

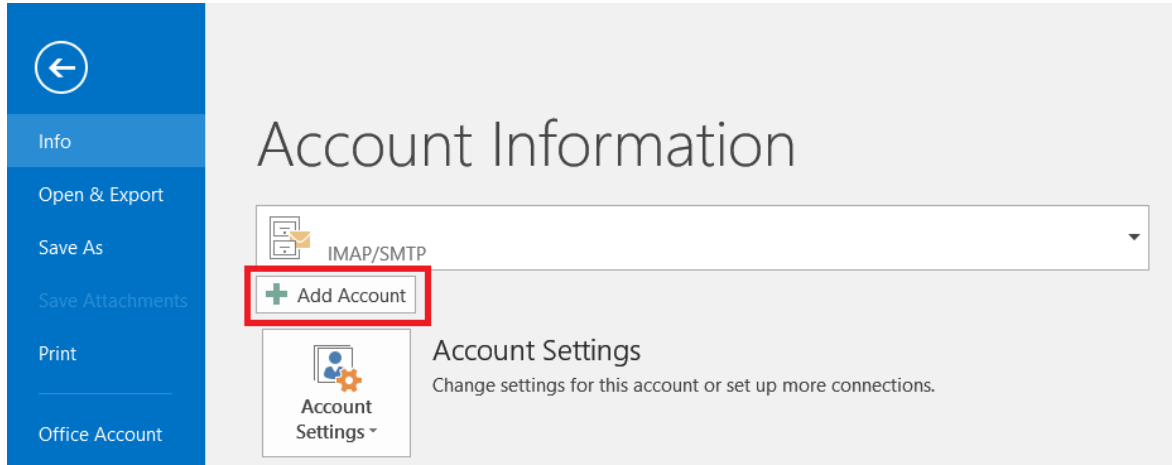
# Configure Outlook 2016 to access your POP3 email account

Follow these steps to access your email using Outlook 2016:

Click **File** from Outlook Menu to go to the Office Backstage View.




Under Info > Click Add Account.



On the Add Account screen, choose Manual setup or additional server types and click Next.

Add Account ×

**Auto Account Setup**  
Manual setup of an account or connect to other server types. 

**E-mail Account**

Your Name:   
Example: Ellen Adams

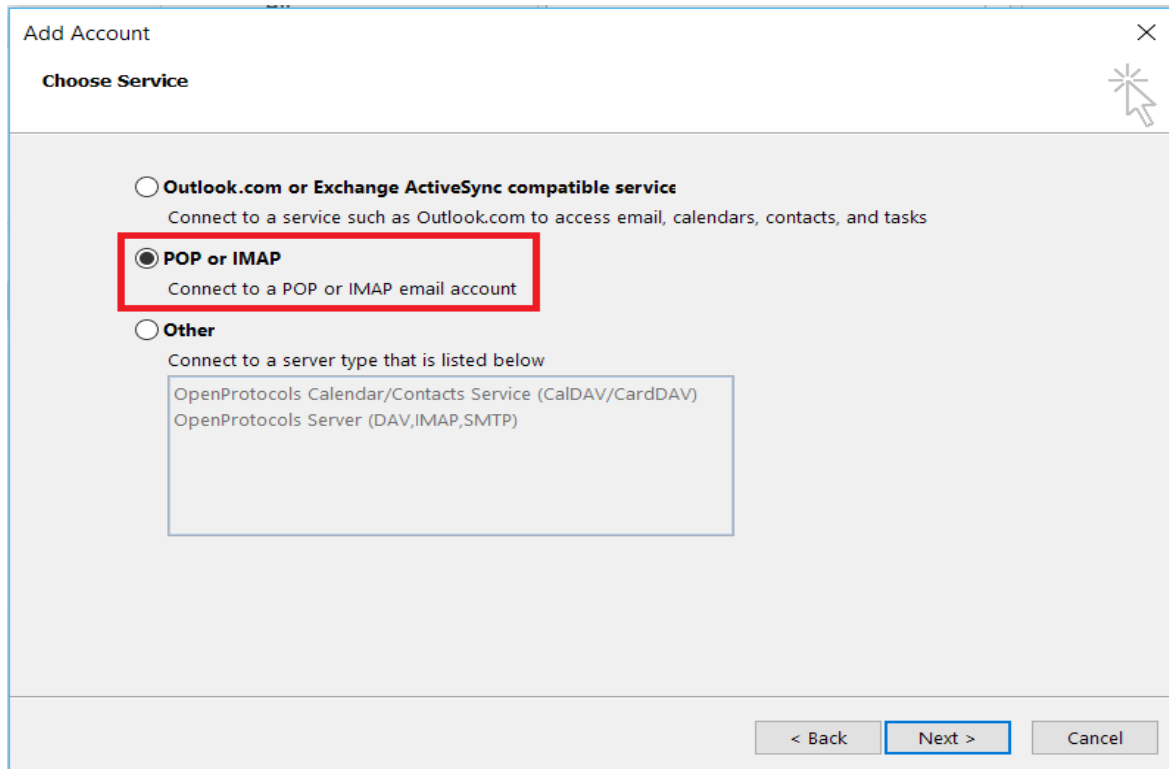
E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back Next > Cancel

Choose POP or IMAP and click Next.



Add Account

Choose Service

**Outlook.com or Exchange ActiveSync compatible service**

Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**

Connect to a POP or IMAP email account

**Other**

Connect to a server type that is listed below

OpenProtocols Calendar/Contacts Service (CalDAV/CardDAV)

OpenProtocols Server (DAV,IMAP,SMTP)

< Back

Next >

Cancel

## User Information

Enter the information provided to you by Jordan Data Network or your IT administrator:

Name: Your full name

Email Address: Your complete email address ([email@yourdomain.com](mailto:email@yourdomain.com))

## Server Information

Account Type – POP3

Incoming mail server: [mail.jodata.net](mailto:mail.jodata.net)

Outgoing mail server (SMTP): [mail.jodata.net](mailto:mail.jodata.net)

## Login Information

User name: Your complete email address ([email@yourdomain.com](mailto:email@yourdomain.com))

Password: Your password

Add Account ✕

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

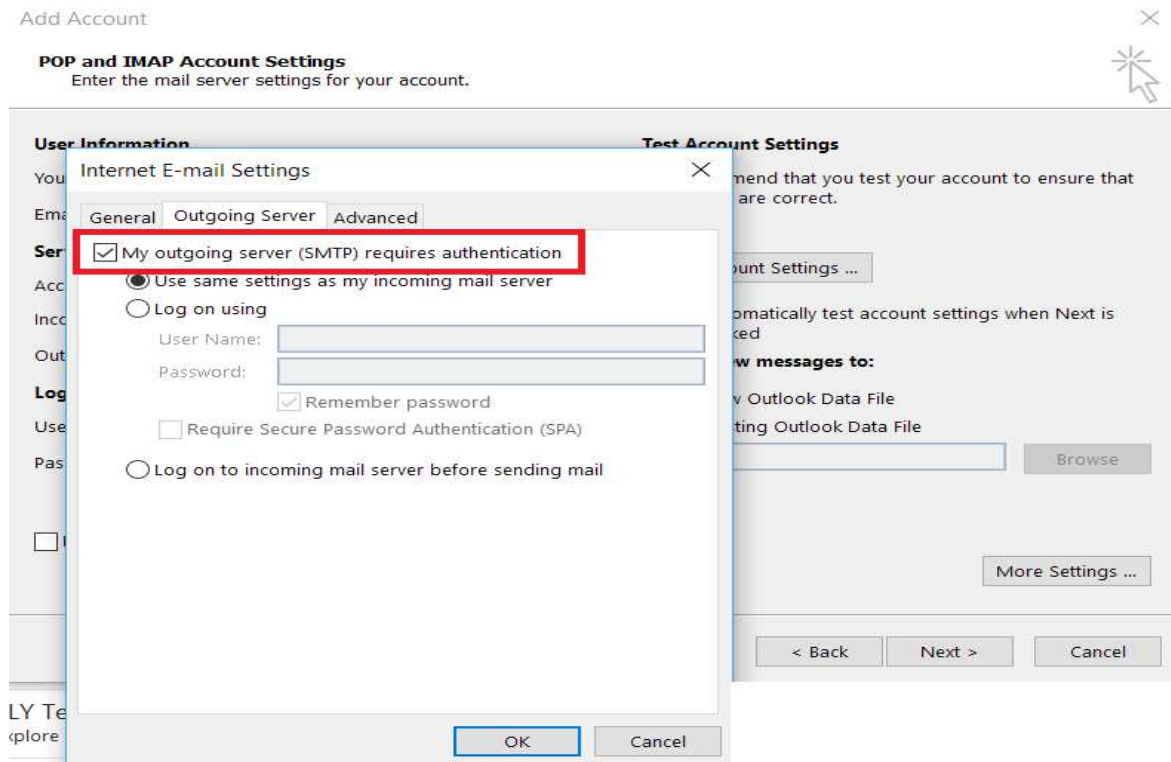
**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

Go to **More Settings**

Go to the Outgoing Server tab and check on **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.

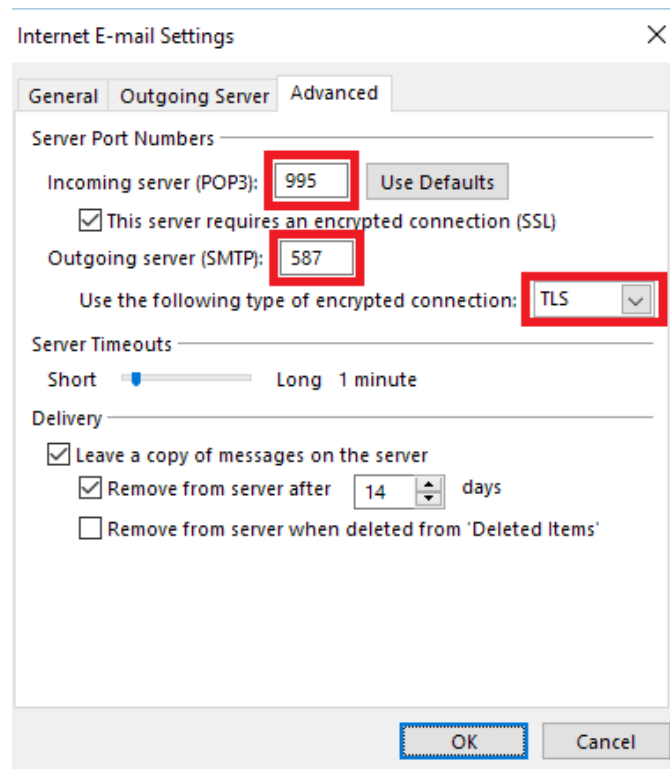


Finally go to the Advanced tab and perform the following:

#### Server Port Numbers

Incoming server (POP3): Check “This servers requires an encrypted connection (SSL)”. Port number should automatically change to 995.

Outgoing server (SMTP): Choose TLS from the “Use the following type of encrypted connection:” menu and change the port number from 25 to 587.



Click Ok and Finish.