Configuring Outlook 2013

For POP3 Connections

VERSION 1.0
Configuring Outlook 2013 for POP3 Connections Overview

Like most email clients, Outlook offers several methods to connect to an email account. We highly recommend that you use an Exchange connection in Outlook, because it allows for the most features and functionality. A second option is IMAP, which is recommended over POP3. However, some users prefer a POP3 connection.

Please be aware that some issues can occur with POP3 that do not occur with an Exchange or IMAP connection. The first problem is locking the mailbox, which can keep you from being able to access your email altogether for a period of time. The other major problem is downloading all emails to a single computer, so you can no longer access it from the web or another computer.

Configure the Account Settings in Outlook 2013

- Open Outlook. By default, the program will open to the Home tab. Click the File tab.

- Click the Add Account button.
• In the **Add New Account** dialog box, fill in the **Your Name**, **E-mail Address**, **Password**, and **Retype Password** text boxes.
  
  o The email address will be in the format of **your_netid@email.arizona.edu**.
  
  o The password will be your UA NetID password.

![Add Account dialog box](image1)

• Click the **Manually configure server settings or additional server types** radio button. Click the **Next** button.

![Add Account dialog box](image2)
- Leave the radio button for **Internet E-mail** selected. Click the **Next** button.

![Choose Service](image)

- The **Internet E-mail Settings** window will appear with the **Your Name**, **E-mail Address**, and **User Name** fields already completed. By default, the **Account Type** is set to POP3.

![Internet E-mail Settings](image)
- In the **Server Information** section, fill in the **Incoming mail server** and **Outgoing mail server (SMTP)** text boxes.
  - **Incoming mail server**: mail.catnet.arizona.edu
  - **Outgoing mail server (SMTP)**: smtpgate.email.arizona.edu

- In the **Logon Information** section, fill in the **Password** text box with your UA NetID password. The **User Name** text box should already contain your UA NetID.

- Click the **More Settings...** button.
• On the **General** tab, the account name will already be filled in with your email address. If you wish, change this to something of your choice. The name in this box will identify this account on Outlook’s **Home** tab and in the **Account Settings** box.

![General tab screenshot](image1)

• Click the **Outgoing Server** tab. Check the **My outgoing server (SMTP) requires authentication** check box.

![Outgoing Server tab screenshot](image2)
• Click the **Advanced** tab. In the **Server Port Numbers** section, set the incoming server port and encryption. By default, these are set to 995 and None.
  
  o **Incoming server (POP3)** port text box: 995
  
  o Check the box labeled **This server requires an encrypted connection (SSL)**.

  ![Image of Outlook configuration settings](image)

• In the same section, set the outgoing server port and encryption. By default, these are set to 25 and None.
  
  o **Outgoing server (SMTP)** port text box: 587
  
  o **Use the following type of encrypted connection** drop down menu: TLS

  ![Image of Outlook configuration settings](image)

• Find the **Delivery** section.
- Leave the **Leave a copy of the message on the server** box checked.
- Uncheck the **Remove from server after <14> days** box.
- Check the **Remove from server when deleted from 'Deleted Items'** box.

- Click the **OK** button.
- Click the **Next** button.
• Outlook will automatically test your settings. If the setup was successful, it will indicate that a connection was made to the incoming server and a test message was sent. Click the **Close** button.

![Test Account Settings](image)

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log onto incoming mail server (POP3)</td>
<td>Completed</td>
</tr>
<tr>
<td>Send test e-mail message</td>
<td>Completed</td>
</tr>
</tbody>
</table>

• Click the **Finish** button.