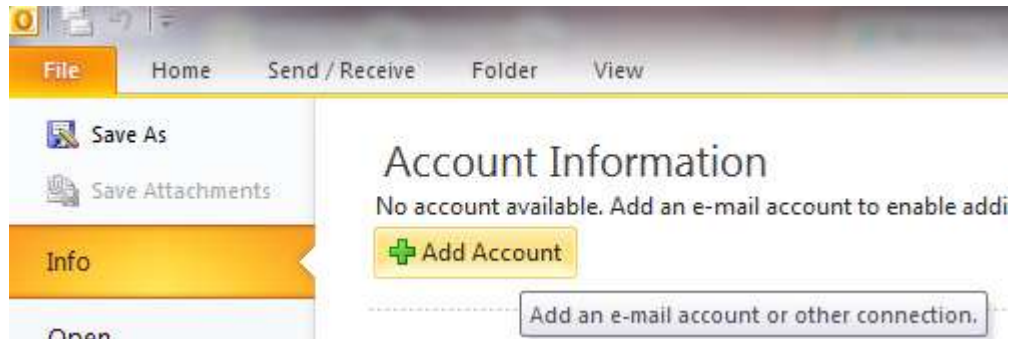


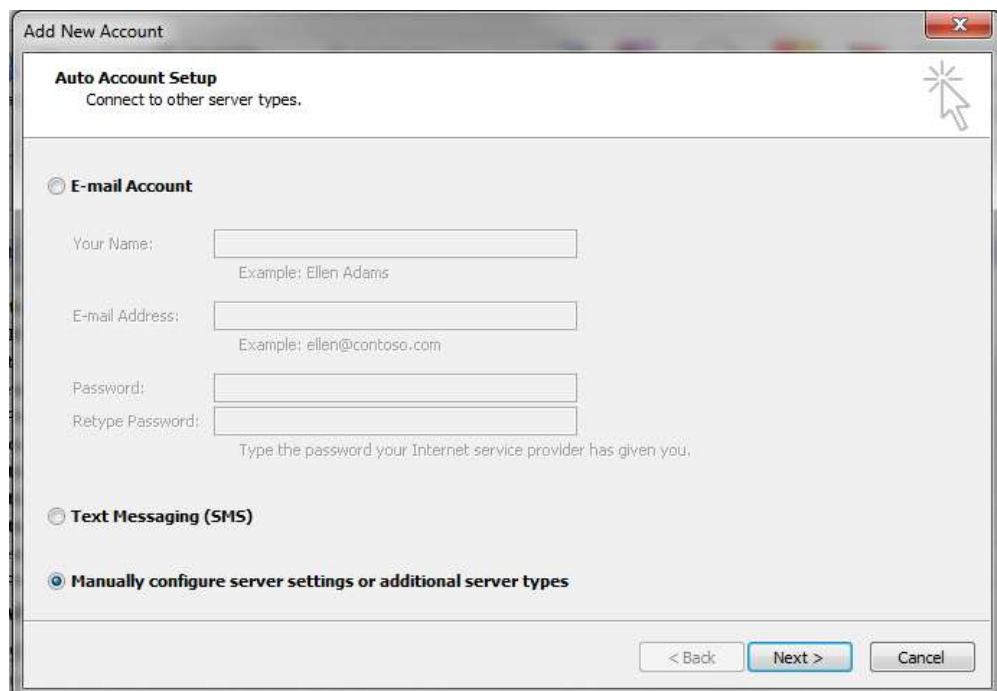
Configuring Outlook 2013 for POP

This document explains how to configure Outlook 2013 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 2013 , go to **File>Info** menu and select **Add Account...**



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

Microsoft Exchange Server or compatible service
 Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
 Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
 Connect to a POP or IMAP email account

3. Check 'POP or IMAP' and click on "Next" button

Add New Account

Internet E-mail Settings
 Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Deliver new messages to:

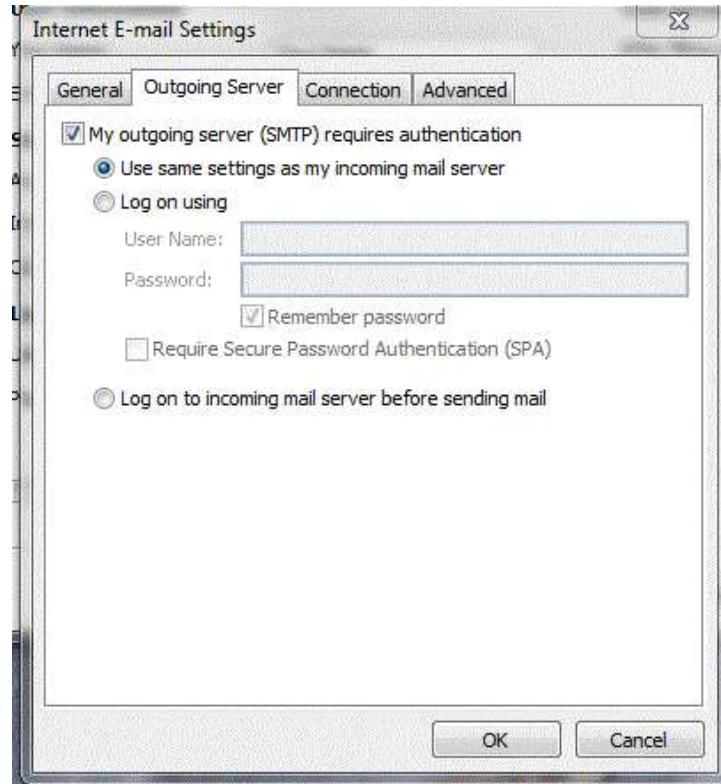
New Outlook Data File

Existing Outlook Data File

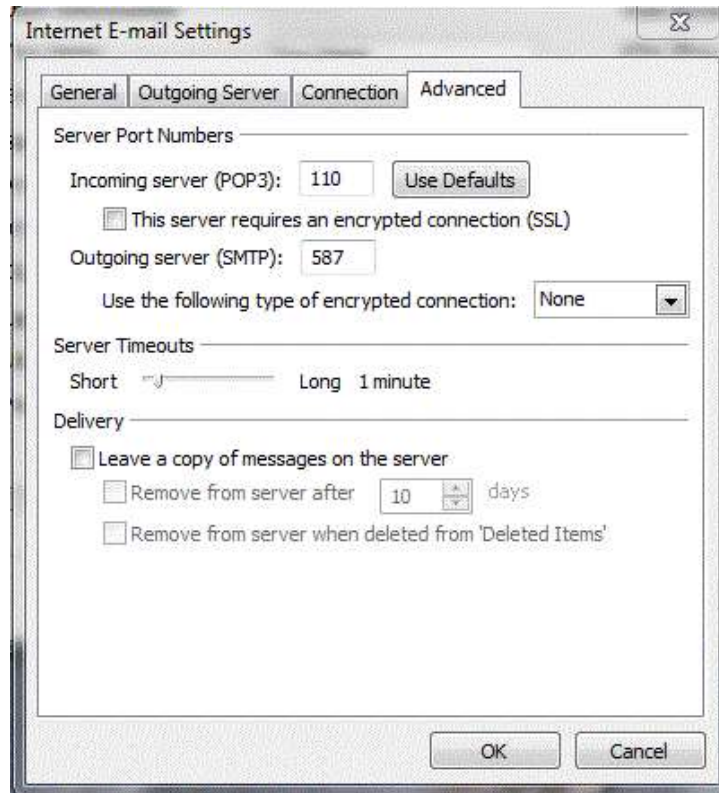
4. Within the 'Internet E-mail Settings' screen

- 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.

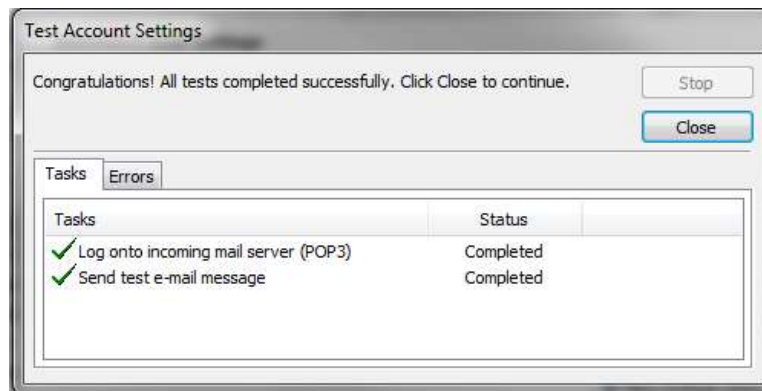
- Enter your **E-mail Address** in the “User Name” field.
([YOUREMAILADDRESS@kendra.com](#))
 - Enter Your **Password** in the ‘Password’ field.
5. Click “**More Settings**” button.



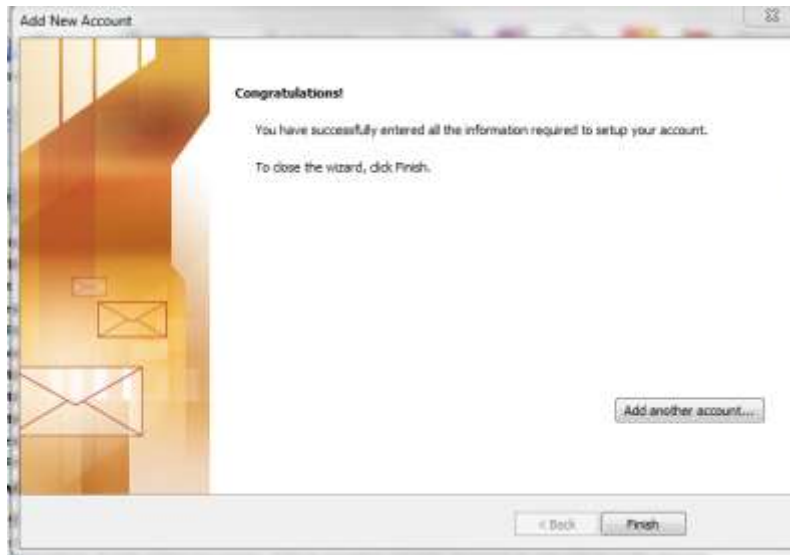
6. Click the ‘Outgoing Server’ tab.
- Select ‘My outgoing server (SMTP) requires authentication’.
 - Select ‘Use same settings as my incoming mail server’.



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



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.