

Outlook 2010 POP/IMAP/SMTP Setup Guide

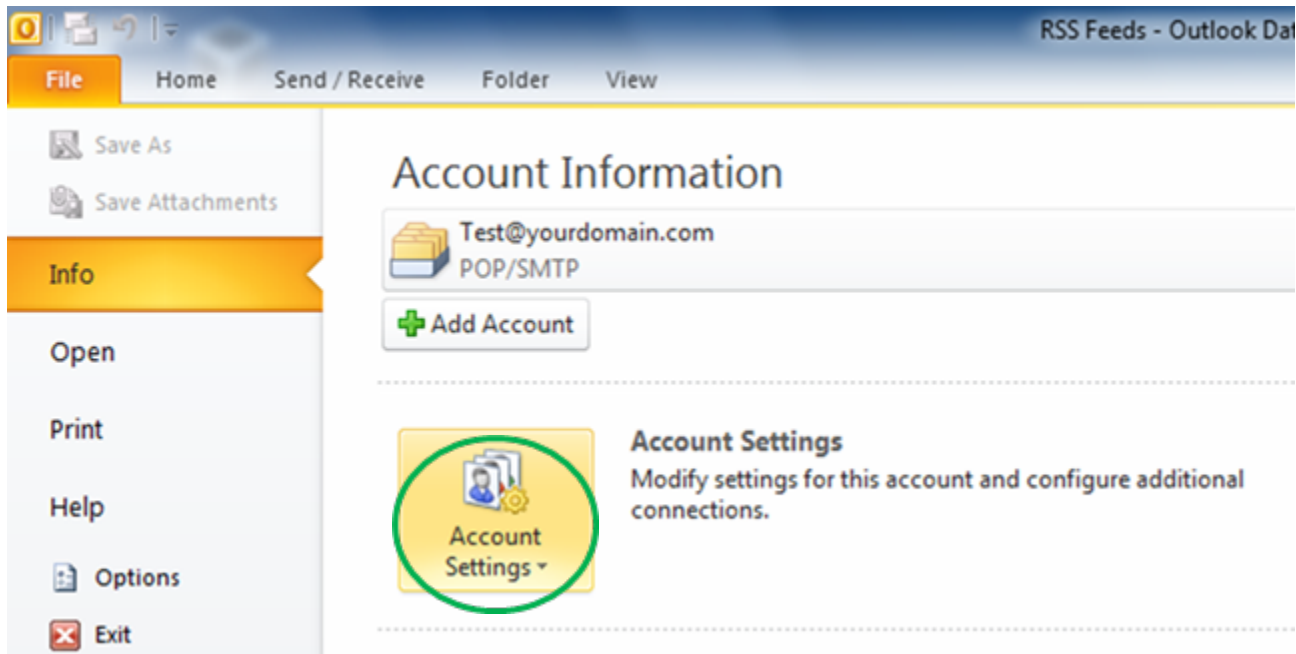


These steps walk you through the process of reconfiguring your email client to a Fusion hosted POP/IMAP email account in Outlook 2010:

1. With Outlook open, click File



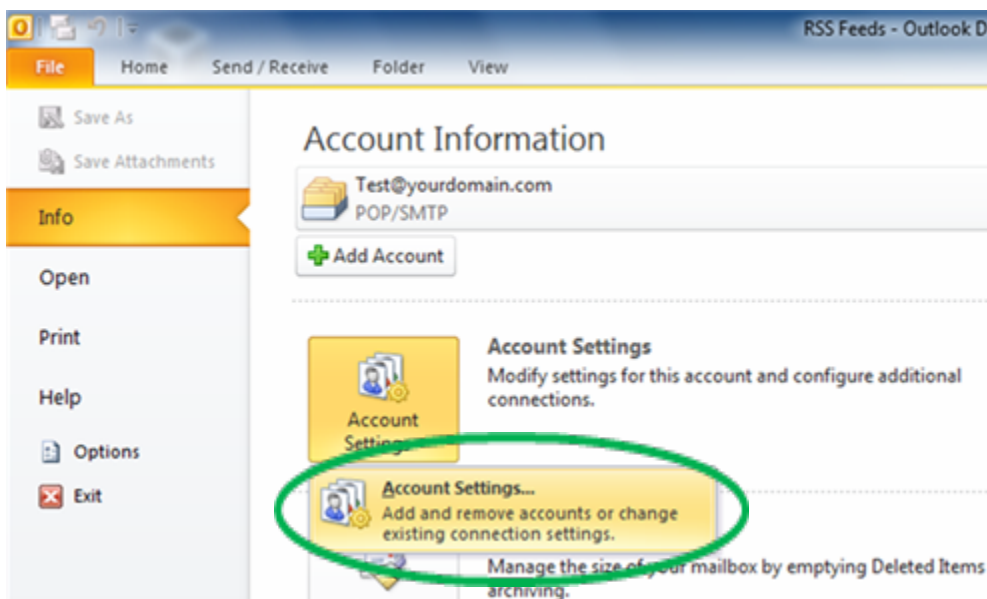
2. Click Account Settings



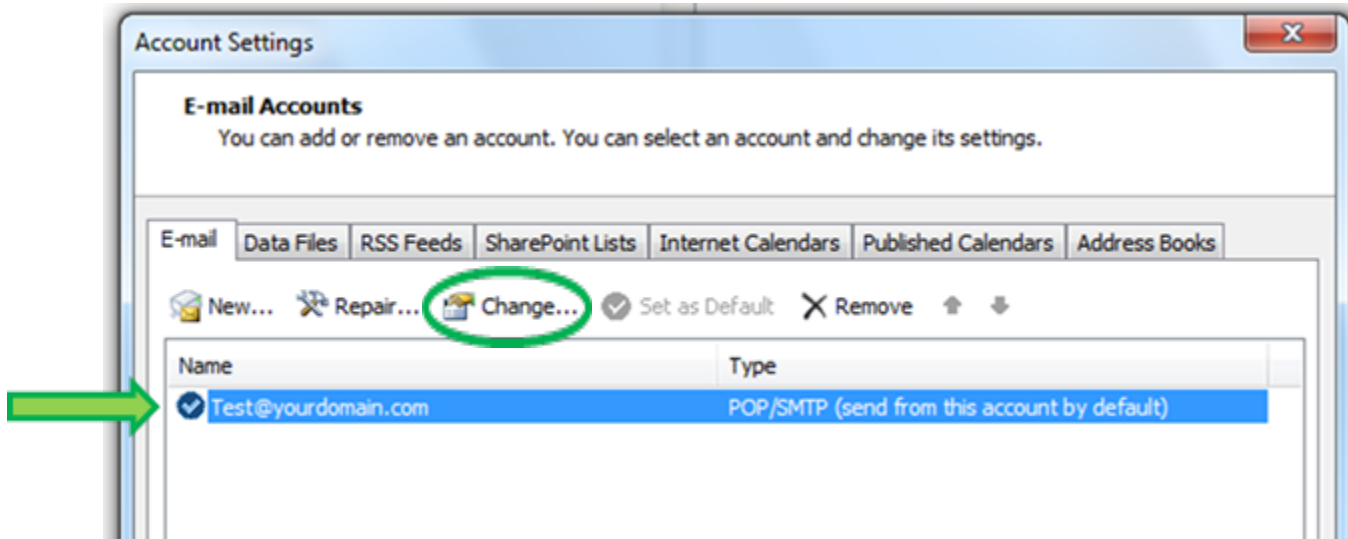
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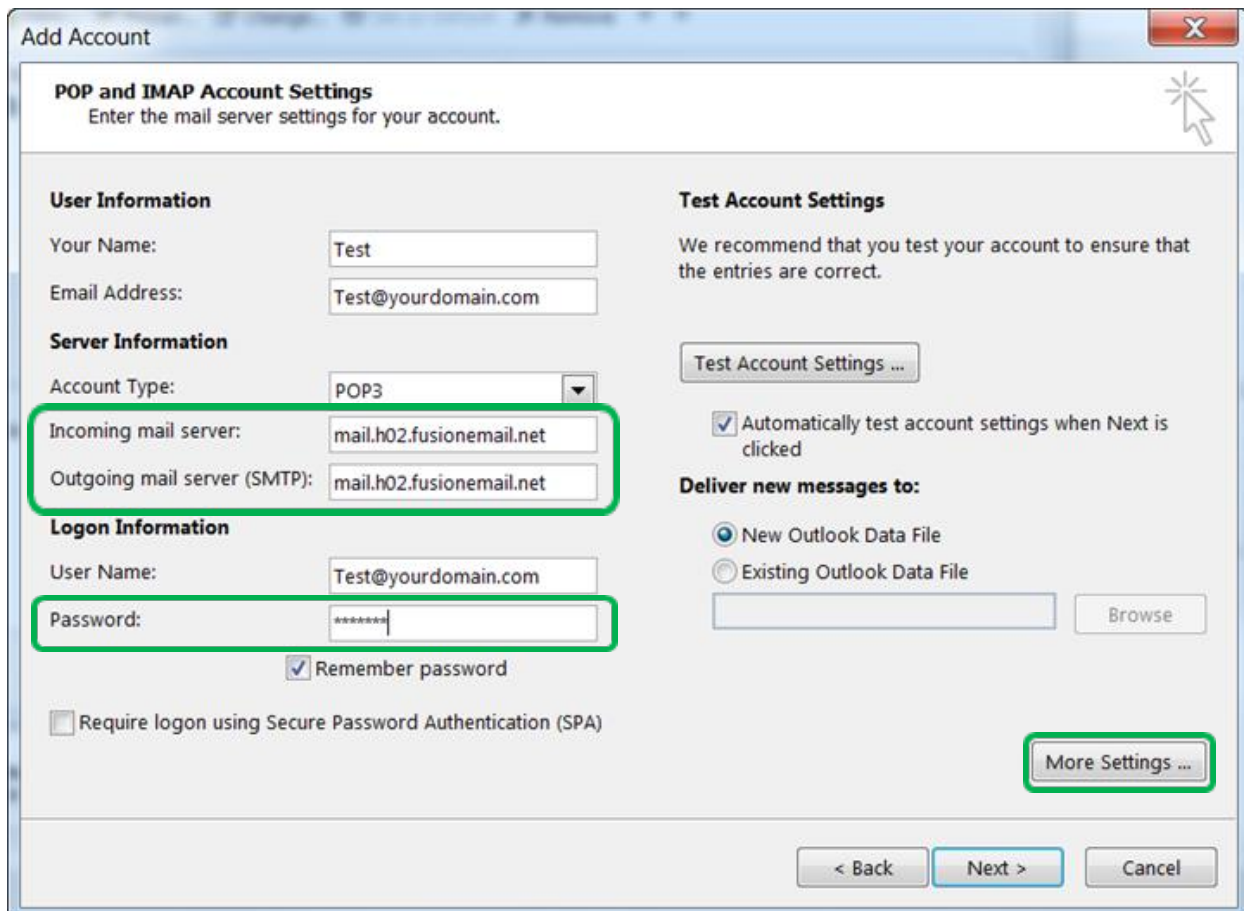
3. Click Account Settings...Add and remove accounts or change existing connection settings



4. Select your email account and click Change.....

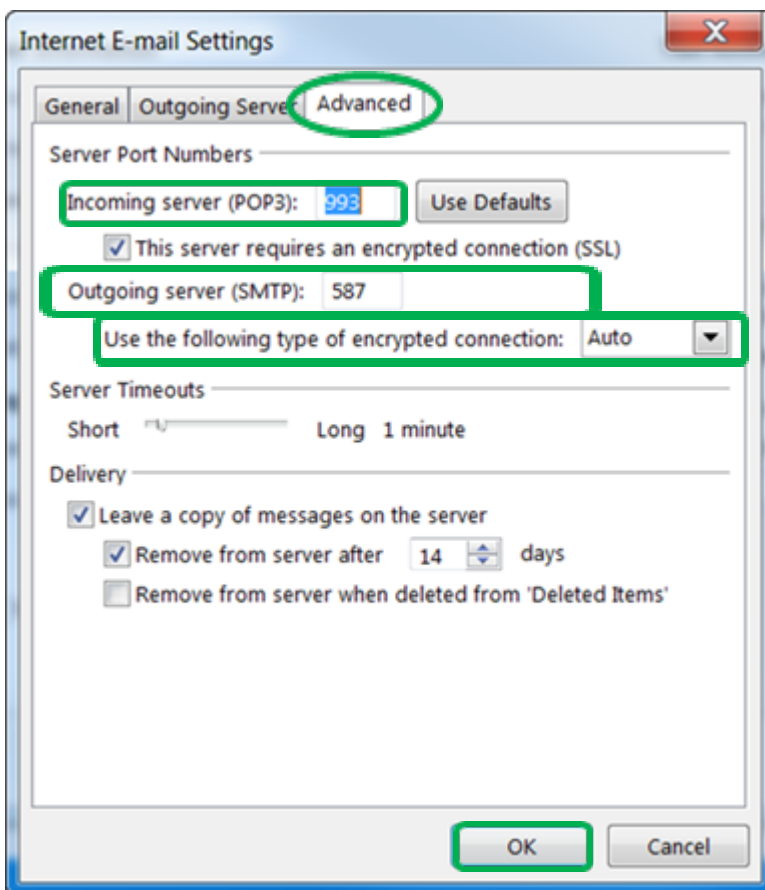


5. Change the Incoming mail server and Outgoing mail server (SMTP) fields to **mail.h02.fusionemail.net**, type the password that you set in the control panel, then click **More Settings...**



6. Click the Advanced tab.
 - a. For the incoming server port Select SSL encryption. This should automatically change the port number.
 - i. For POP accounts verify the Incoming server port is 995.
 - ii. For IMAP accounts verify the Incoming server port is 993 (see next page)
 - b. Select Auto or STARTTLS encryption for the outgoing server (SMTP). The correct Outgoing server (SMTP) port is 587
 - c. Click OK

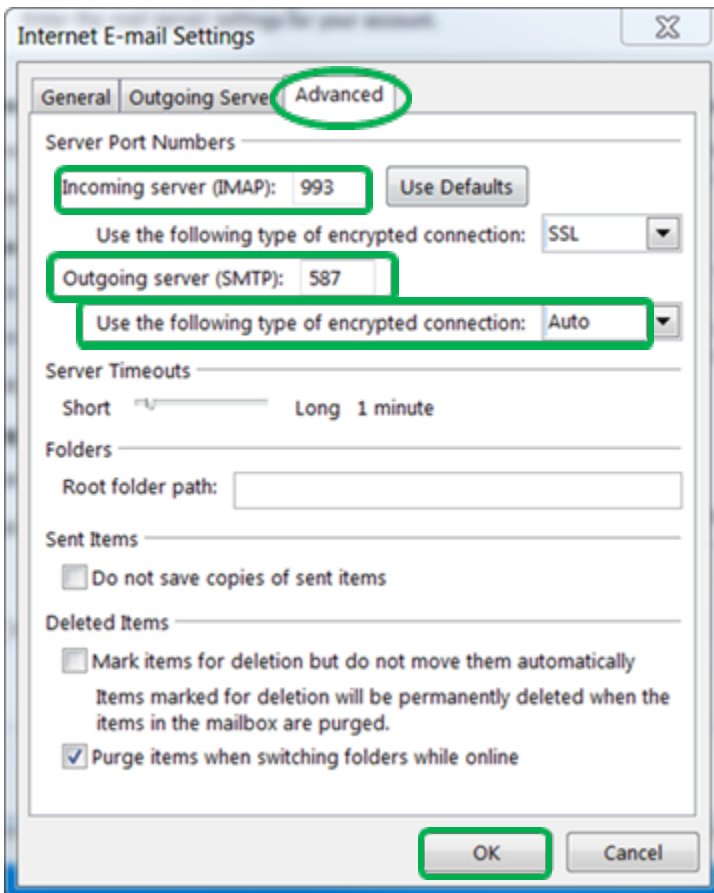
POP



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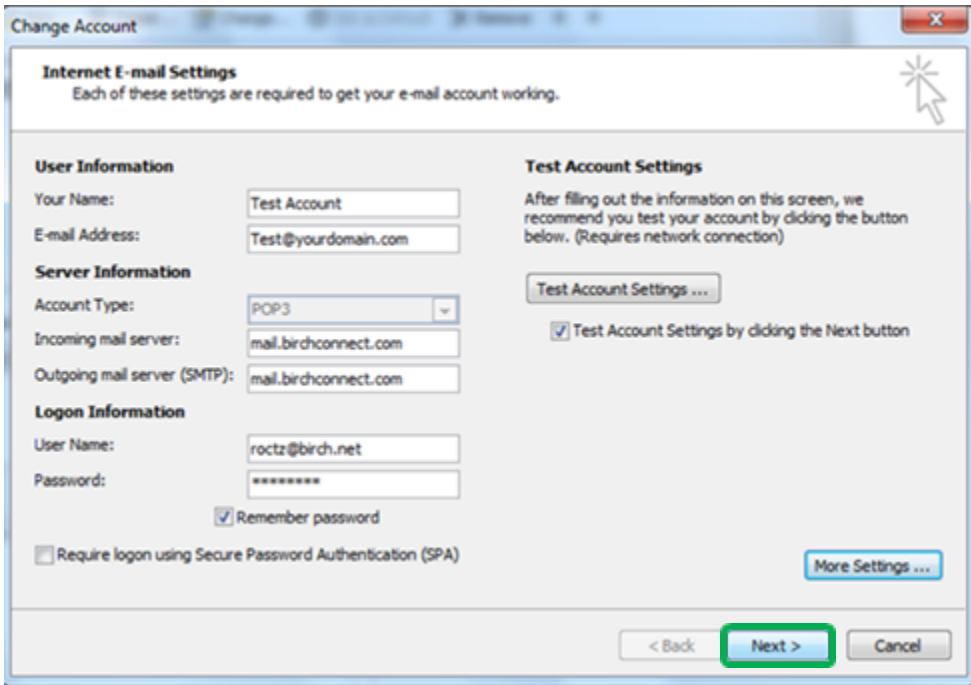
7. Click the Advanced tab.
 - d. For the incoming server port Select SSL encryption. This should automatically change the port number.
 - i. For POP accounts verify the Incoming server port is 995.
 - ii. For IMAP accounts verify the Incoming server port is 993.
 - e. Select Auto or STARTTLS encryption for the outgoing server (SMTP). The correct Outgoing server (SMTP) port is 587
 - f. Click OK

IMAP



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8. Click Next.



Change Account

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

User Information
Your Name: Test Account
E-mail Address: Test@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: mail.birchconnect.com
Outgoing mail server (SMTP): mail.birchconnect.com

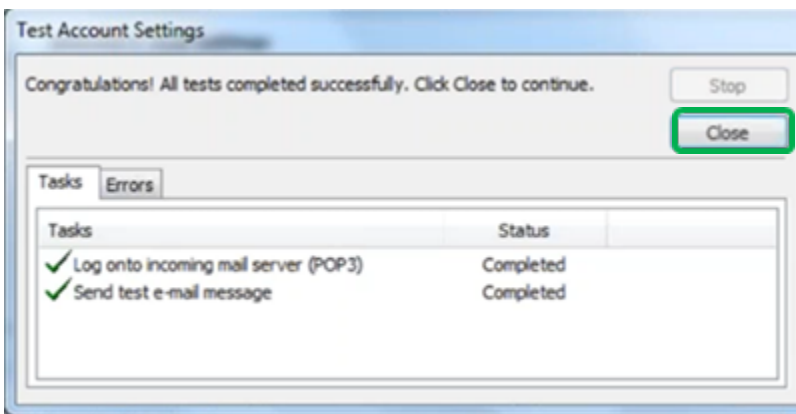
Logon Information
User Name: roctz@birch.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

More Settings ...

< Back **Next >** Cancel

9. By default this tests your email settings. Click Close.



Test Account Settings

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

Stop
Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

10. Once you see the following, click Finish. If you received errors when testing your email account, please double check the server names, password and encryption types that were updated during this procedure. It is also recommended to restart Outlook upon successful completion of these steps.

