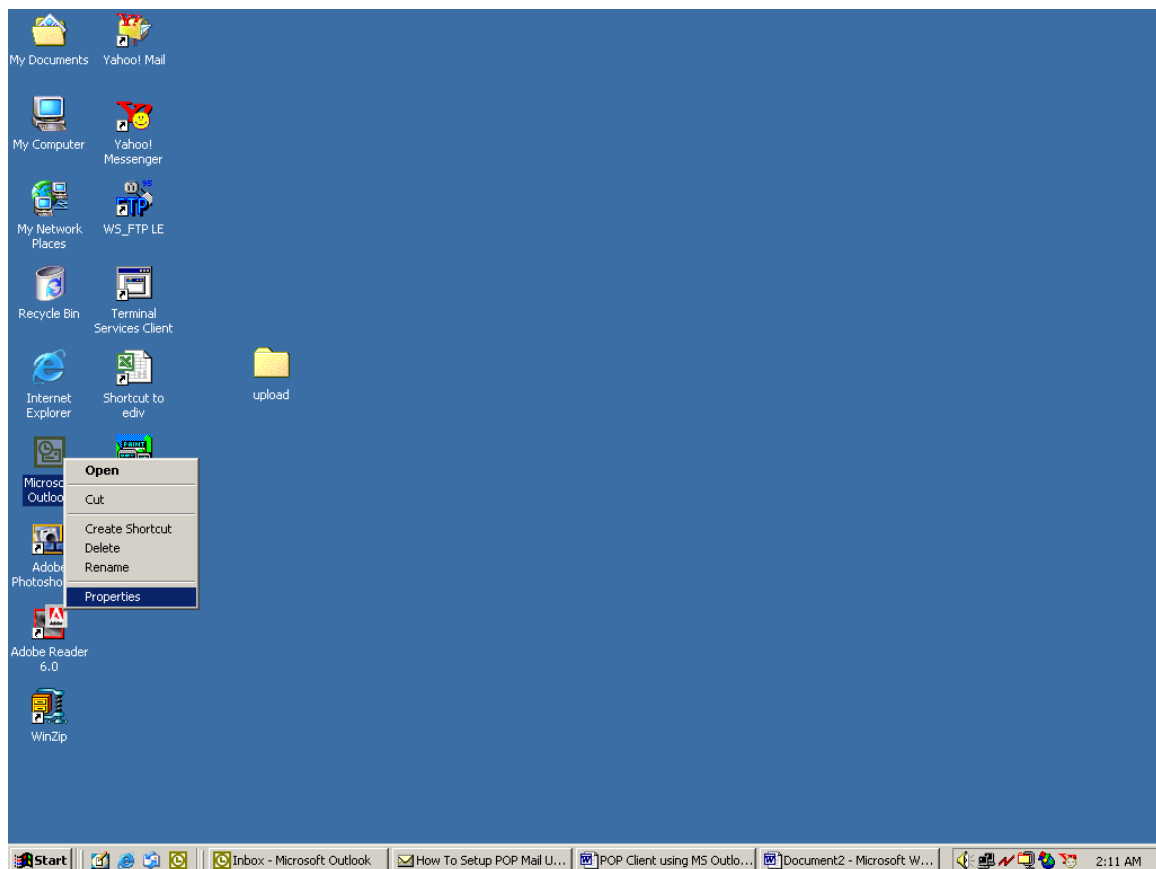


# How to setup POP mail using Outlook 2002

## How to setup POP mail using Outlook 2002:

There are many ways of setting up your POP mail using your Outlook starting from your desktop. For this purpose, we will be teaching you the most basic method, guiding you step by step to successfully set up your POP mail by yourself. This procedure perfectly fits for first time installations.

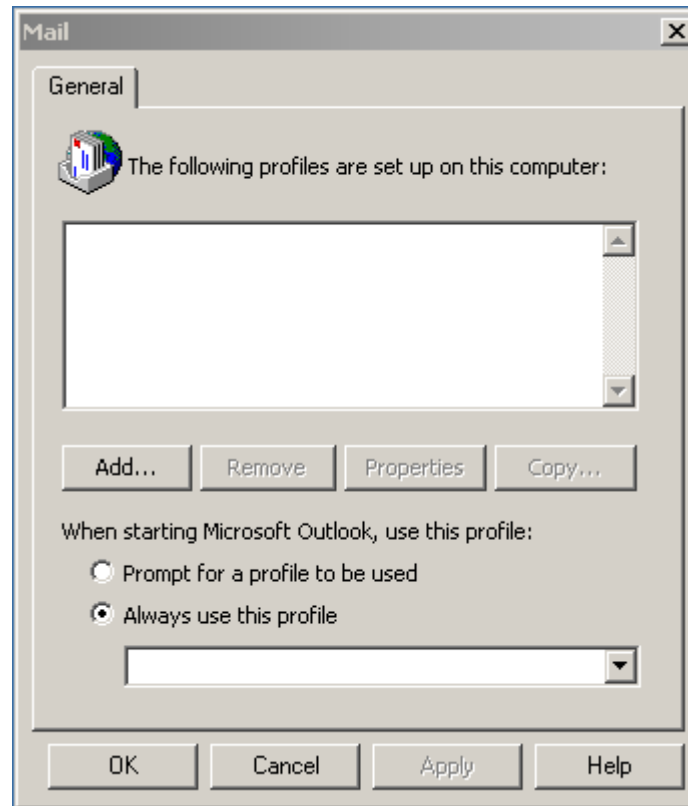
- Figure 1 is your desktop screen, which is the first screen you will see after turning on your personal computer.



**Figure 1:**

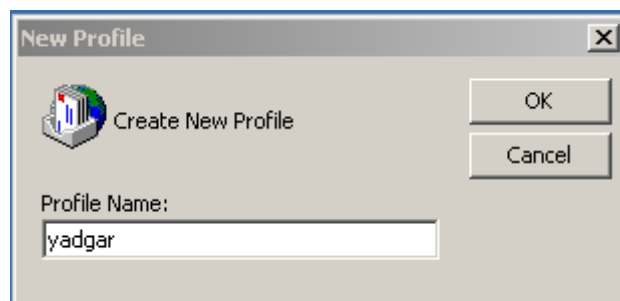
- On your desktop, look for the Microsoft Outlook icon then select it by **right clicking** your mouse. Once icon is highlighted, an option box will pop out. Select **Properties** as shown in Figure 1.

- **Figure 2** is the **Mail Setup Window**, the next window that will appear after selecting **properties**.



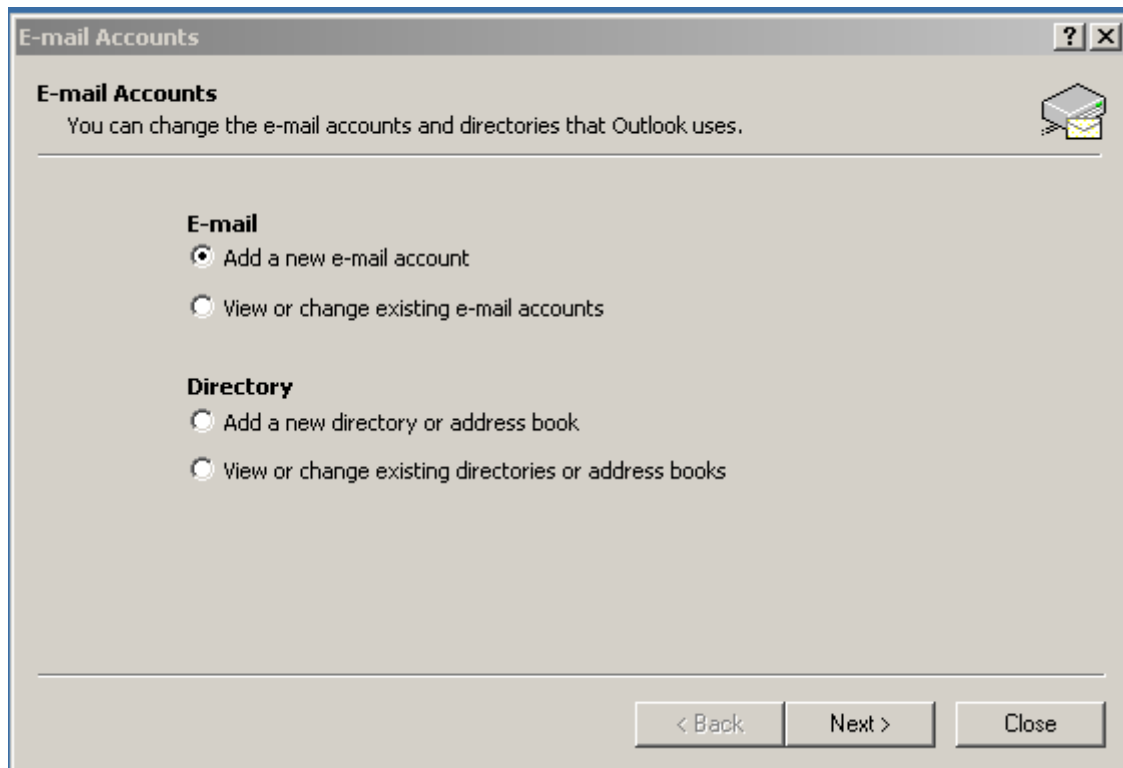
**Figure 2:**

- In this window, click on the **Add Button**.
- After clicking **Add button**, **New Profile** window pops up (see **Figure 3**)
- Write in the profile name you wish to use then click **Ok**.



**Figure 3**

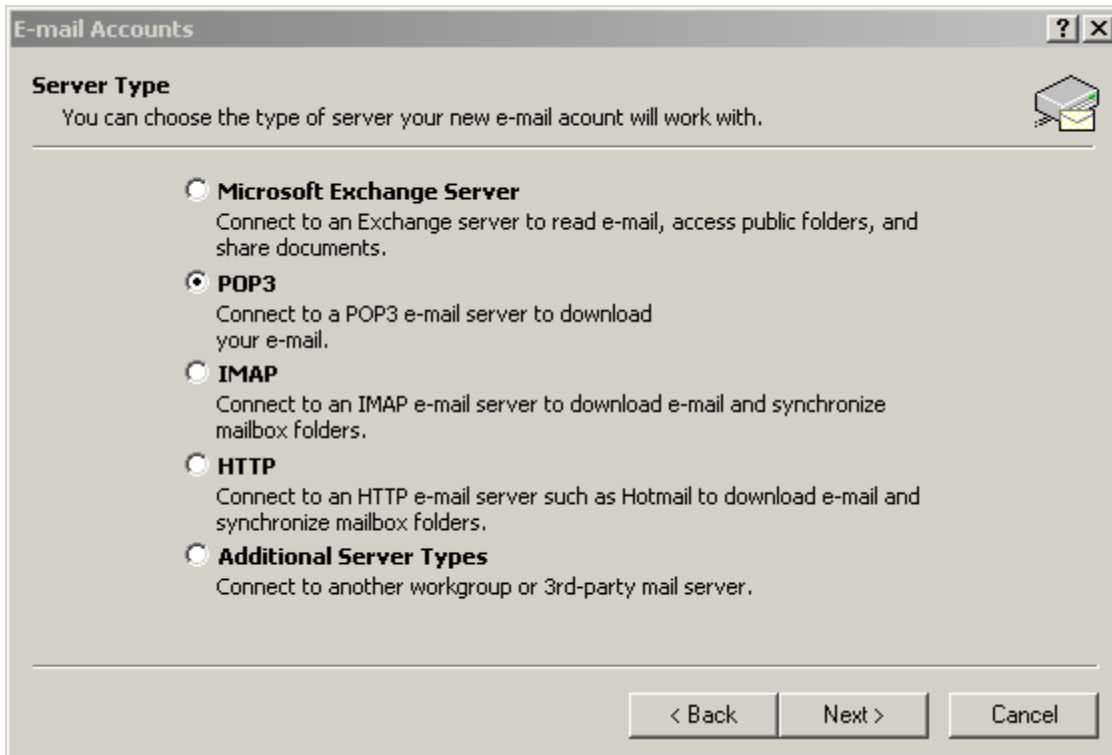
- **Figure 4** is the **E-mail Accounts** window, which pops out after clicking Ok from the **New Profile** window.



**Figure 4**

- On the email section buttons, select **Add a new e-mail account** and click the **Next** button as shown in Figure 4 and a window pops up as shown **Figure 5**.

➤ **This is the second E-Mail Accounts window**



**Figure 5**

- On this window, select **POP3** button and click on the **Next** button as shown in Figure 5.
- After clicking the **Next** button, you have to fill-in your information. See page 6.

➤ E-mail Accounts Window: Filling Up Section

**E-mail Accounts** [?] [X]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

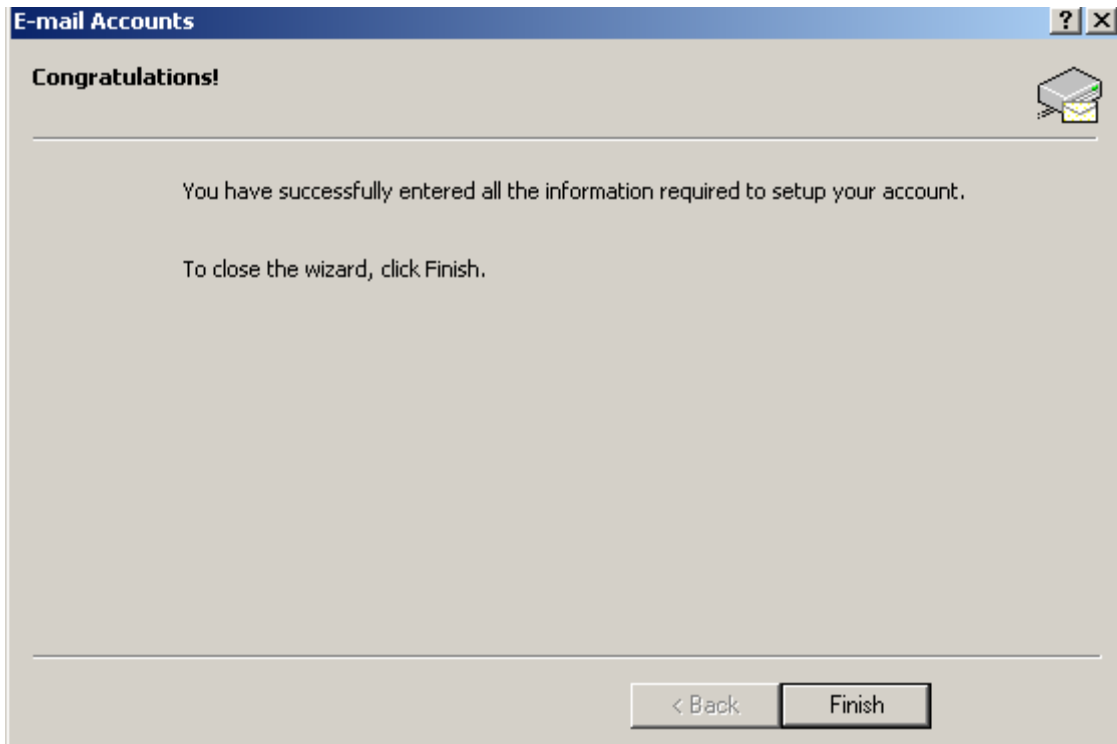
**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Figure 6**

- Fill up the appropriate info on the fields as shown in figure 6 and click the **Next** button.
- After clicking Next, please see page 7.

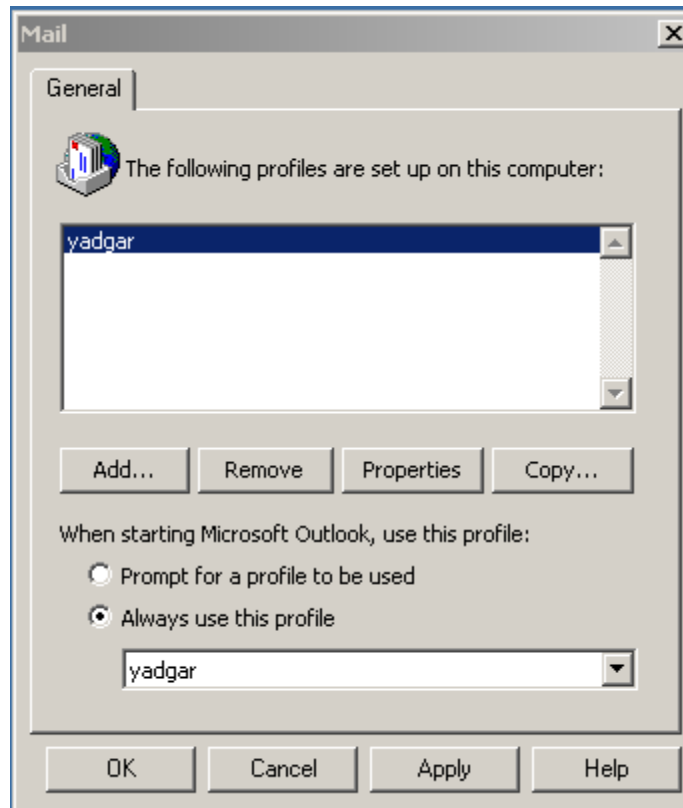
- This is the last page of E-mail Accounts



**Figure 7**

- Click on **Finish** button to continue.
- To apply, see page 8.

- Applying POP to your Outlook



**Figure 8**

- Select your profile name and make sure it is highlighted. Then, click **Apply** and click **Ok** to finalize the setup as shown in Figure 8.