## **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...

Auto Account Setup Connect to other se		
🖱 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 (S	M5)	
Manually configure	e server settings or additional server types	

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



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

Internet E-mail Settings Each of these settings ar	re required to get yo	ur e-m <mark>ail</mark> accou	nt working.
User Information			Test Account Settings
	Your Name		After filling out the information on this screen, we recommend you test your account by clicking the button
E-mail Address:	YOUREMAIL@kend	ra.com	below. (Requires network connection)
Server Information			Test Account Settings
Account Type:	POP3	-	Test Account Settings
Incoming mail server:	mail.kendra.com		
Outgoing mail server (SMTP):	mail.kendra.com		Deliver new messages to:         Onew Outlook Data File
Logon Information			<ul> <li>Existing Outlook Data File</li> </ul>
User Name:	YOUREMAIL@kend	lra.com	Browse
Password:	******		
Image: Provide the second secure of the	Remember password		More Settings

- 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. (<u>YOUREMAILADDRESS@kendra.com</u>)
- Enter Your **Password** in the 'Password' field.
- 5. Click "More Settings" button.

General	Outgoing Serve	Connection Advanced
My o	utgoing server (S	MTP) requires authentication
00	lse same settings	as my incoming mail server
⊚ L	og on using	
Ę	Jser Name:	
F	Password:	
	🖅 R	temember password
E	Require Secure	e Password Authentication (SPA)
11 June 10 Jun		
© L	og on to incoming	mail server before sending mail

6. Click the 'Outgoing Server' tab.

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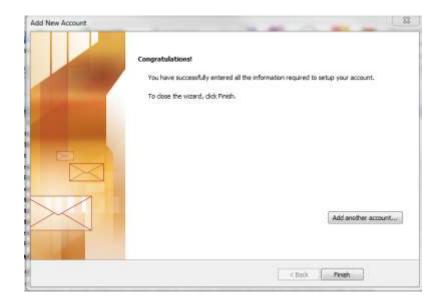
- Select 'My outgoing server (SMTP) requires authentication.
- Select 'Use same settings as my incoming mail server'.

General	Outgoing Server	Connection	Advanced		0115179
Server P	ort Numbers				
Incomi	ng server (POP3):	110	Use Defaults	1	
1	This server require	s an encrypt	ed connection	(SSL)	
Outgo	ing server (SMTP):	587			
Us	e the following type	e of encrypte	d connection:	None	
Server T	201003	1054			
Short		Long 1 min	uta		
	2 <b>%</b> /************************************	cong inan	ule		
Delivery					
Lea	we a copy of messa Remove from serv	. St	त्र स्टब्स् विकास		
-			<u>e Faci</u>		
1211	Remove from serv	er when dele	ted from Delei	ted Items	

- 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

ongratulations! All tests completed successfully. C	lick Close to continue.	Stop
		Close
Tasks Errors		
Tasks	Status	
and a company process for a second	Completed	
✓ Log onto incoming mail server (POP3) ✓ Send test e-mail message		

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.