

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.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: mailuser@example.com
Email Address: mailuser@example.com

Server Information

Account Type: POP3
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): mail.example.com

Logon Information

User Name: mailuser@example.com
Password: *****
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

More Settings ...

< Back Next > Cancel Help

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 screenshot shows a dialog box titled "Internet Email Settings" with a close button (X) in the top right corner. It has three tabs: "General", "Outgoing Server" (which is selected), and "Advanced". The "Outgoing Server" tab contains the following settings:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

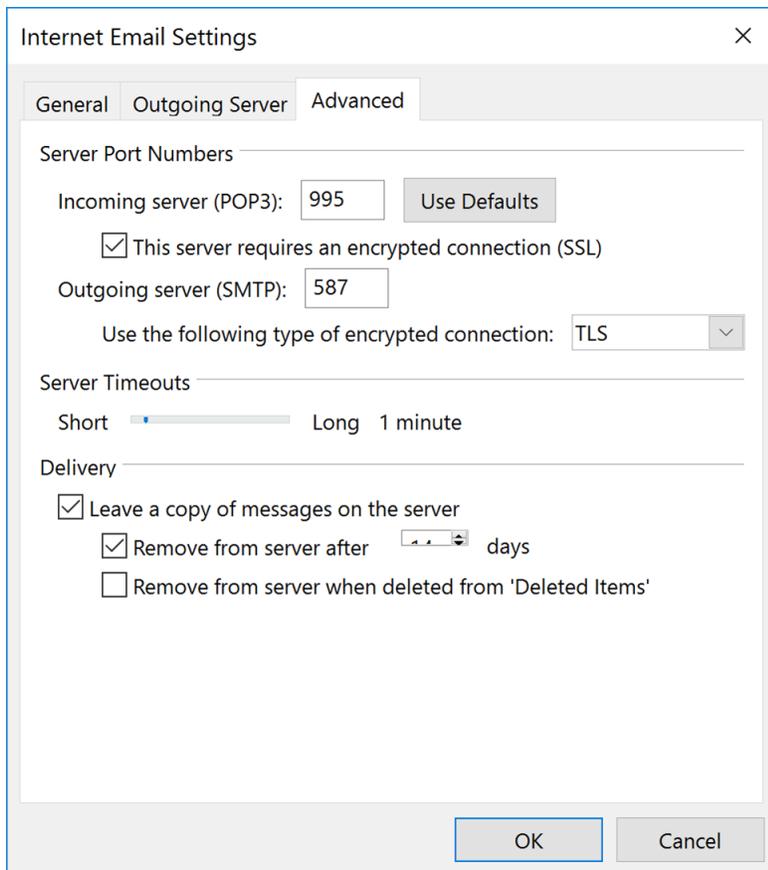
At the bottom of the dialog box are two buttons: "OK" and "Cancel".

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.