Outlook 2010 POP/IMAP/SMTP Setup Guide
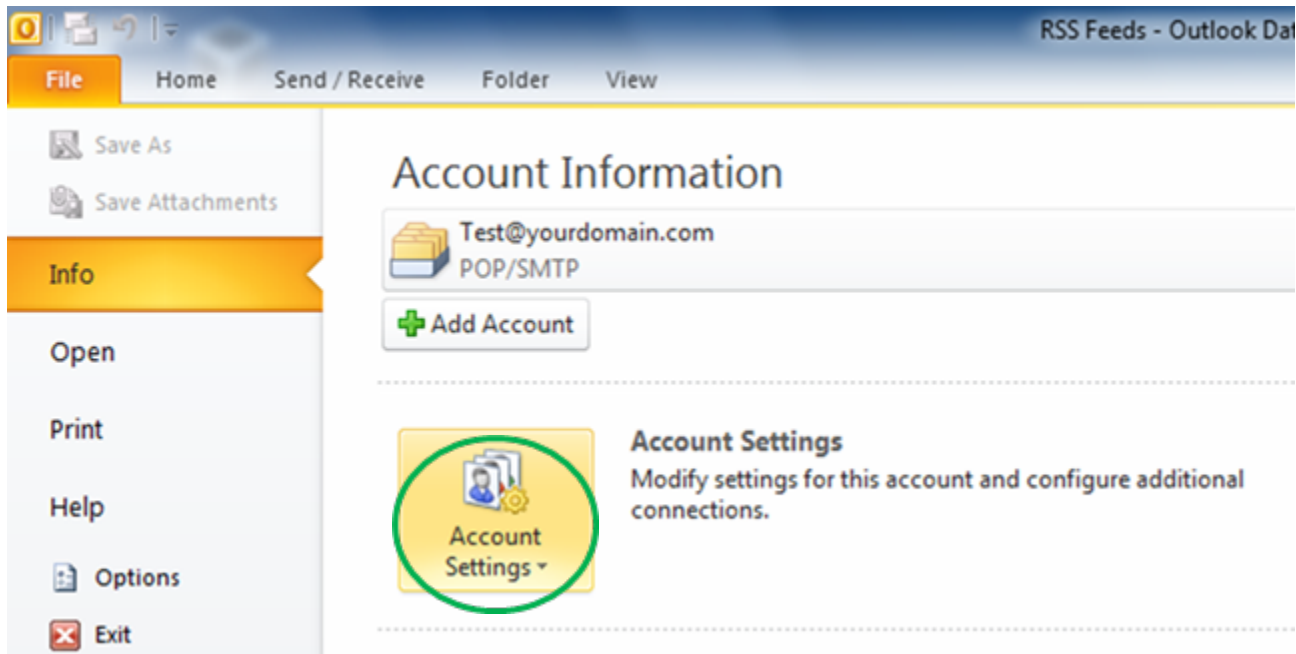
These steps walk you through the process of reconfiguring your email client to a Fusion hosted POP/IMAP email account in Outlook 2010:
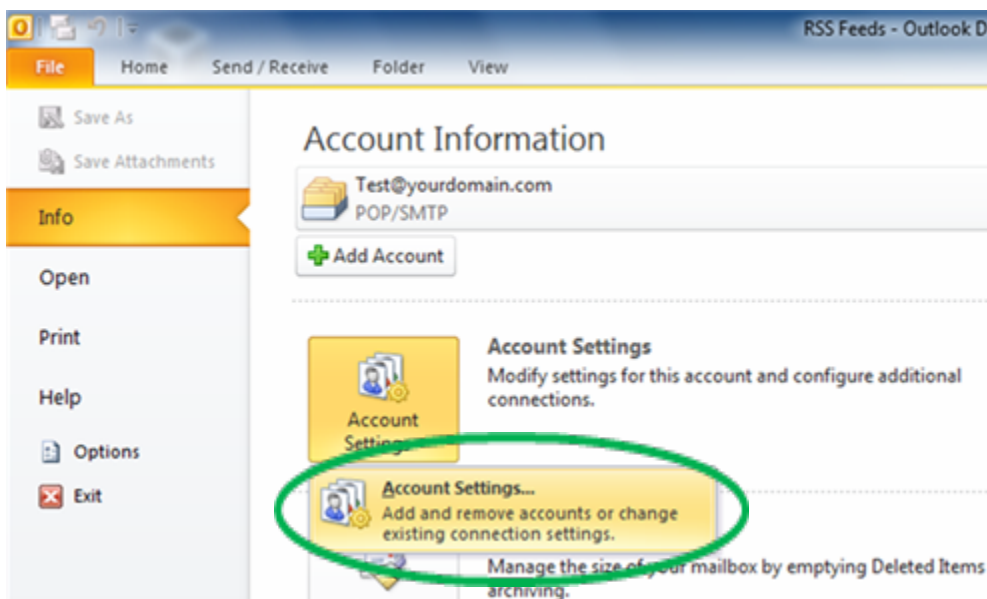
1. With Outlook open, click File
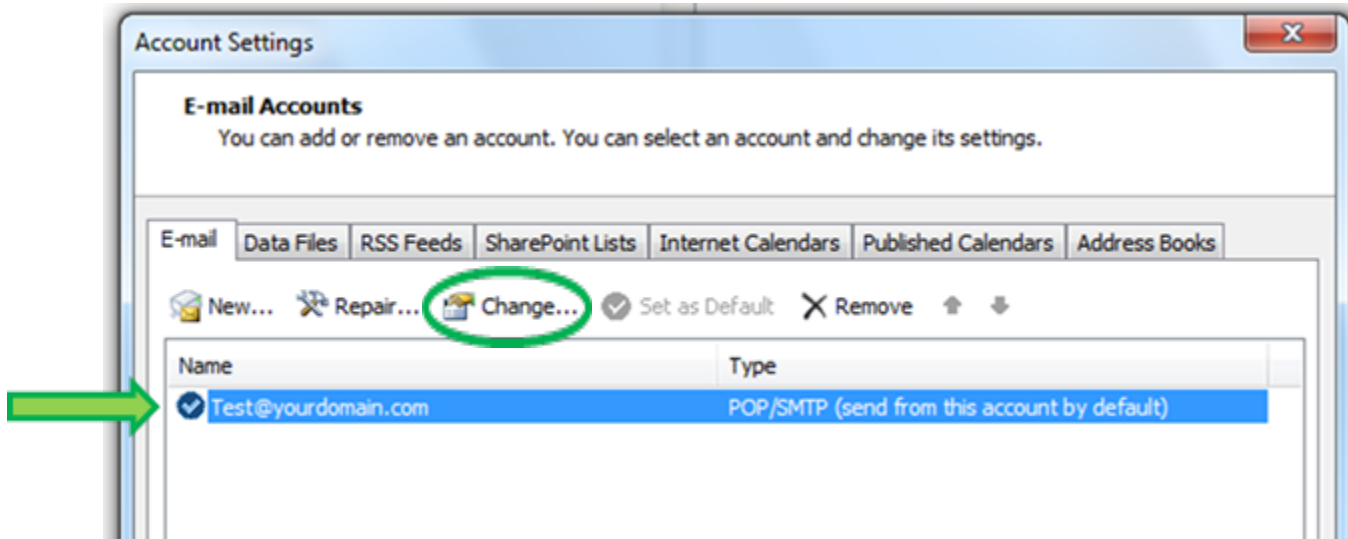

2. Click Account Settings
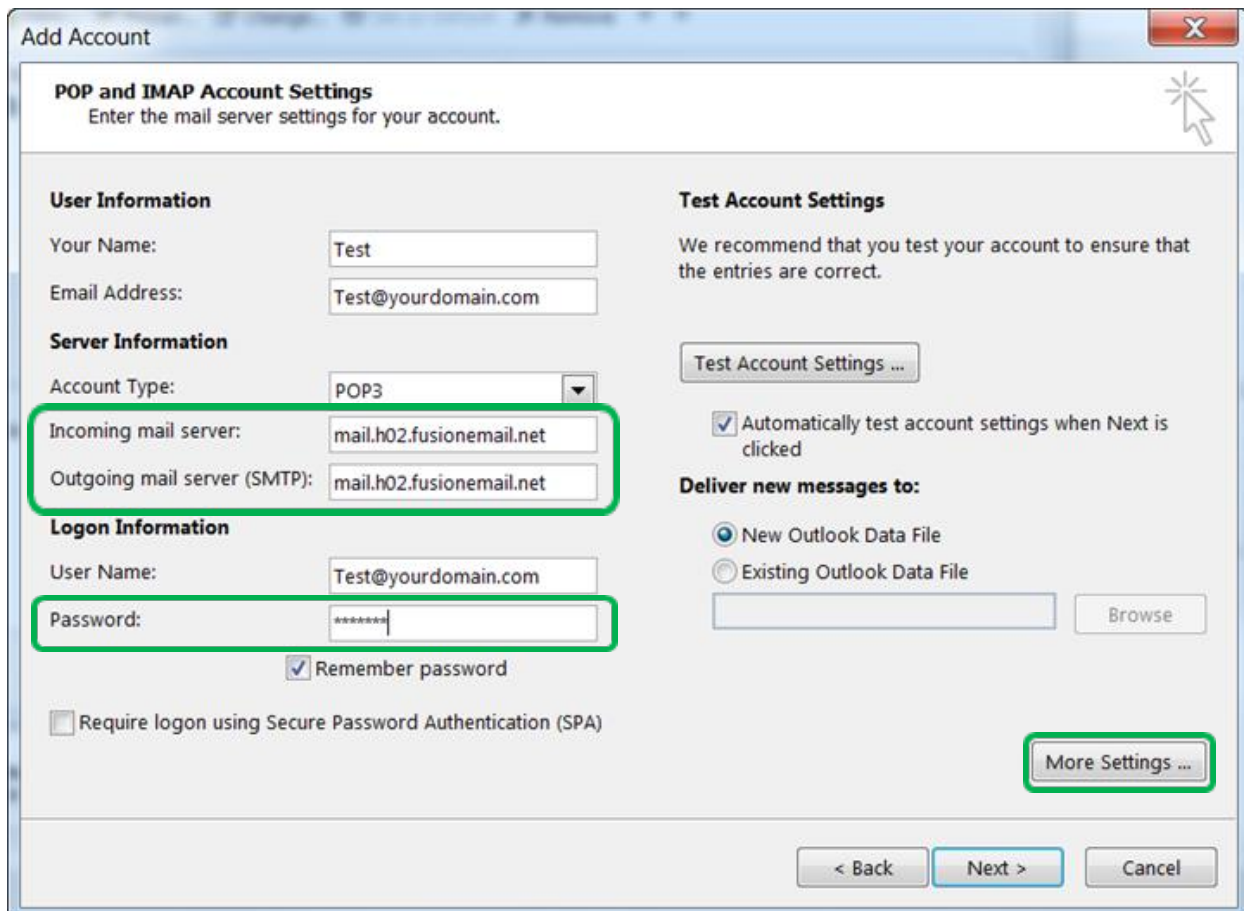
3. Click Account Settings…Add and remove accounts or change existing connection settings
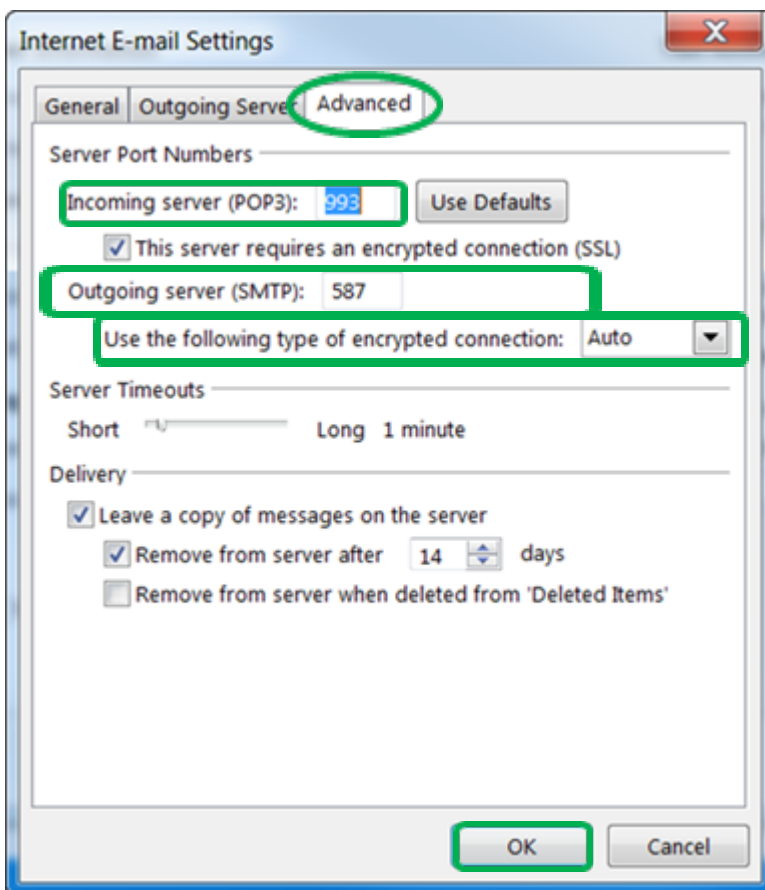
4. Select your email account and click Change……

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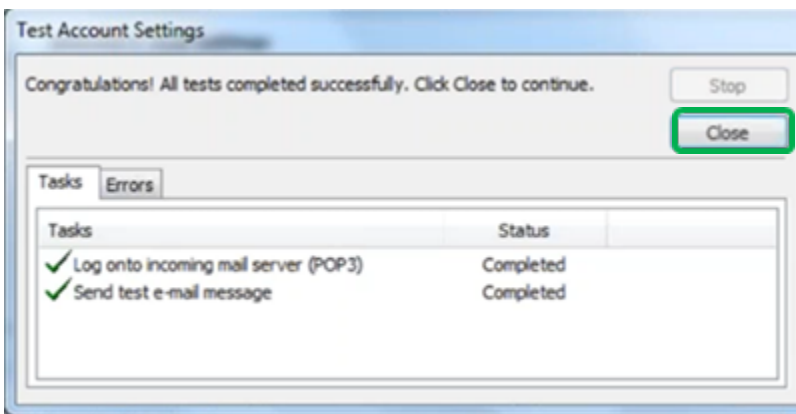
6. Click the Advanced tab.
   a. For the incoming server port Select SSL encryption. This should automatically change the port number.
      i. For POP accounts verify the Incoming server port is 995.
      ii. For IMAP accounts verify the Incoming server port is 993 (see next page)
   b. Select Auto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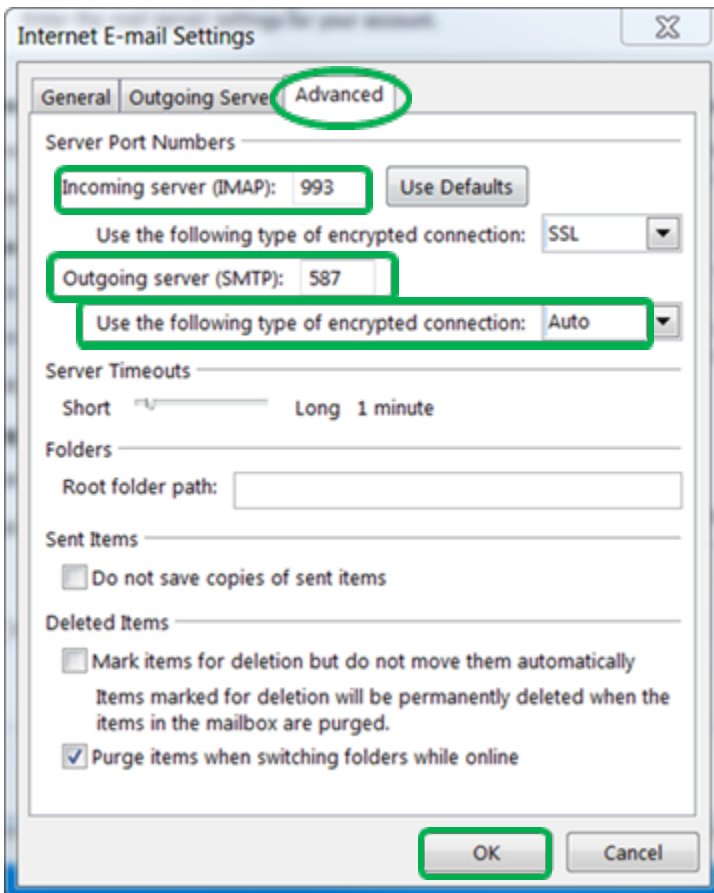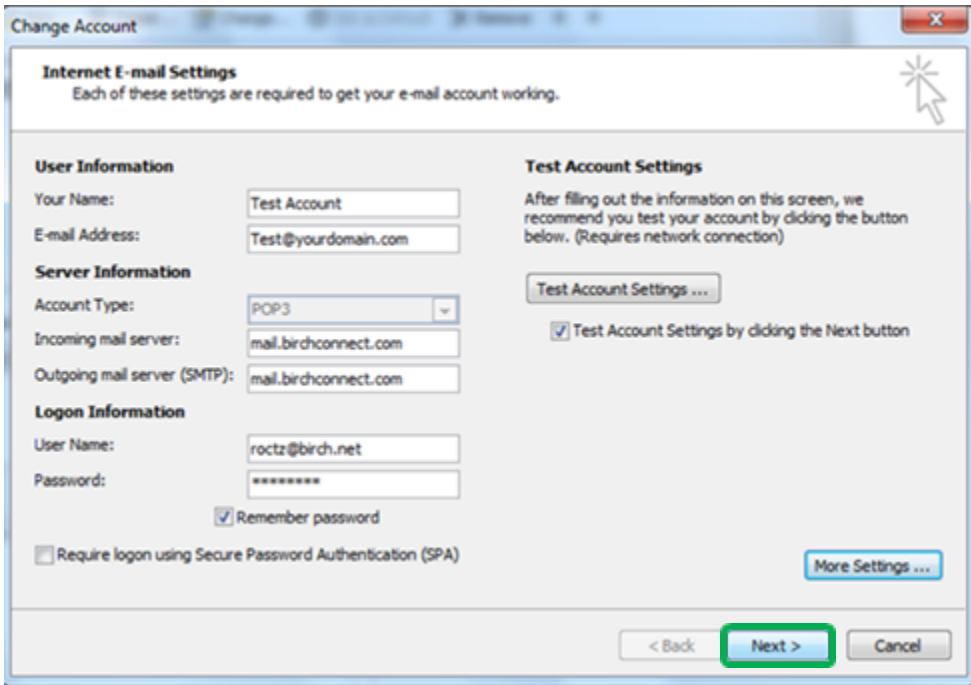   c. Click OK

POP

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 STARTTTLS encryption for the outgoing server (SMTP). The correct Outgoing server (SMTP) port is 587
    f. Click OK

IMAP

8. Click Next.

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

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.