settings or additional server types

2. Check 'Manually configure server settings or additional server types' and click on "Next" button

Add New Account	
Choose Service	× ×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail message Microsoft Exchange or compatible service	S.
Connect and access e-mail messages, calendar, contacts, faxes and Text Messaging (SMS)	d voice mail messages.
Connect to a mobile messaging service.	
Connect to a server type shown below.	
Fax Mail Transport Microsoft Office Outlook Connector	
	< Back Next > Cancel

3. Check Internet Mail and click on "Next" button

Internet E-mail Settings Each of these settings ar	e required to get your e-mail accou	unt working.		
User Information		Test Account Settings		
Your Name:	Your Name	After filling out the information on this screen, we		
E-mail Address:	YOUREMAIL@kendra.com	below. (Requires network connection)		
Server Information				
Account Type:	POP3	Test Account Settings		
Incoming mail server:	mail.kendra.com	V Test Account Settings by clicking the Next button		
Outgoing mail server (SMTP):	mail.kendra.com	Deliver new messages to:		
Logon Information		New Outlook Data File		
User Name:	YOUREMAIL@kendra.com	Browse		
Password:	*******			
😿 F	Remember password			
Require logon using Secure Password Authentication (SPA)		More Settings		
		< Back Next > Cancel		

- 4. Within the 'Internet E-mail Settings' screen
 - Enter **Your Name** in the 'Your Name' field. (This is your full name as you would like it to appear when you send messages to other people.).
 - Enter your E-mail Address in the "E-mail address" field. (YOUREMAILADDRESS@kendra.com)
 - Select **POP** from the list of server types.
 - Enter mail.kendra.com in the "Incoming Mail Server" field.
 - Enter mail.kendra.com in the "Outgoing Mail Server" field.
 - Enter your E-mail Address in the "User Name" field. (YOUREMAILADDRESS@kendra.com)
 - Enter Your **Password** in the 'Password' field.
- 5. Click "More Settings" button.

enerai	Outgoing S	erver	Connection	Advanced		
🗸 My ou	utgoing serv	er (SM	ITP) requires a	uthenticatio	n	
۵ U	se same set	tings a	s my incoming	mail server		
🔘 Lo	og on using					
L	lser Name:					
P	assword:					
		🛛 Re	member passv	ord		
8	Require Se	ecure P	Password Auth	entication (SPA)	
🔘 Lo	og on to inco	ming n	nail server bef	ore sending	mail	
-	-	-				

6. Click the 'Outgoing Server' tab.

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- Select 'My outgoing server (SMTP) requires authentication.
- Select 'Use same settings as my incoming mail server'.

ternet E-	mail Settings		8
General	Outgoing Server	Connection Advanced	
Server P	ort Numbers		
Incomi	ng server (POP3):	110 Use Defaults	
	This server requires	an encrypted connection (SSL)	
Outgoi	ng server (SMTP):	587	
Use	the following type	of encrypted connection: None	-
Server T	meouts		
Short	-1	Long 1 minute	
Delivery			
🔣 Lea	ve a copy of messag	ges on the server	
8 5	Remove from serve	rafter 10 🚔 days	
	Remove from serve	r when deleted from 'Deleted Items'	
			ncel

- 7. Click the 'Advanced' tab.
- 8. Check the Port Numbers.
 - Make sure that the **SMTP** Port Number is set to **587**.
 - Make sure that the **POP** Port Number is set to **110**.
- 9. Click OK.
- 10. Click NEXT

Test Account Settings					
Congratulations! All tests completed successfully. Click Close to continue.					
		Close			
Tasks Errors					
Tasks	Status				
✓ Log onto incoming mail server (POP3)	Completed				
✓ Send test e-mail message	Completed				

11. Click Close



12. Click FINISH

Your Kendra account is now configured to check and send mail.

IMPORTANT: If you experience problems sending mail, please verify that your settings match the settings specified in this document.