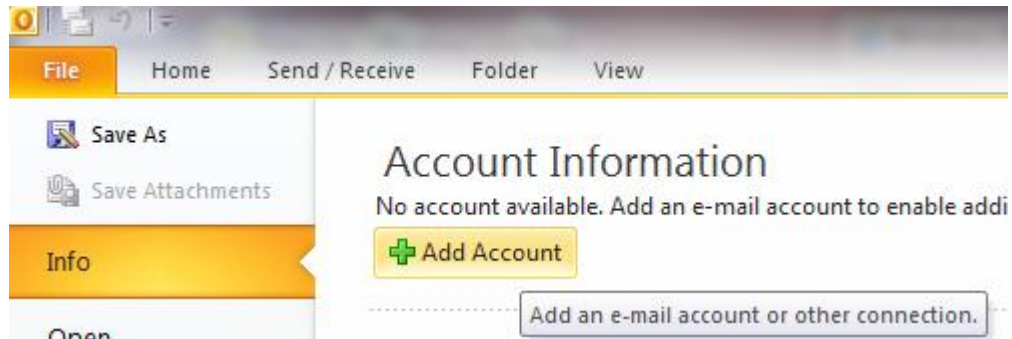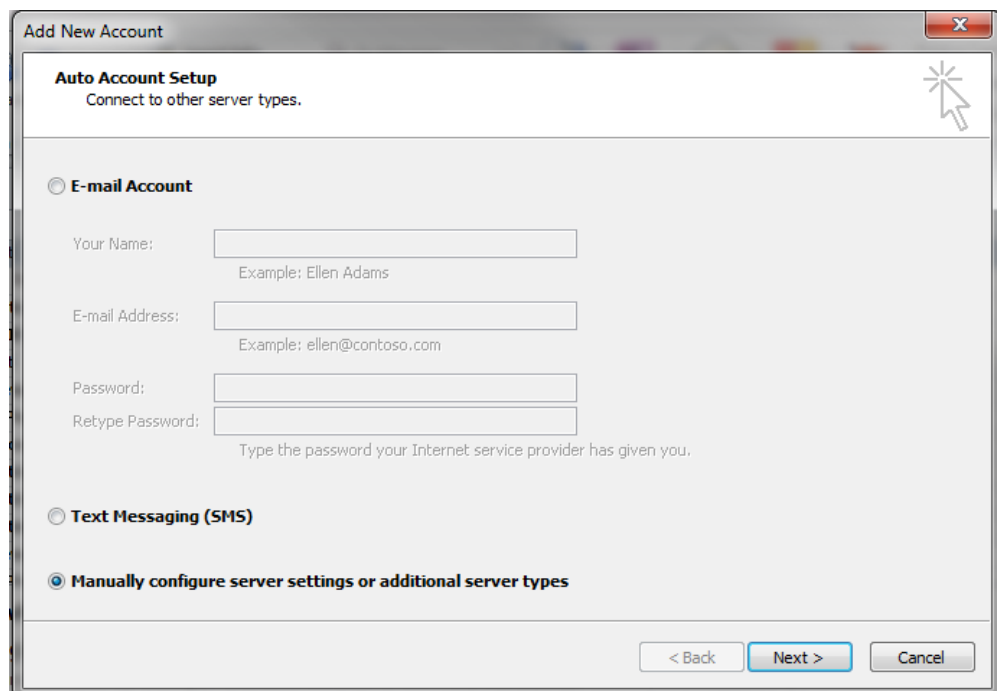# Configuring Outlook 2010 for POP

This document explains how to configure Outlook 2010 to use the POP protocol on the Kendra Server.
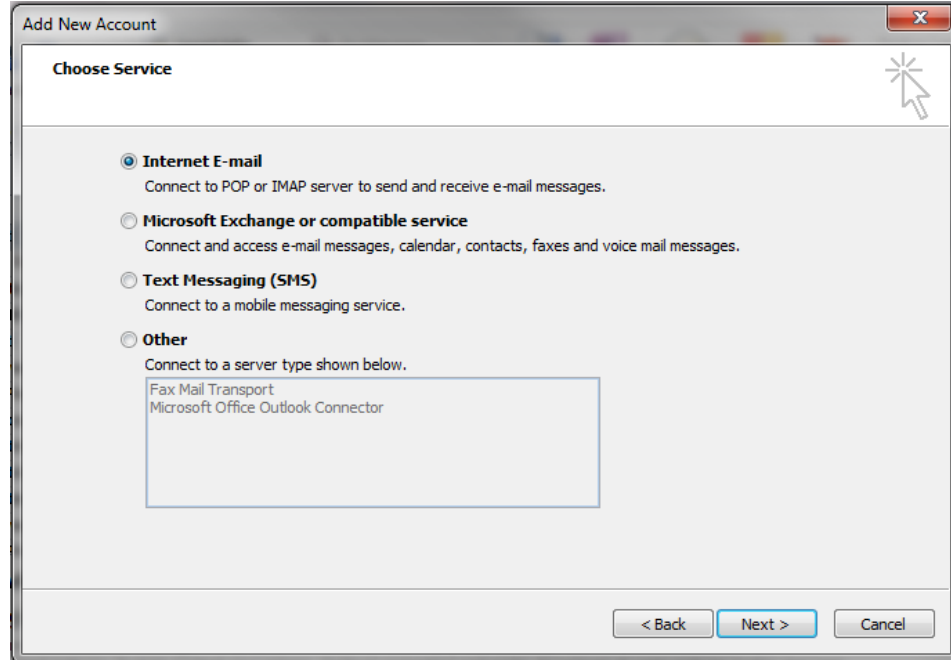
***NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.
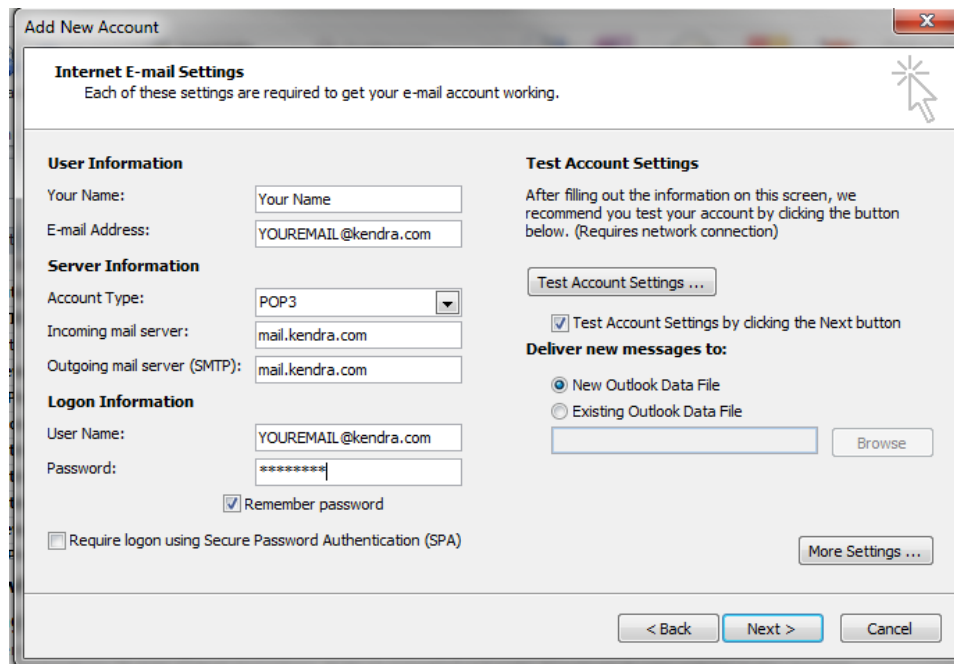

1. Open Outlook 2010 , go to **File>Info** menu and select **Add Account...**


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

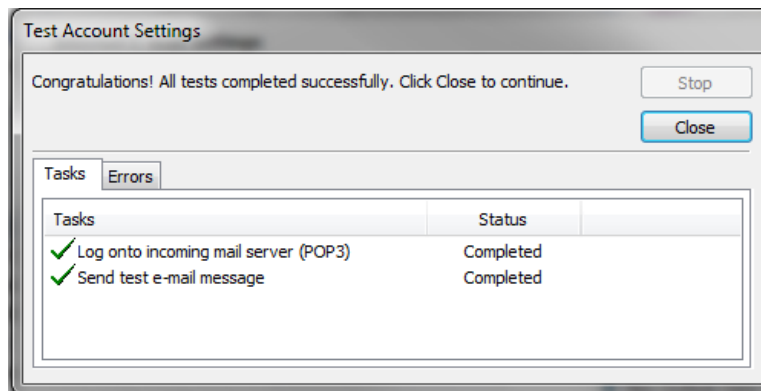3. Check Internet Mail and click on "Next" button

4. Within the 'Internet E-mail Settings' screen
   o 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.).
   o Enter your **E-mail Address** in the "E-mail address" field. (YOUREMAILADDRESS@kendra.com)
   o Select **POP** from the list of server types.
   o Enter **mail.kendra.com** in the "Incoming Mail Server" field.
   o Enter **mail.kendra.com** in the "Outgoing Mail Server" field.
   o Enter your **E-mail Address** in the "User Name" field. (YOUREMAILADDRESS@kendra.com)
   o Enter Your **Password** in the 'Password' field.
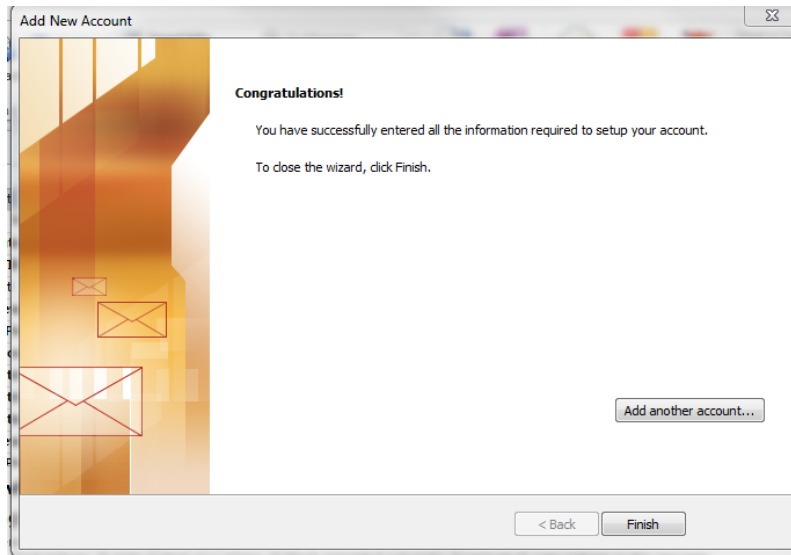5. Click "**More Settings**" button.
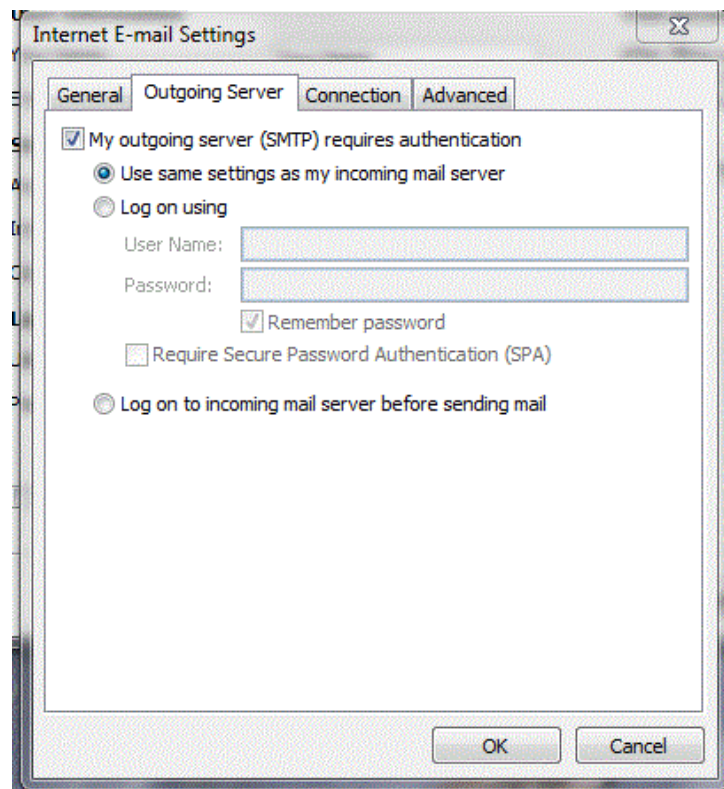
6. Click the 'Outgoing Server' tab.
   o Select 'My outgoing server (SMTP) requires authentication.
   o Select 'Use same settings as my incoming mail server'.

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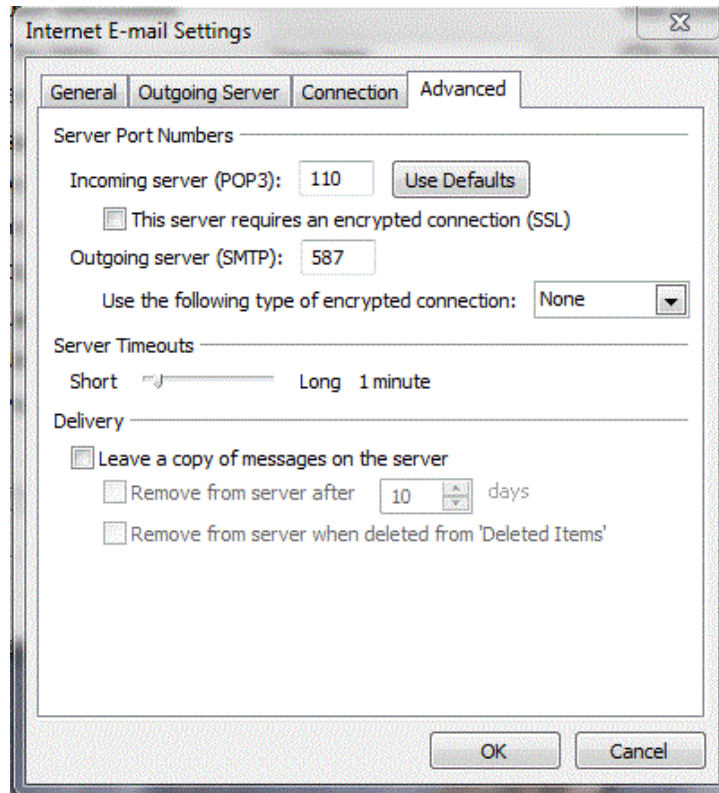
7. Click the 'Advanced' tab.
8. Check the Port Numbers.
   o Make sure that the **SMTP** Port Number is set to **587**.
   o Make sure that the **POP** Port Number is set to **110**.
9. Click OK.
10. Click NEXT

11. Click Close

Add New Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Add another account...

< Back   Finish

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.