Configuring Outlook 2013

For POP3 Connections

VERSION 1.0
Configuring Outlook 2013 for POP3 Connections Overview

Like most email clients, Outlook offers several methods to connect to an email account. We highly recommend that you use an Exchange connection in Outlook, because it allows for the most features and functionality. A second option is IMAP, which is recommended over POP3. However, some users prefer a POP3 connection.

Please be aware that some issues can occur with POP3 that do not occur with an Exchange or IMAP connection. The first problem is locking the mailbox, which can keep you from being able to access your email altogether for a period of time. The other major problem is downloading all emails to a single computer, so you can no longer access it from the web or another computer.

Configure the Account Settings in Outlook 2013

- Open Outlook. By default, the program will open to the Home tab. Click the File tab.

- Click the Add Account button.

Account Information

Account and Social Network Settings
Change settings for this account or set up more connections.
- Access this account on the web: https://mail.cob.edu/owa/
- Connect to social networks.

Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.
• In the **Add Account** popup DO NOT select “E-mail Account” (red arrow).

![Manually configure server settings or additional server types](image)

• Click the **Manually configure server settings or additional server types** radio button. Click the **Next** button.
• Leave the radio button for **Internet E-mail** selected. Click the **Next** button.

• The **Internet E-mail Settings** window will appear. If not already auto-populated, please ensure that **Your Name**, **E-mail Address**, **User Name** and **Password** fields completed. You can choose the option **Remember Password** as you wish. By default, the **Account Type** is set to POP3.
• In the **Server Information** section, fill in the **Incoming mail server** and **Outgoing mail server (SMTP)** text boxes.
  
  o **Incoming mail server**: mail2.cob.edu.bs
  o **Outgoing mail server (SMTP)**: mail2.cob.edu.bs

![Server Information](image)

• In the **Logon Information** section, fill in the **Password** text box with your password. The **User Name** text box should contain the account ID assigned to you.

![Logon Information](image)

• Click the **More Settings...** button.
• On the **General** tab, the account name will already be filled in with your email address. If you wish, change this to something of your choice. The name in this box will identify this account on Outlook’s **Home** tab and in the **Account Settings** box.

![Internet E-mail Settings](image1)

• Click the **Outgoing Server** tab. Check the **My outgoing server (SMTP) requires authentication** check box.

![Internet E-mail Settings](image2)
• Click the **Advanced** tab. In the **Server Port Numbers** section, set the incoming server port and encryption. By default, these are set to 995 and None.
  
  o **Incoming server (POP3)** port text box: 995
  
  o Check the box labeled **This server requires an encrypted connection (SSL)**.

• In the same section, set the outgoing server port and encryption. By default, these are set to 25 and None.
  
  o **Outgoing server (SMTP)** port text box: 587
  
  o **Use the following type of encrypted connection** drop down menu: TLS

• Find the **Delivery** section.
- Leave the **Leave a copy of the message on the server** box checked.
- Uncheck the **Remove from server after** <14> **days** box.
- Check the **Remove from server when deleted from ‘Deleted Items’** box.

- Click the **OK** button.
- Click the **Next** button.
• Outlook will automatically test your settings. If the setup was successful, it will indicate that a connection was made to the incoming server and a test message was sent. Click the **Close** button.

![Test Account Settings](image1)

![Change Account](image2)

• Click the **Finish** button.