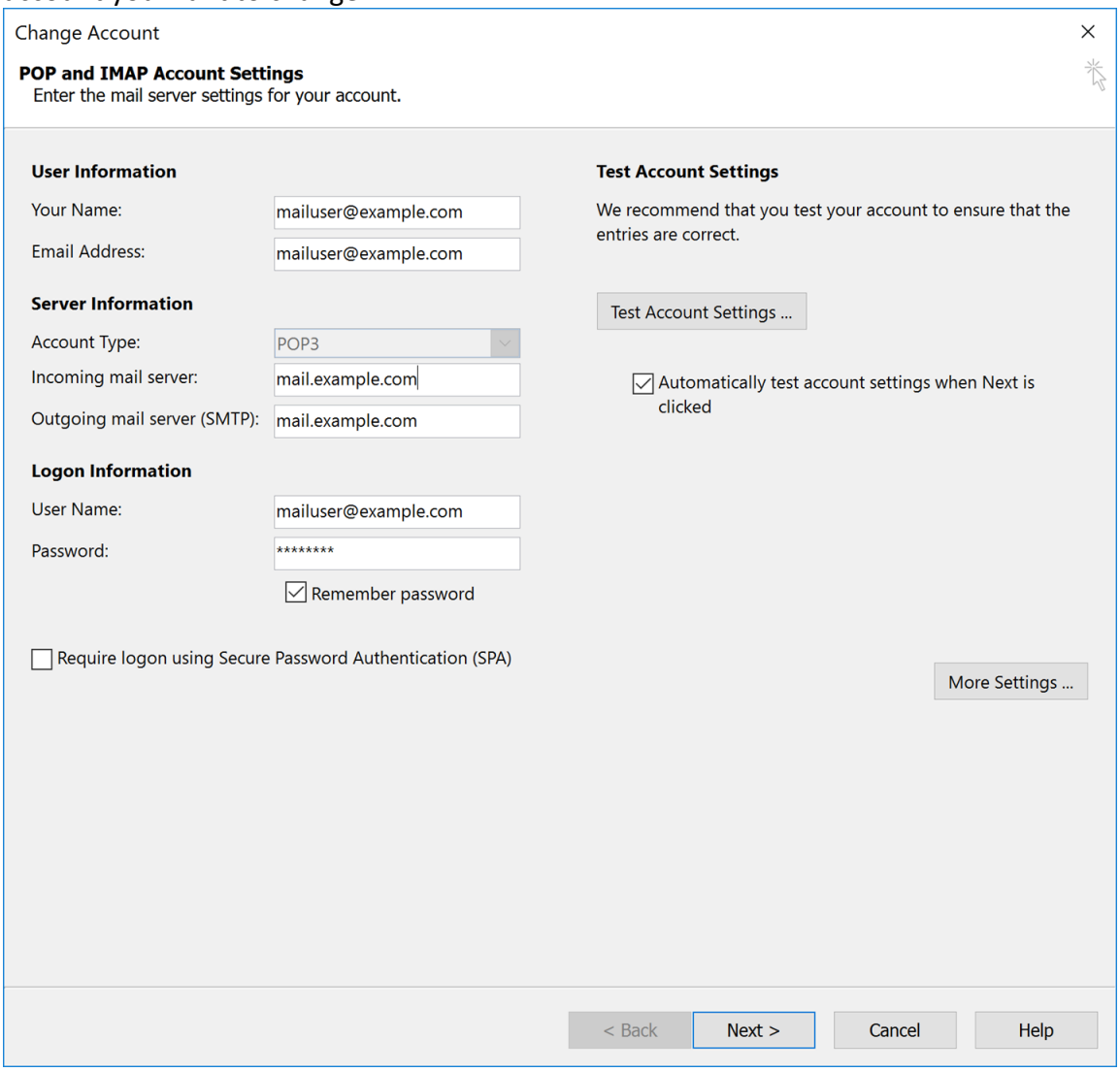
Below are guidelines to set up the POP3 account in Microsoft Outlook 2016 for an example user account called mailuser@example.com. Please use this guideline as a reference for the POP3 setting in Outlook.

Step 1: In Outlook, choose File > Account Settings > Account Settings. Then click on the email account you want to change.

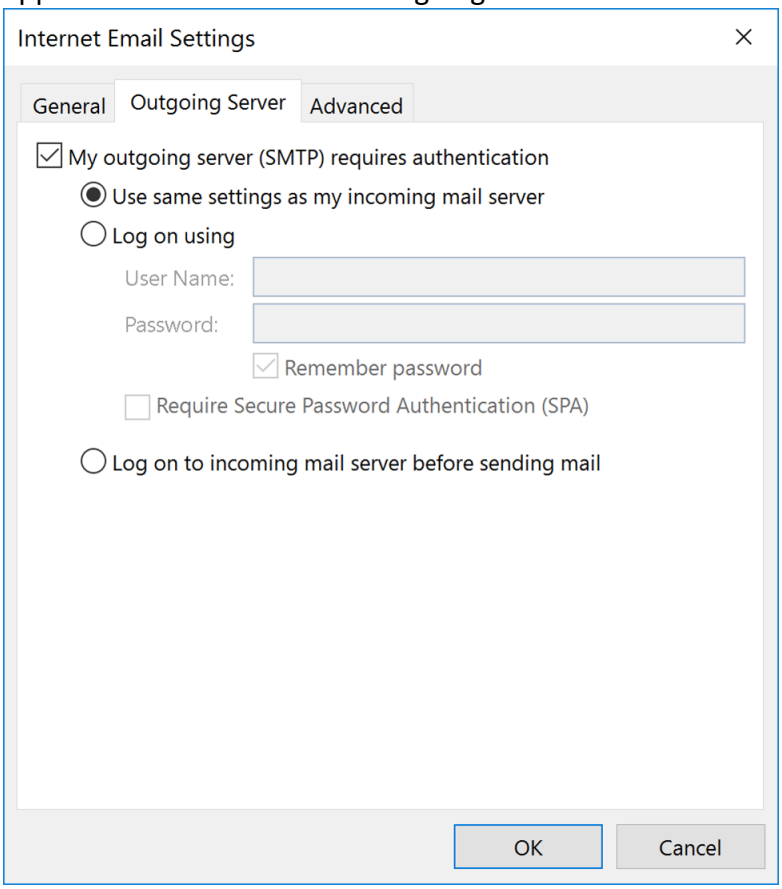


User Information
Your Name: The name that other people will see when you send them e-mail.
Email Address: The e-mail address of user account which should be yourname@fpsb.us.

Server Information
Account Type: POP3
Incoming mail server: mail.fpsb.us or fpsb.nls.k12.la.us
Outgoing mail server (SMTP): mail.fpsb.us or fpsb.nls.k12.la.us

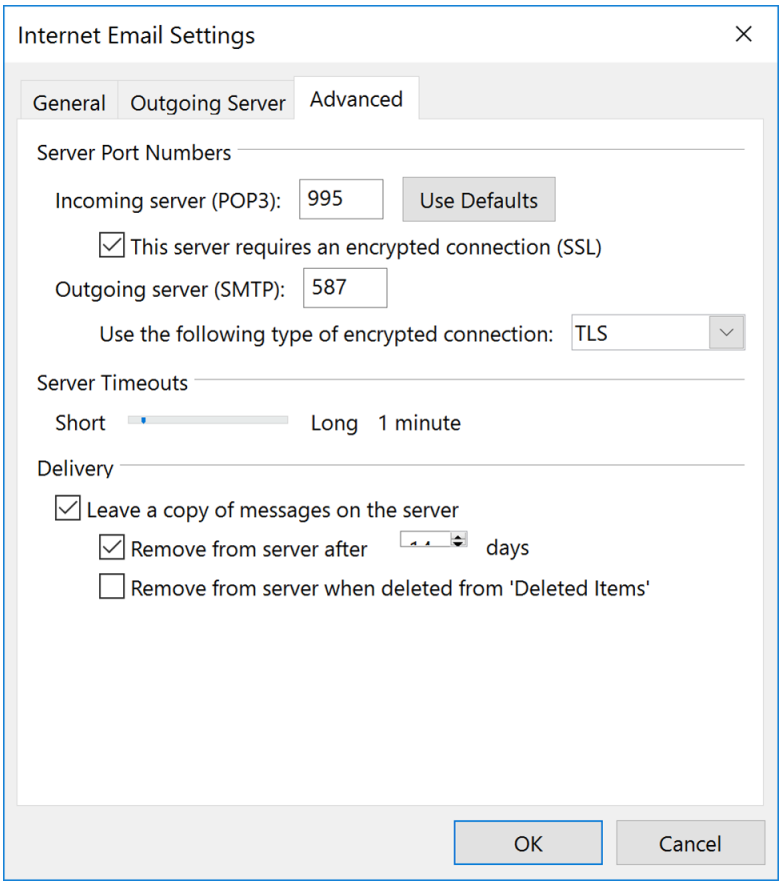
Logon Information:
User Name: The e-mail address of user account which should be yourname@fpsb.us.
Note: Make sure the box next to "Require logon using Secure Password Authentication (SPA)" is NOT checked.

Step 2: Click the "More Settings" button. A new "Internet E-mail Settings" window appears. Then choose the "Outgoing Server" tab.



The box next to "My outgoing server (SMTP) requires authentication" is checked.
The radio button next to "Use same settings as my incoming mail server" is checked.
The new SurgeMail server requires SMTP authentication to prevent spammers from using our email system. If the above two settings are not checked, you will not be able to send outgoing email.

Step 3: Click the "Advanced" tab:



Incoming server (POP3): 995
The box next to "This server requires an encrypted connection (SSL)" is checked.
Note: When check on "This server requires an encrypted connection (SSL)", this will make the POP3 port number change from "110" to "995" and that's normal. Using the POP3 port 110 with no encrypted connection will still work but is not recommended for security reason.

Outgoing server (SMTP): 587
Use the following type of encrypted connection: TLS , STARTTLS, or Auto
Note: Selecting the encrypted connection to SSL or SSL/TLS will NOT work. Using the SMTP port 25 with no encrypted connection will still work but is not recommended for security reason. Besides, many ISPs may block SMTP port 25 in order to prevent spamming by its customers.

Step 4: Complete Outlook setup
Click OK to close the "Internet E-mail Settings" window.
Click Next and Outlook should tell you are all set.
Click Finish to finish the wizard.