

# How to Pop Email to Outlook

## Webmail Access

You can access your email account through the following URL: <http://webmail.usalocalbiz.com>. The login is your full email address and your account password. We do have tools available to hosted domains to create new email accounts. Some want to take advantage of software like Outlook to view their email. For those who have email popped to Outlook, we've developed these instructions that cover Outlook 2007/2010 and IOS (iTouch, iPad, iPhone).

Those familiar with configuring email settings can skip the step by step instructions and use the following information:

Account type: **POP3**

User Name: **your email address**

Password: **your password**

Incoming mail server settings:

Incoming mail server: **smtp.usalocalbiz.com**

Incoming server (POP3) Port number: **995** (Requires SSL)

If your ISP provides outgoing mail, you will probably want to use their settings. However, if needed, you can use USALocalBiz's outgoing server by using the following settings:

Outgoing mail server (SMTP): **smtp.usalocalbiz.com**

Outgoing server (SMTP) requires authentication.

Outgoing server (SMTP) Port number: **465** (Using SSL encryption)

(You can also use Port number **587** and TLS encryption if you have problems.)

Log on to outgoing server using your email address, but replacing the @ with a .

For example, **shane@culocalbiz.com** would become **shane.culocalbiz.com**

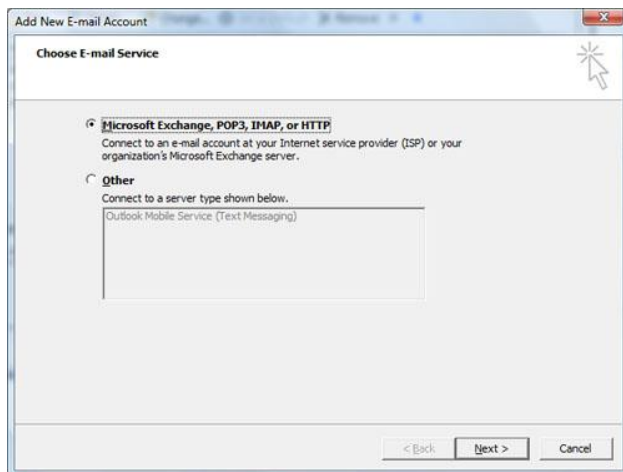
## Setting up Email to Outlook 2007

Let's take a look at how to setup your pop mail account in Outlook 2007.

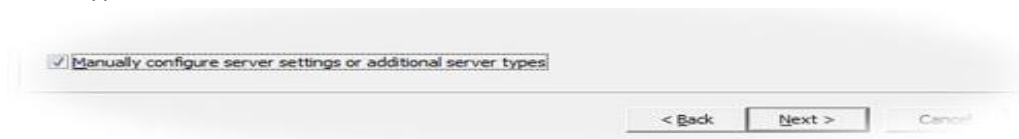
First things first – check the version of Outlook you're currently using by going to Help > About Microsoft Office Outlook. The screen that displays will tell you your version. We'll begin with instructions for the latest Office Outlook 2007 setup.

1. Open Outlook.
2. Select Tools > Account Settings.
3. Select NEW from the secondary toolbar in the display window. This will allow you to create a new connection. You could also edit the existing pop email, if you have it setup for our old email server. Whichever route you choose, you will need your original password to create the account.

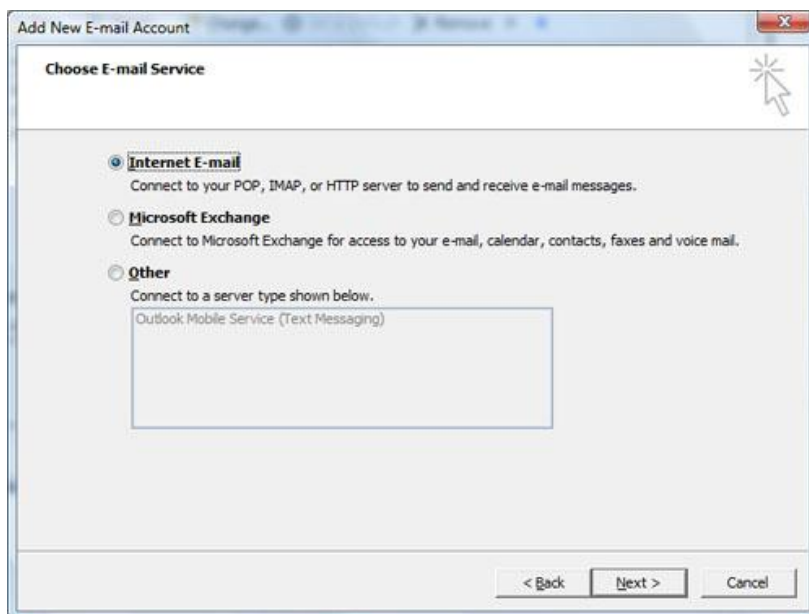
4. Choose the first selection – Microsoft Exchange, POP3, IMAP or HTTP. We'll use Secure POP.



5. After clicking next, do not enter information into the following screen. You will want to select the checkbox on the lower left of the window – Manually configure server settings or additional server types.

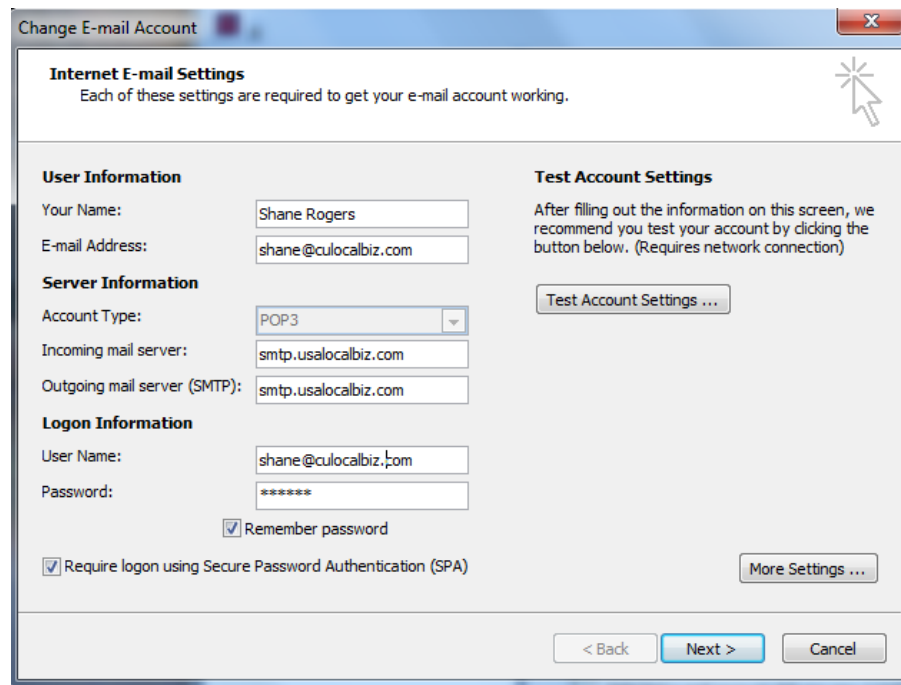


6. Select Internet Email – the first selection. Click Next.



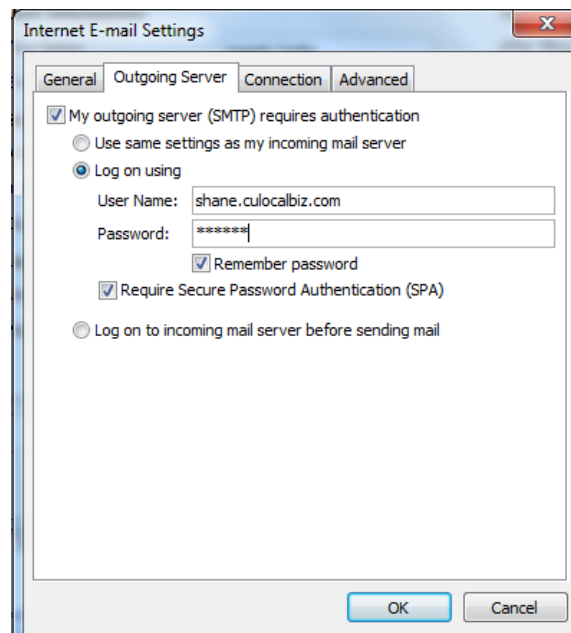
7. Enter your information into the relevant field. The account type is **POP**. The mail server for both outgoing and incoming is: **smtp.usalocalbiz.com**. The username is your full email address. The

password has stayed the same from the old mail server. Note: check the "Require login using Secure Password Authentication (SPA)".



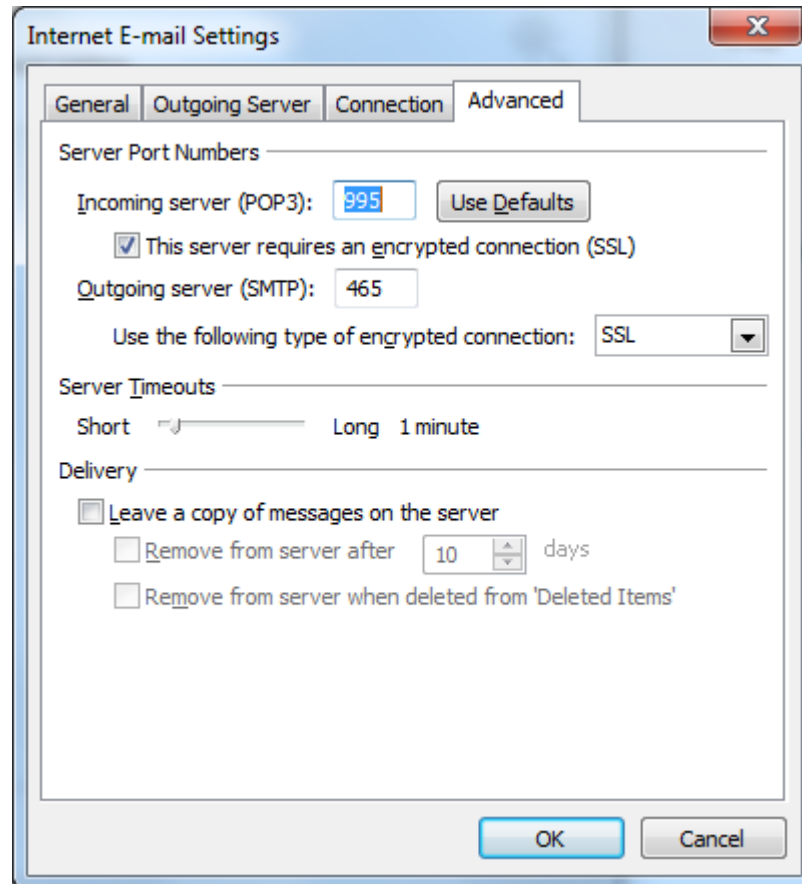
The "Change E-mail Account" dialog box displays the "Internet E-mail Settings" tab. It contains several sections: "User Information" with fields for "Your Name" (Shane Rogers) and "E-mail Address" (shane@culocalbiz.com); "Server Information" with a dropdown for "Account Type" (POP3) and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)" (both smtp.usalocalbiz.com); "Logon Information" with fields for "User Name" (shane@culocalbiz.com) and "Password" (masked with asterisks), and checkboxes for "Remember password" and "Require logon using Secure Password Authentication (SPA)". A "Test Account Settings ..." button is located to the right of the server information. At the bottom are "< Back", "Next >", and "Cancel" buttons.

8. Click More Settings on the above screen. You can edit the existing account to return to the above screen, if you clicked NEXT.
9. A four tabbed dialog window appears. Select the second tab titled "Outgoing Server" and tick the checkbox then the second radio button. Please note that your User Name is your email address with the @ replaced by a period. For example, here shane@culocalbiz.com has become shane.culocalbiz.com.



The "Internet E-mail Settings" dialog box is shown with the "Outgoing Server" tab selected. It features four tabs: "General", "Outgoing Server", "Connection", and "Advanced". Under the "Outgoing Server" tab, there is a checkbox "My outgoing server (SMTP) requires authentication" which is checked. Below it are two radio buttons: "Use same settings as my incoming mail server" and "Log on using" (which is selected). The "Log on using" section includes fields for "User Name" (shane.culocalbiz.com) and "Password" (masked with asterisks), and a "Remember password" checkbox. There is also a "Require Secure Password Authentication (SPA)" checkbox. At the bottom, there is a radio button "Log on to incoming mail server before sending mail". "OK" and "Cancel" buttons are at the bottom right.

10. Select the fourth tab titled "Advanced" and tick the "This server requires an encrypted connection (SSL)" checkbox. This automatically changes the incoming server port number from 110 to 995. Leave that change as it is.



11. Change the Outgoing server (SMTP) to **465** (use Port number **587** and TLS encryption if you have problems) and from the drop down menu next to "Use the following type of encrypted connection," choose SSL.  
NOTE: You can also choose to leave a copy of your email messages on the server from this Advanced tab. Tick the checkbox and select the configuration you would like.
12. Click OK when you have the configuration complete. You can begin sending and receiving email through Outlook.

## Setting up Email for Outlook 2010

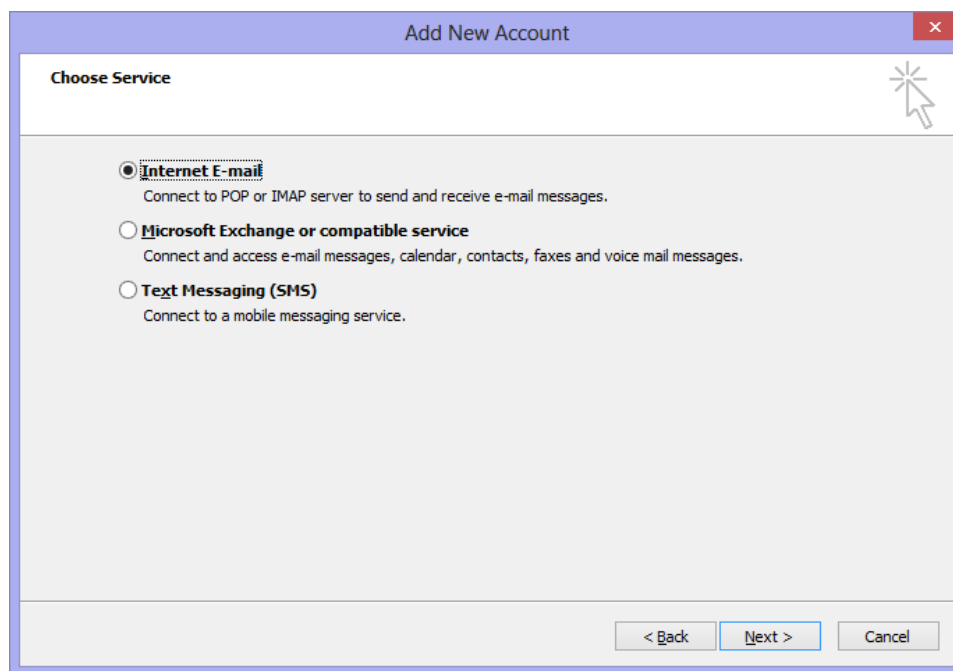
Let's take a look at how to setup your pop mail account in Outlook 2010.

First things first – check the version of Outlook you're currently using by going to Help > About Microsoft Office Outlook. The screen that displays will tell you your version. We'll begin with instructions for the latest Office Outlook 2007 setup.

1. Open Outlook.
2. Select File > Info.
3. Select + Add Account from the display window. This will allow you to create a new connection. You could also edit the existing pop email, if you have it setup for our old email server. Whichever route you choose, you will need your original password to create the account.
4. Do not enter information into the following screen. You will want to select the checkbox on the lower left of the window – Manually configure server settings or additional server types. Then click Next.

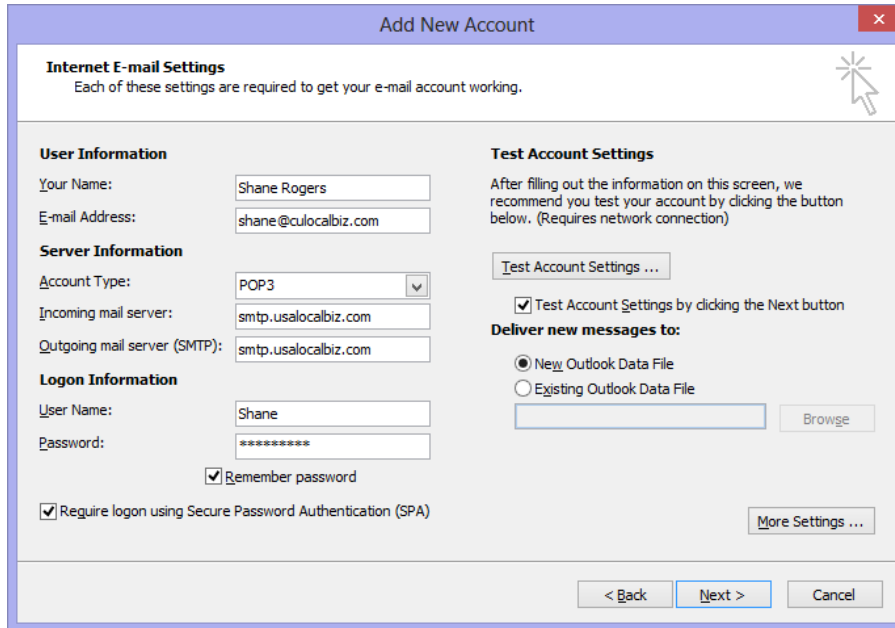


5. Select Internet Email – the first selection. Click Next.



6. Enter your information into the relevant field. The account type is **POP**. The mail server for both outgoing and incoming is: **smtp.usalocalbiz.com**. The username is your full email address. The

password has stayed the same from the old mail server. Note: check the "Require login using Secure Password Authentication (SPA)".

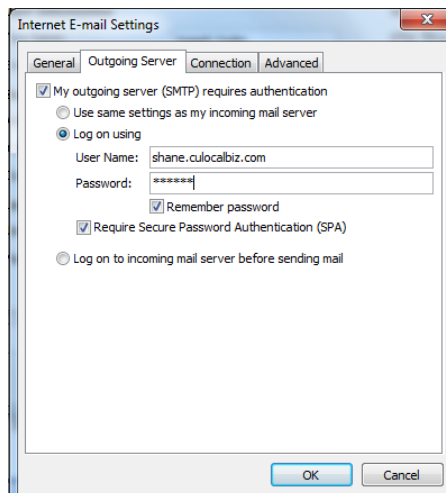


The "Add New Account" dialog box is titled "Internet E-mail Settings" and includes a sub-header: "Each of these settings are required to get your e-mail account working." It is divided into several sections:

- User Information:** Fields for "Your Name:" (Shane Rogers) and "E-mail Address:" (shane@culocalbiz.com).
- Server Information:** Fields for "Account Type:" (POP3), "Incoming mail server:" (smtp.usalocalbiz.com), and "Outgoing mail server (SMTP):" (smtp.usalocalbiz.com).
- Logon Information:** Fields for "User Name:" (Shane) and "Password:" (masked with asterisks). It includes checkboxes for "Remember password" and "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A section with a "Test Account Settings ..." button and a checkbox "Test Account Settings by clicking the Next button".
- Deliver new messages to:** Radio buttons for "New Outlook Data File" (selected) and "Existing Outlook Data File", followed by a "Browse" button.

At the bottom right, there is a "More Settings ..." button. At the very bottom, there are navigation buttons: "< Back", "Next >", and "Cancel".

7. Click More Settings on the above screen. You can edit the existing account to return to the above screen, if you clicked NEXT.
8. A four tabbed dialog window appears. Select the second tab titled "Outgoing Server" and tick the checkbox then the second radio button. Please note that your User Name is your email address with the @ replaced by a period. For example, here shane@culocalbiz.com has become shane.culocalbiz.com.

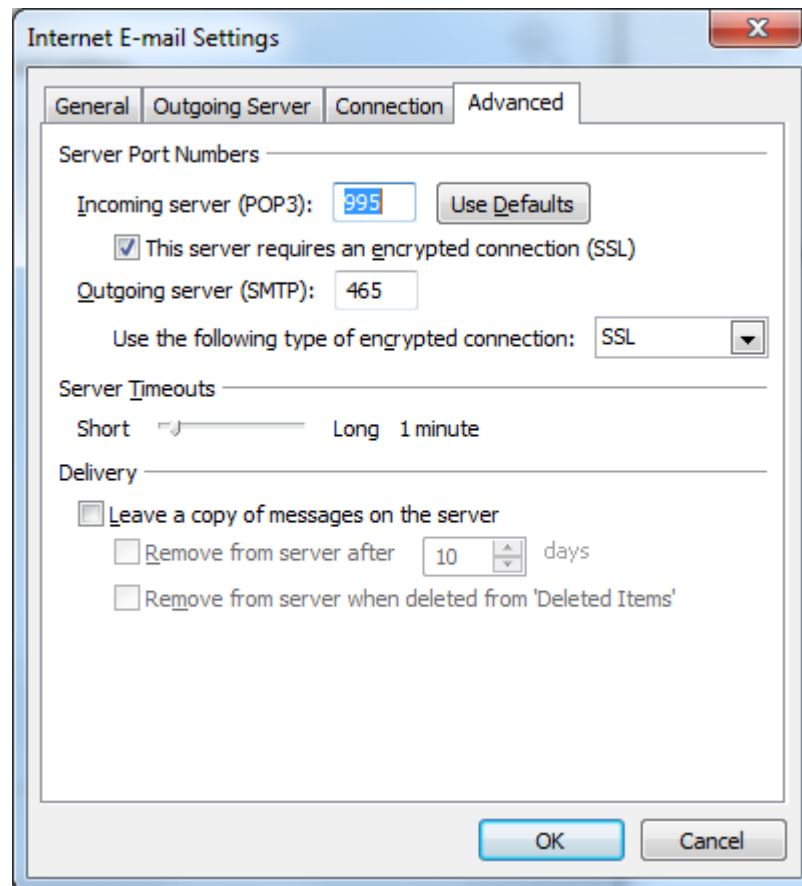


The "Internet E-mail Settings" dialog box is shown with the "Outgoing Server" tab selected. It contains the following options:

- ☒ My outgoing server (SMTP) requires authentication
  - ☐ Use same settings as my incoming mail server
  - ☒ Log on using
    - User Name: shane.culocalbiz.com
    - Password: \*\*\*\*\*
    - ☒ Remember password
  - ☒ Require Secure Password Authentication (SPA)
  - ☐ Log on to incoming mail server before sending mail

At the bottom are "OK" and "Cancel" buttons.

9. Select the fourth tab titled "Advanced" and tick the "This server requires an encrypted connection (SSL)" checkbox. This automatically changes the incoming server port number from 110 to 995. Leave that change as it is.



10. Change the Outgoing server (SMTP) to **465** (use Port number **587** and TLS encryption if you have problems) and from the drop down menu next to "Use the following type of encrypted connection," choose SSL.

**NOTE:** You can also choose to leave a copy of your email messages on the server from this Advanced tab. Tick the checkbox and select the configuration you would like.

11. Click OK when you have the configuration complete. You can begin sending and receiving email through Outlook.

## Setting up Email for iOS (iPhone, iPad, iTouch)

Let's take a look at how to setup your pop mail on your iPhone, iPad or iTouch device. First pull up your apps page.



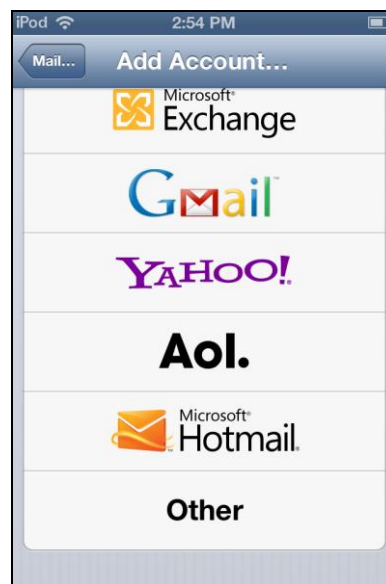
Once on this page, simply click on  
**Settings**



Which will open this window.  
Here click on **Mail, Contacts, Calendars**

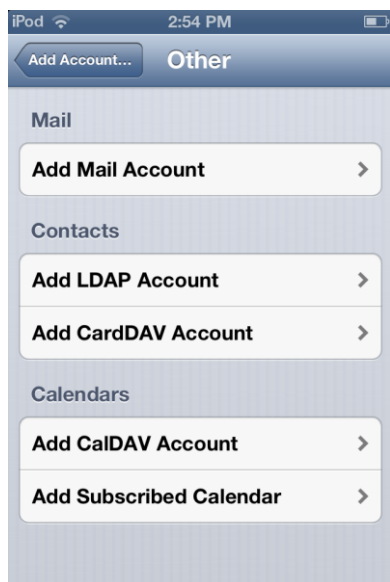


Once on this page, simply click on  
**Add Account...**



Opening this window.  
Here click on **Other**





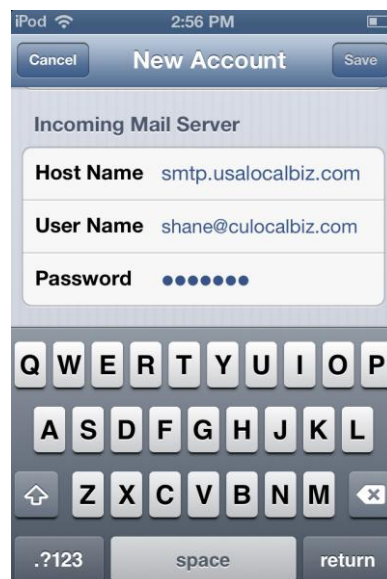
Pressing Other will open this window.  
Here you will click on **Add Mail Account**  
This will open the New Account window.



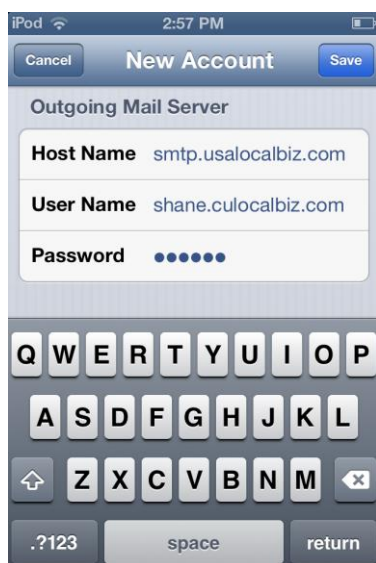
Here you will enter your Name, Email address,  
password and a brief description of the account.  
After doing so, click the Next button above.



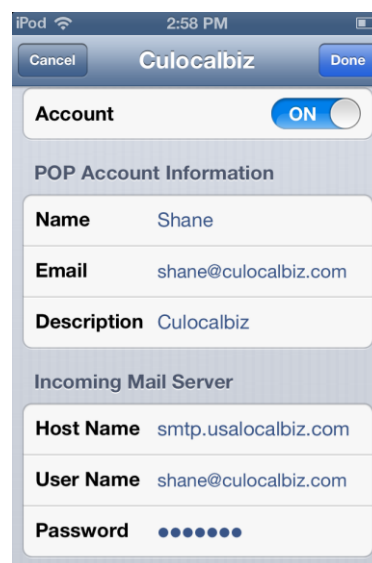
Press the POP button above and then scroll  
down the page to show more settings.  
Stop when you see the settings for  
Incoming Mail Server



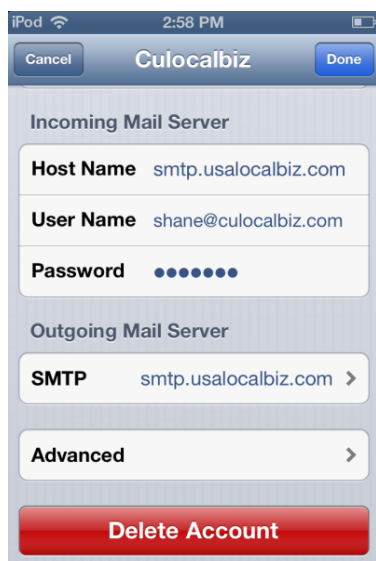
Enter Host Name as **smtp.usalocalbiz.com**  
For User Name use your email address  
and then enter the password associated with the  
account. Then scroll down further.



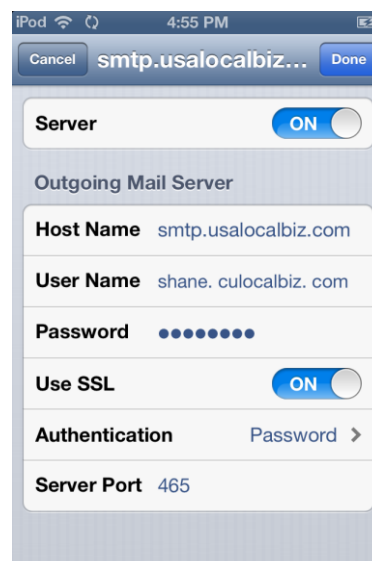
Now to enter settings for the Outgoing Mail server, use the same settings as before, except substitute a period in place of the @ symbol. Shown here, shane@culocalbiz.com has become **shane.culocalbiz.com**.



After entering this information press Save. This will open this window. Here you should click on the description you chose for the email account. In this example, we'll push **Culocalbiz**.



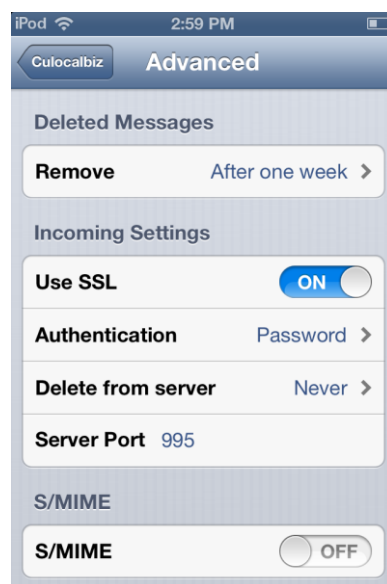
You will now see the window above. push **smtp.usalocalbiz.com**



In this window, slide the **Use SSL** slider until it says **ON**. Then press the Server Port number and change it to **465** before pressing **Done**.



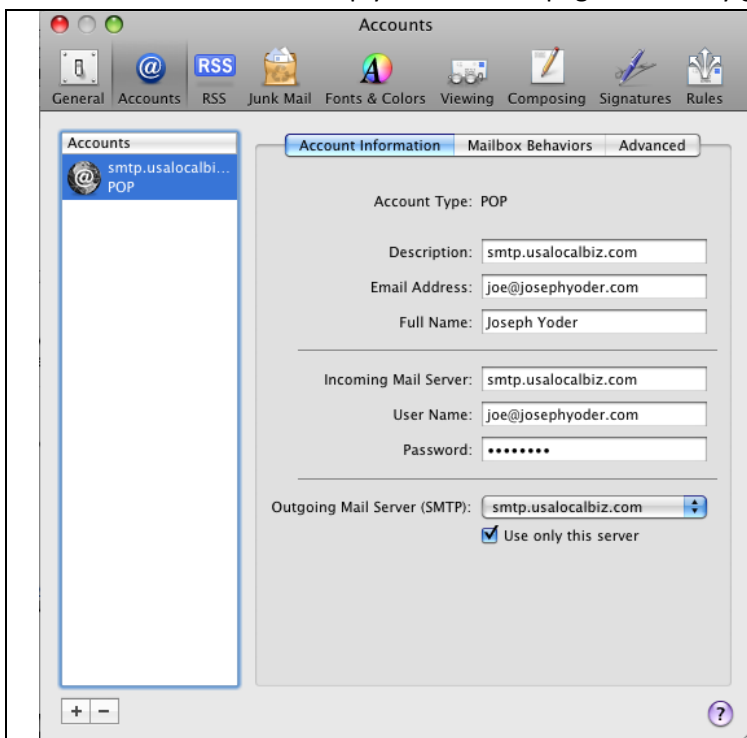
You will now see the window above.  
This time, push **Advanced**



In this window, slide the **Use SSL** slider until it says **ON**. Then press the Server Port number and change it to **995**. Exit by pushing **Culocalbiz** above. Then press **Done** to finish.

## Setting up Email for MacMail

Let's take a look at how to setup your pop mail on MacMail. First pull up your accounts page located by going to Mail -> Preferences

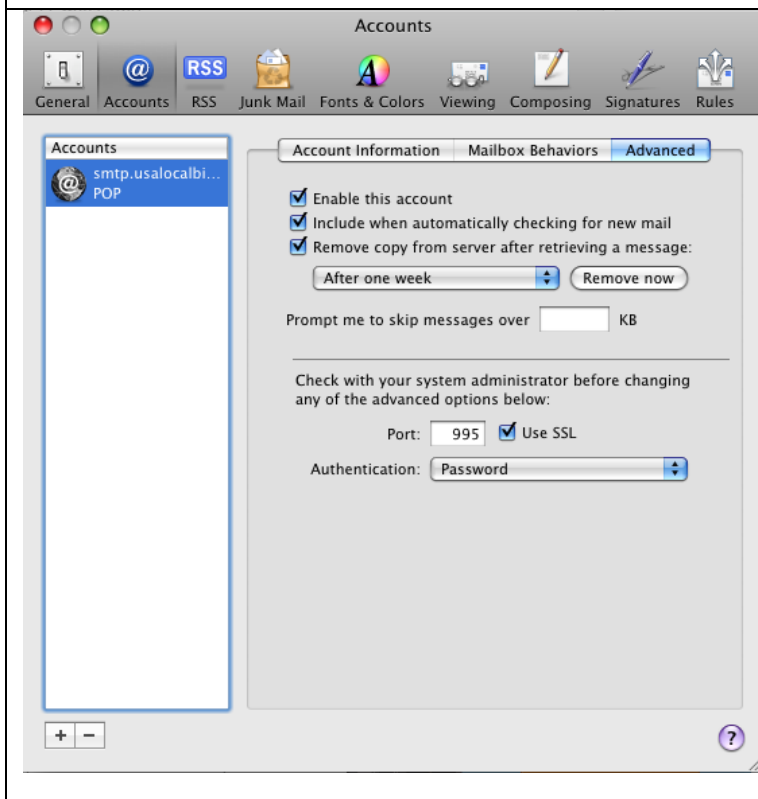


### Under Account Information

Set Description to **smtp.usalocalbiz.com**. replace Email address with your own and enter your full name as you would like it to appear.

Incoming mail server will be the same as description and User Name and Password should use your email address and the login password for the account.

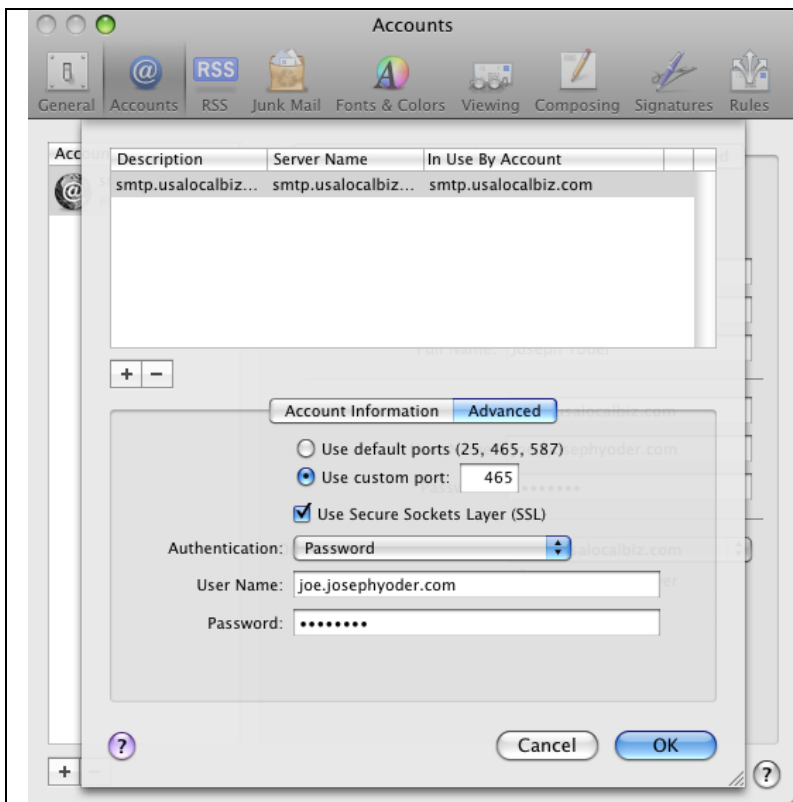
Outgoing Mail Server (SMTP) should be set to **smtp.usalocalbiz.com** and Use only this server should be checked.



### Under Advanced

Check all three boxes and set removal period to After one week (or your preferred removal period).

Set Port to **995**. Check box for Use SSL and Authentication type to Password.



## Return to Account Information Page

Click Outgoing Mail Server (SMTP) and select Edit Server List. You will see the window to the left.

If the window looks different click the **Advanced** tab in the center of the page.

Click Use custom port and set it to **465**. Click Use Secure Sockets Layer (SSL) Set Authentication to Password and enter User Name.

Note: this is your email address, but with the ( @ ) symbol replaced with a period ( . ). Then enter your email password and click OK.

And that's it!