



Gold Cloud Productivity  
Gold Small and Midmarket Cloud Solutions  
Silver Cloud Platform

# SUPERHUB OFFICE 365 OUTLOOK POP3 SETUP GUIDE

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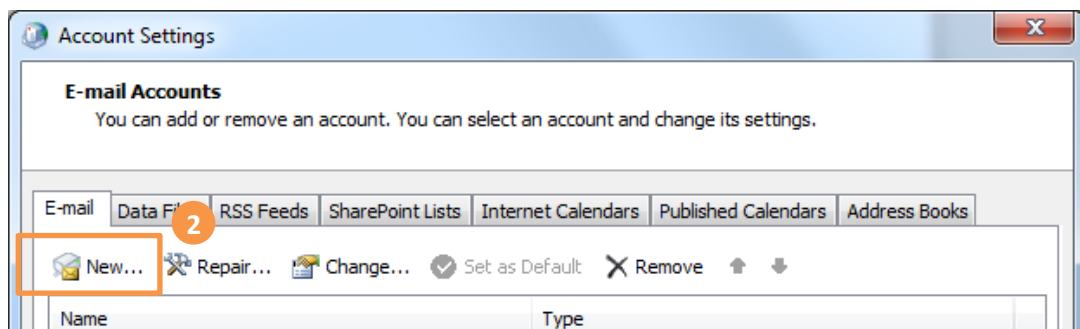
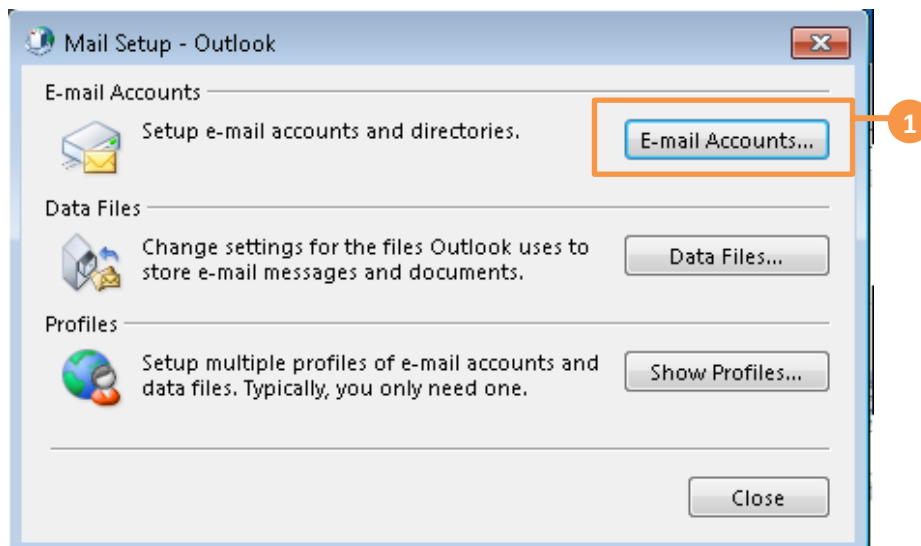
The guide is to describe how to set up Outlook 2013 using POP3.

## 1. Get Started

### 1.1 Start from Setting Up an Email Account

If you start from setting up an **Email account**, please go through the following steps. If you start from setting up a **Profile** of email accounts, please go to **1.2**.

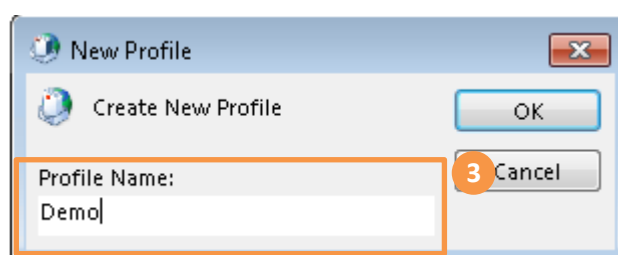
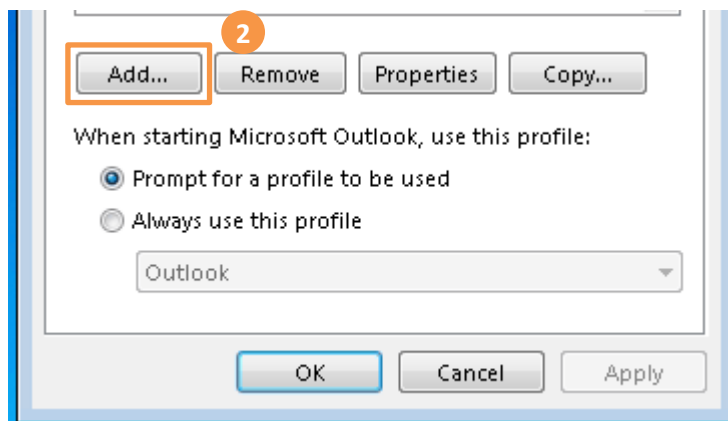
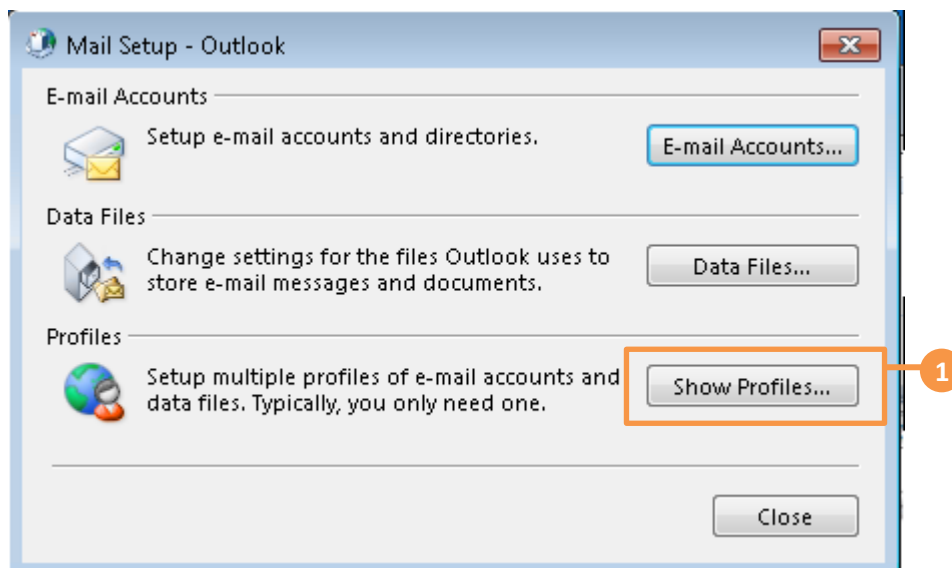
1. Click Start, click Control Panel, and click Mail. In the Mail Setup dialog box, click **E-mail Accounts**.
2. In Account Settings window, click **New**.
3. Skip point 1.2 and go to point **2. Add New Account**.



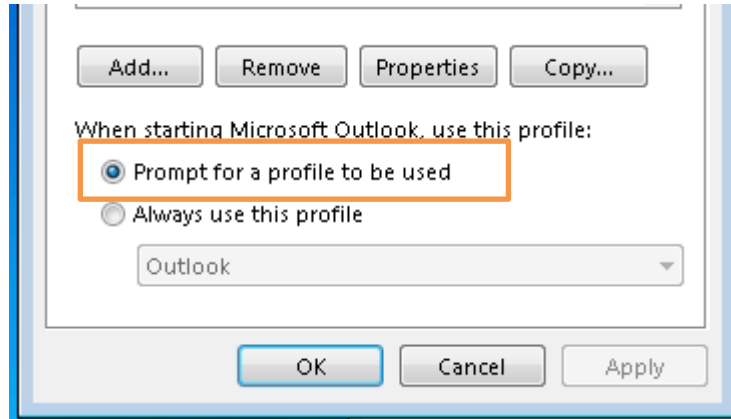
## 1.2 Start from Setting up Multiple Profiles of Email accounts

If you start from setting up an **Email account**, please go to **1.1**. If you start from setting up a **Profile** of email accounts, please go through the following steps.

1. Click **Start**, click **Control Panel**, and click **Mail**. In the Mail Setup dialog box, click **Show Profiles**.
2. In the Mail Setup dialog, click **Add**.
3. Enter a new **Profile Name**, and then click **OK**.



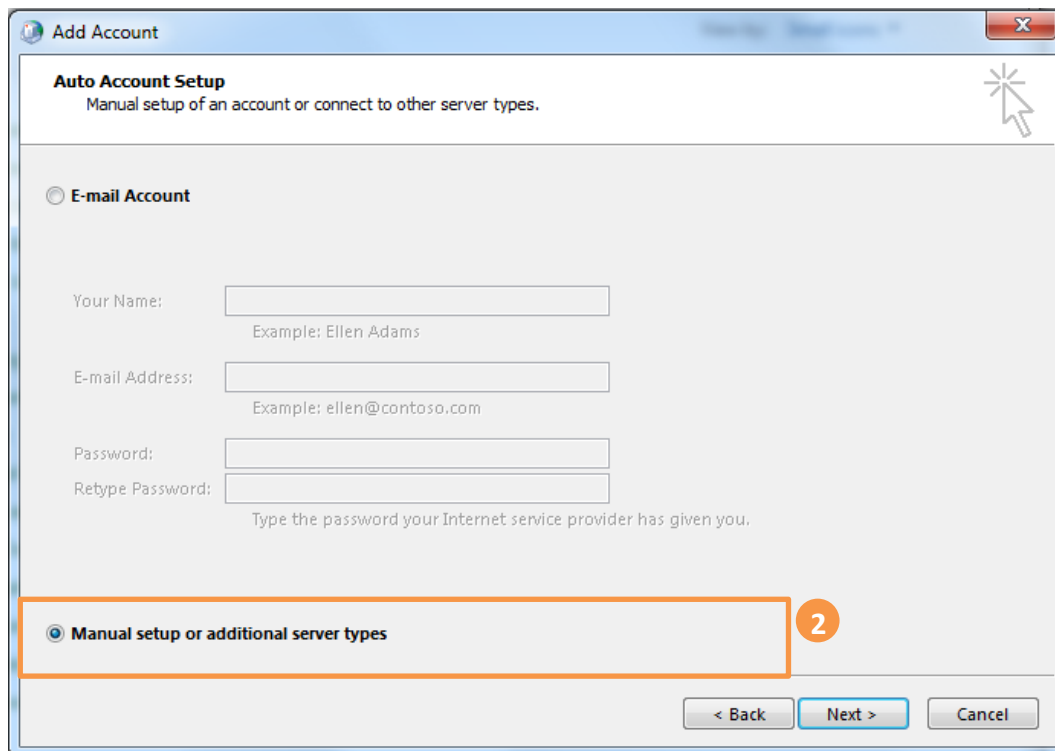
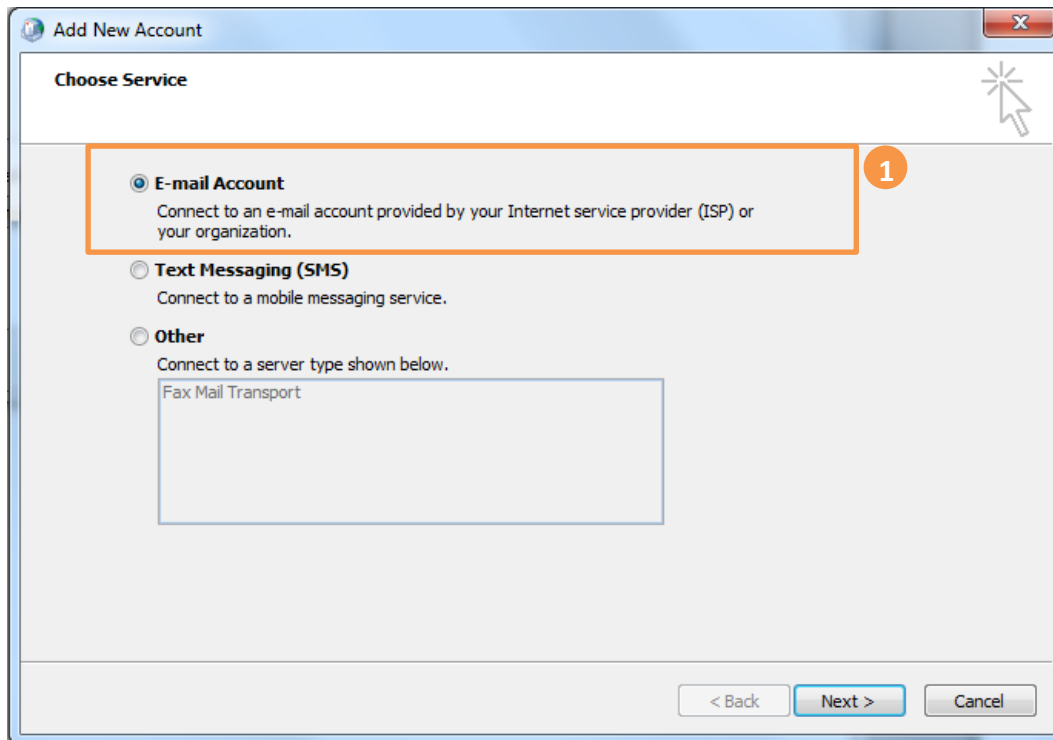
\* Remark: you may add more than one Profile and check **Prompt for a profile to be used** such that whenever a user starts Outlook, a prompt of Profile Selection will be provided.

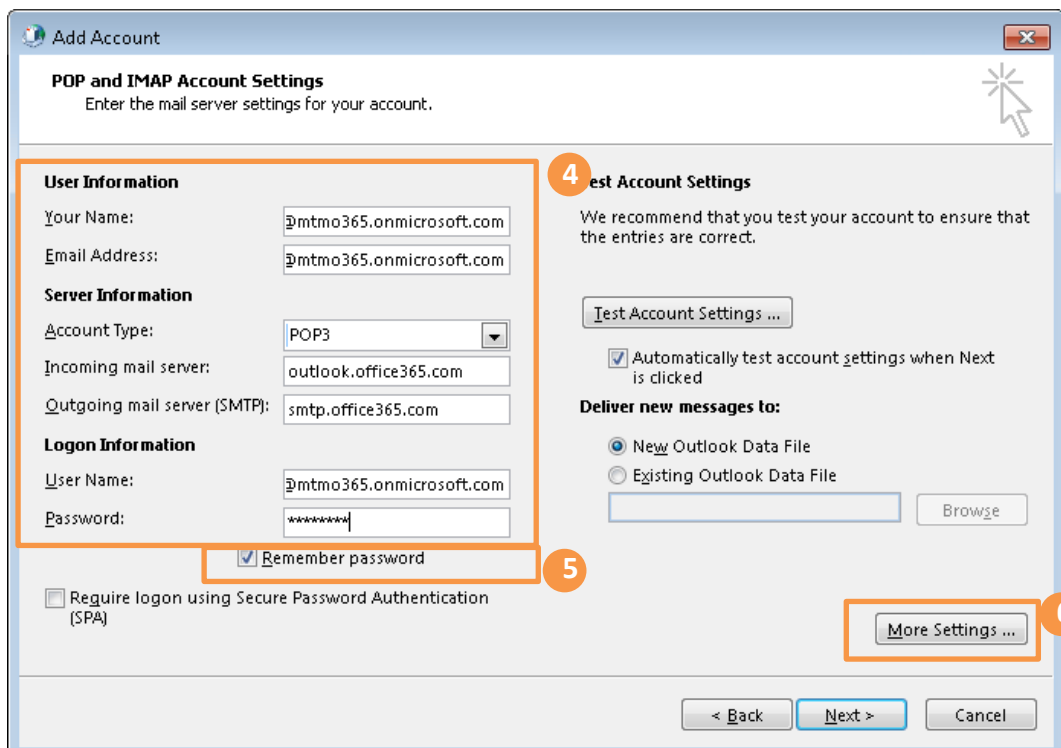
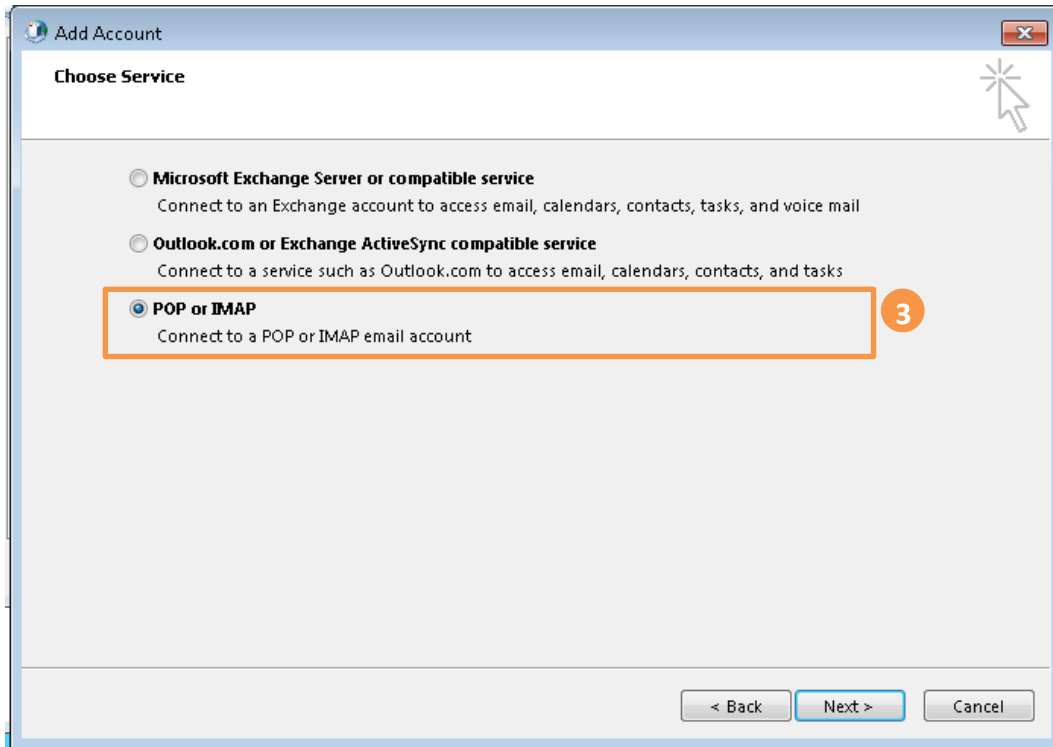


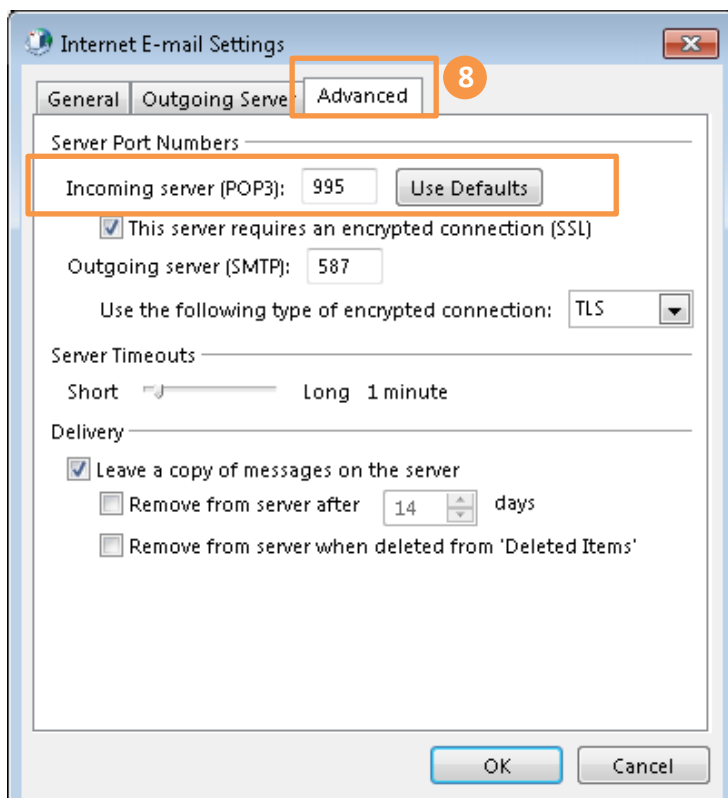
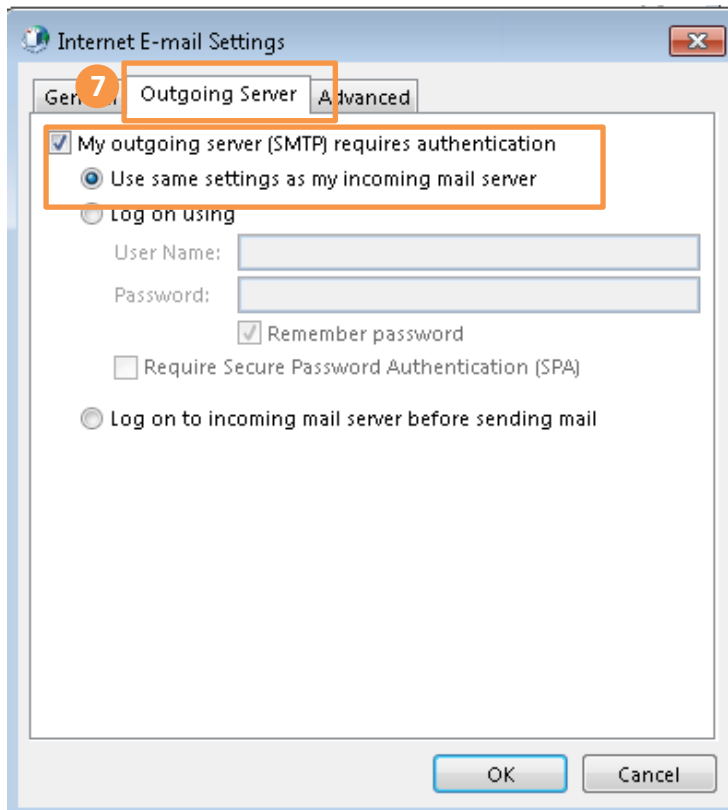
## 2. Add New Account

1. Choose **E-mail Account** and click **Next**.
2. Choose **Manual setup or additional server types** and click **Next**.
3. Choose **POP or IMAP** and click **Next**.
4. In the **Add New Account** window, enter the following information in the respective fields:
 

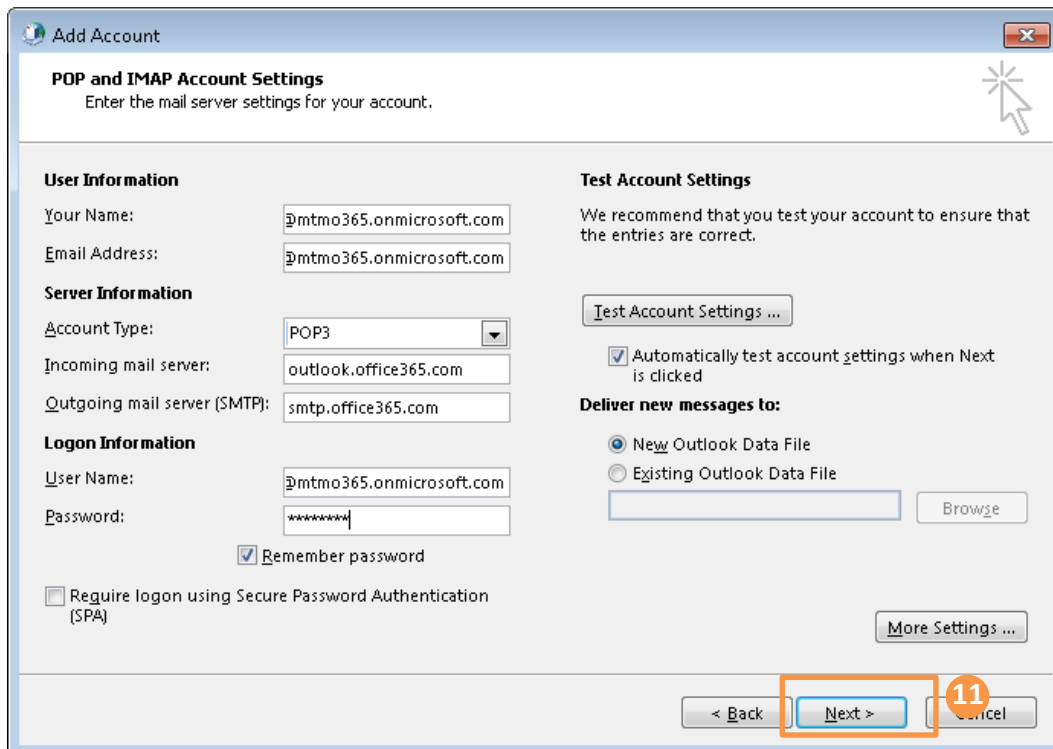
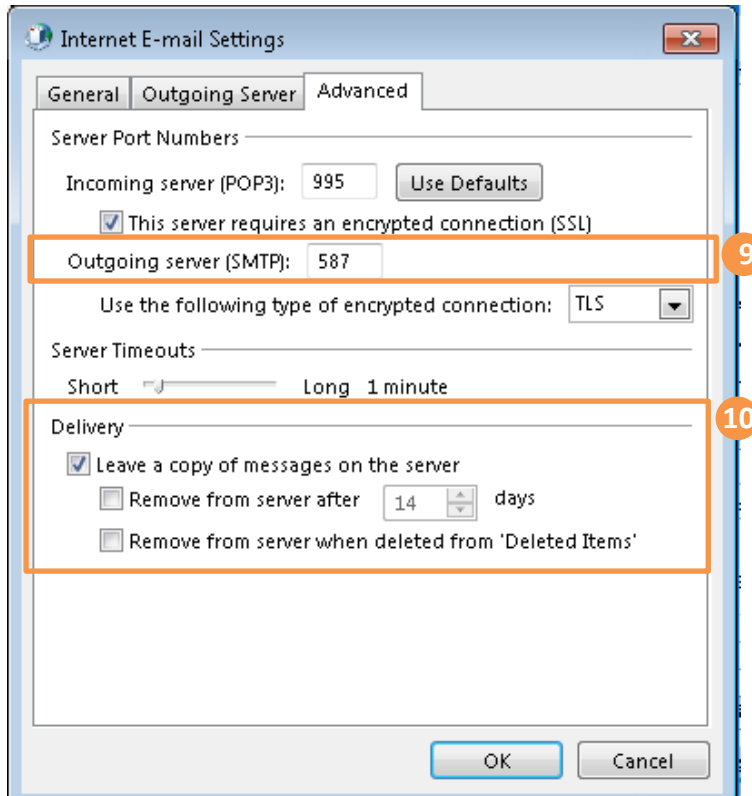
<b>Your Name:</b>	User's Name
<b>E-mail Address:</b>	User's email address
<b>Account Type:</b>	POP3
<b>Incoming mail server:</b>	Outlook.office365.com
<b>Outgoing mail server (SMTP):</b>	Smtplib.office365.com
<b>User Name:</b>	User's email address
<b>Password:</b>	User email login password
5. Check the **Remember password check** box.
6. Click **More Settings**.
7. In the **Internet E-mail Settings** window, select **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication** checkbox and choose **Use same settings as my incoming mail server**.
8. Click **Advanced** tab, enter **995** in the **Incoming server (POP3)** field.
9. Enter **587** in the **Outgoing server (SMTP)** field.
10. Check the **Leave a copy of messages on the server** box. Click **OK**.
11. In the **Add New Account** window, click **Next**.
12. A testing account setting window will be prompted. Wait for a moment until the test is completed. Click **Close**.
13. Click **Finish**.

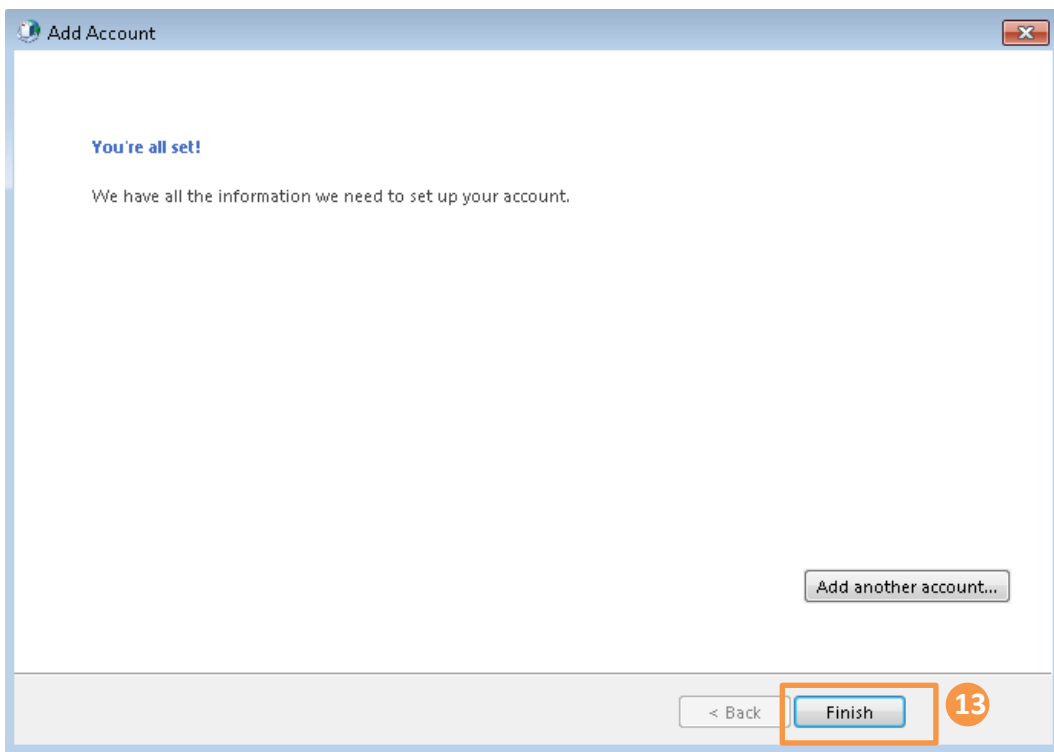
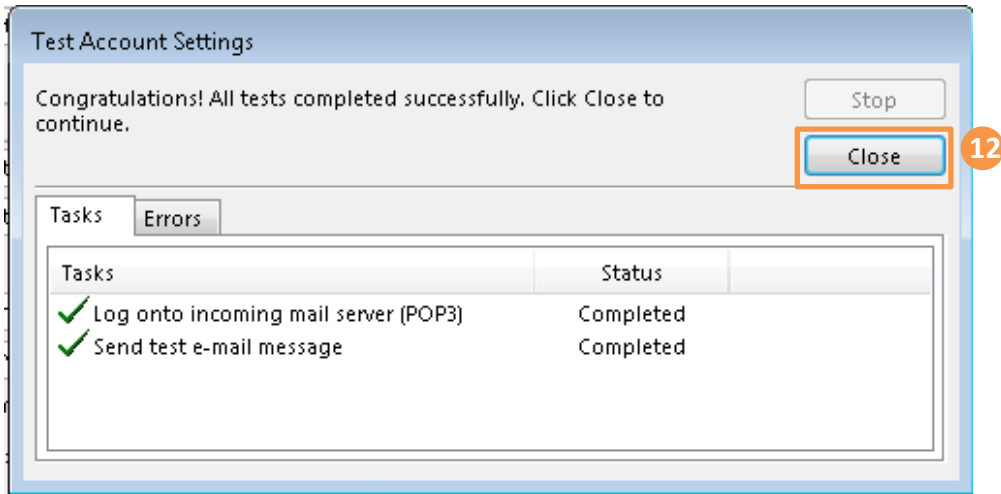












### 3. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via email [support@superhub.com.hk](mailto:support@superhub.com.hk) or via phone at +852 2353-1445.