

# How To Setup POP Email Accounts In Outlook

This article will assist you in setting up your email accounts that you have set up within the UK2 Dashboard account on your PC. This document uses screen shots of setting up an account using Outlook 2010.

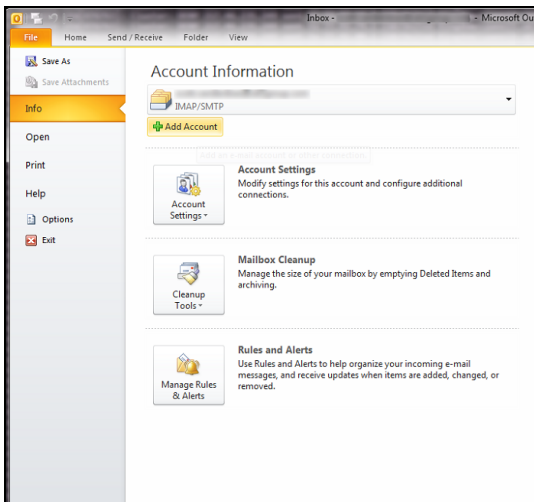
First, verify the login details are correct by logging in at [mail.uk2.net](http://mail.uk2.net). The username is your email address. If the password you enter does not work, you will likely need to reset it. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook.

**\*\*All pictures are for reference only. The actual layout of your interface may differ from the images below\*\***

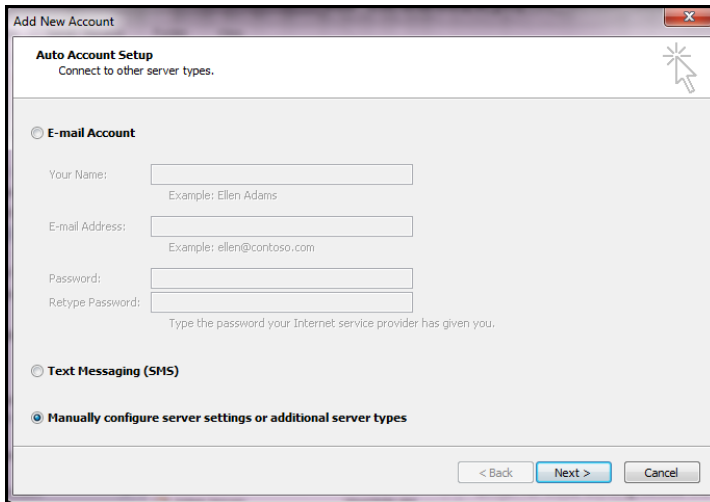
- [STEP 1: Open Outlook](#)
- [STEP 2: Click on File then Add Account...](#)
- [STEP 3: Select Manually configure server settings or additional server types:](#)
- [STEP 4: Click Next](#)
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## STEP 1: Open Outlook

## STEP 2: Click on **File** then **Add Account...**

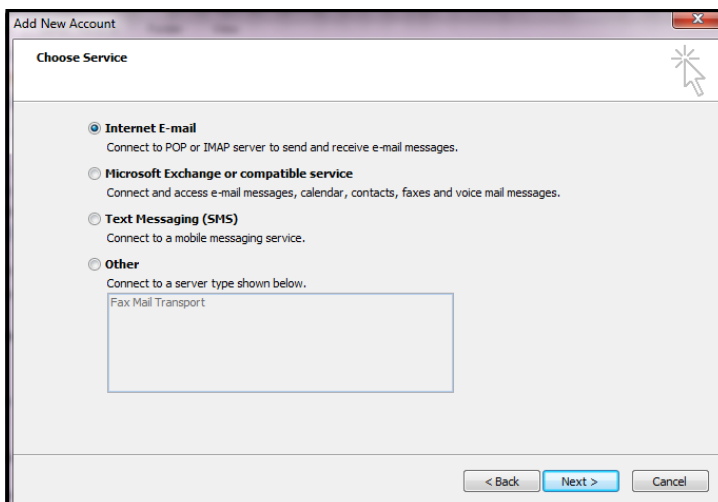


## STEP 3: Select **Manually configure server settings or additional server types:**



**STEP 4:** Click **Next**

**STEP 5:** *Server Type.* Select **Internet E-mail** and click **Next:**



**STEP 6:** *Internet E-mail Settings*

*\*\*Please replace John Doe with your name and johndoe@yourdomain.com with your email address\*\**

#### **User Information**

**Your Name:** John Doe

**E-mail Address:** Your full email address *e.g. johndoe@yourdomain.com*

#### **Server Information**

**Account Type:** POP3

**Incoming mail server (POP3):** mail.uk2.net

**Outgoing mail server (SMTP):** mail.uk2.net

#### **Login Information**

**User Name:** Your full email address *e.g. johndoe@yourdomain.com*

**Password:** The password for your email address

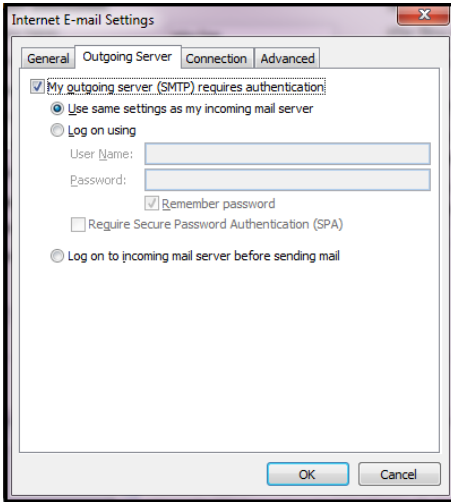
Check **Remember password**

**STEP 7:** Click **More Settings...**

Outgoing Server tab

Checkbox to **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**



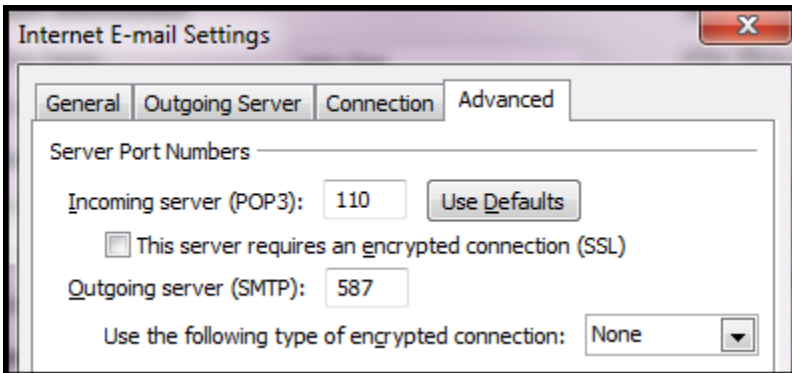
## STEP 8: Advanced tab

Incoming server (POP3): 110

Outgoing server (SMTP): 587

Tick the box **Leave a copy of the messages on the server**

Click **OK**



## STEP 9: Click Next

## STEP 10: Click Finish

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.