Updating Outlook 2010 for POP3 Connections – 

VERSION 1.0
Configuring Outlook 2010 for POP3 Connections Overview

Like most email clients, Outlook offers several methods of connecting to an email account. While we highly recommend that all users employ the Exchange option for connecting to their accounts whenever possible, some may have a reason to use POP3.

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.

Step 1: Update the Account Settings in Outlook 2010

- Open Outlook. Click on the File tab. Then click on Account settings and then Account Settings.

- You will now see a listing of your accounts. Double click on your IMAP account and a new window should appear. In this new window, click on More Settings.
- A new window will appear. Now click on Advanced. This is where you can update the Outgoing Server port to 587. Also ensure it is using TLS.