

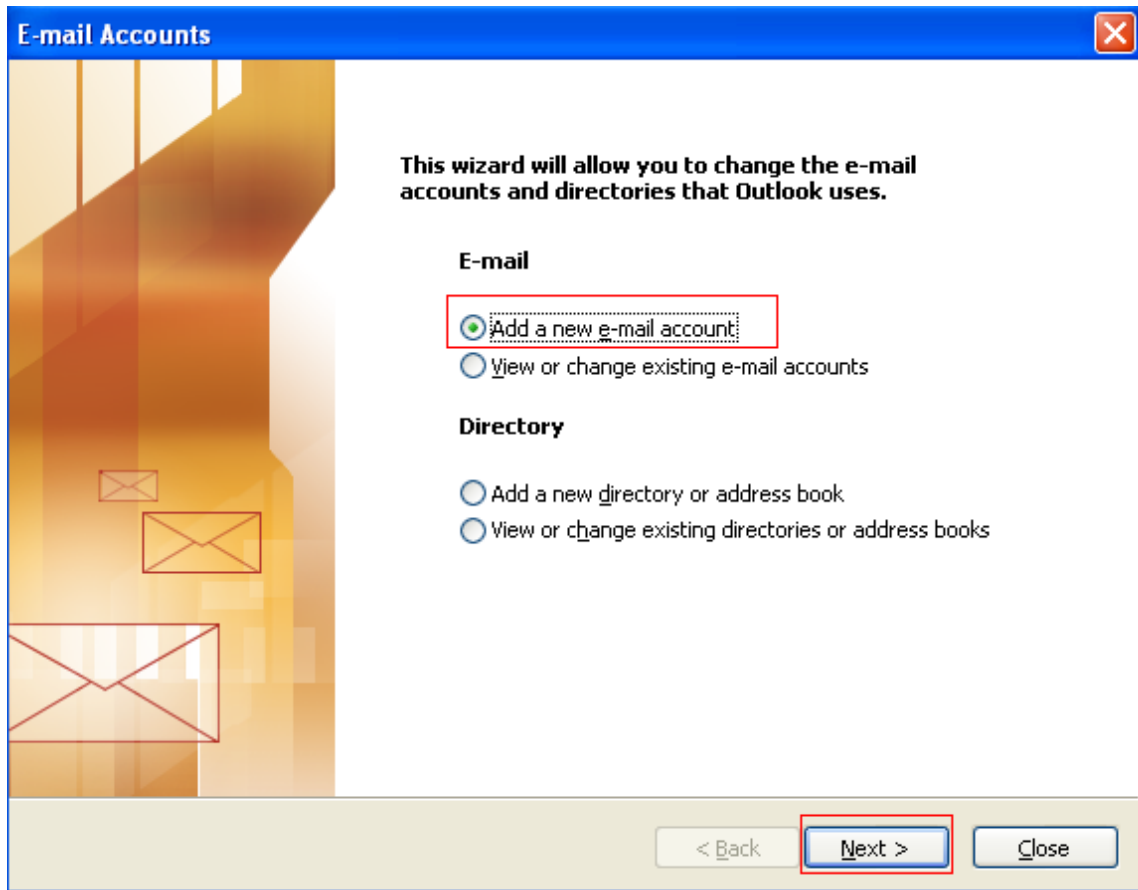
# Creating a POP3 Account in Outlook

Below you will find step-by-step instructions on how to configure Microsoft's Outlook email client to access your PPD email account using POP3. If you use any other email clients such as Eudora, Thunderbird, etc., you can use the same information below.

Should you need assistance with configuring your email client program to connect to your PPD email account, please use one of the following methods to contact us:

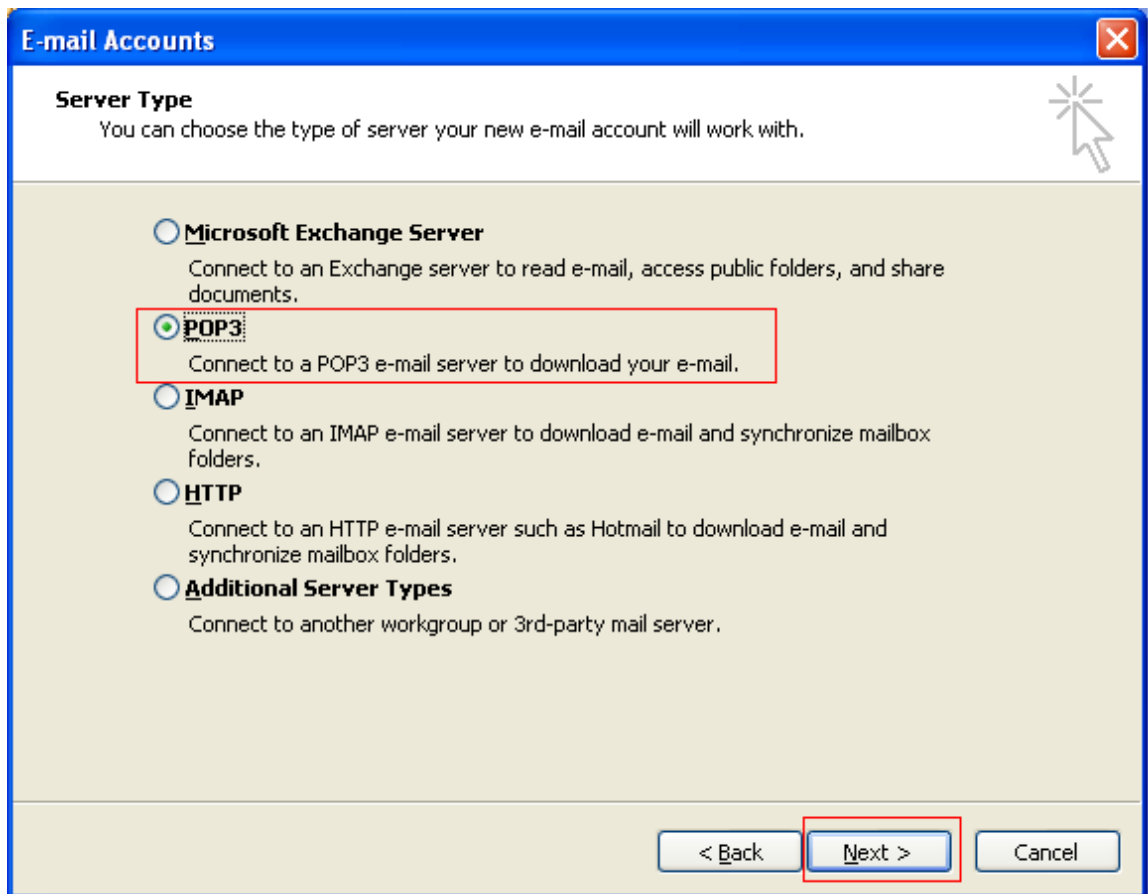
- Call your local PPD Support Representative
- Open a Salesforce case available via the Self Service portal (a separate tipsheet will be provided on how to do this)
- Send an email to [desktopsupport@paypros.com](mailto:desktopsupport@paypros.com) and include your contact phone number.

1. From within Outlook select Tools>>Email Accounts.
2. Select "Add a new e-mail account" and click Next



# Creating a POP3 Account in Outlook

3. Select POP3 and click Next



# Creating a POP3 Account in Outlook

## 4. Enter the following information:

User Information: (What the recipients of your emails will see.)

- Your Name: full name (FirstName LastName)

- E-mail Address: your reply-to address (username@ppdirect.net)

Server Information:

- Incoming mail server (POP3): mail.ppdirect.net

- Outgoing mail server (SMTP): mail.ppdirect.net

Logon Information:

- User Name: [username@ppdirect.net](mailto:username@ppdirect.net)

- Password: (your assigned password)

## 5. Click the More Settings button

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

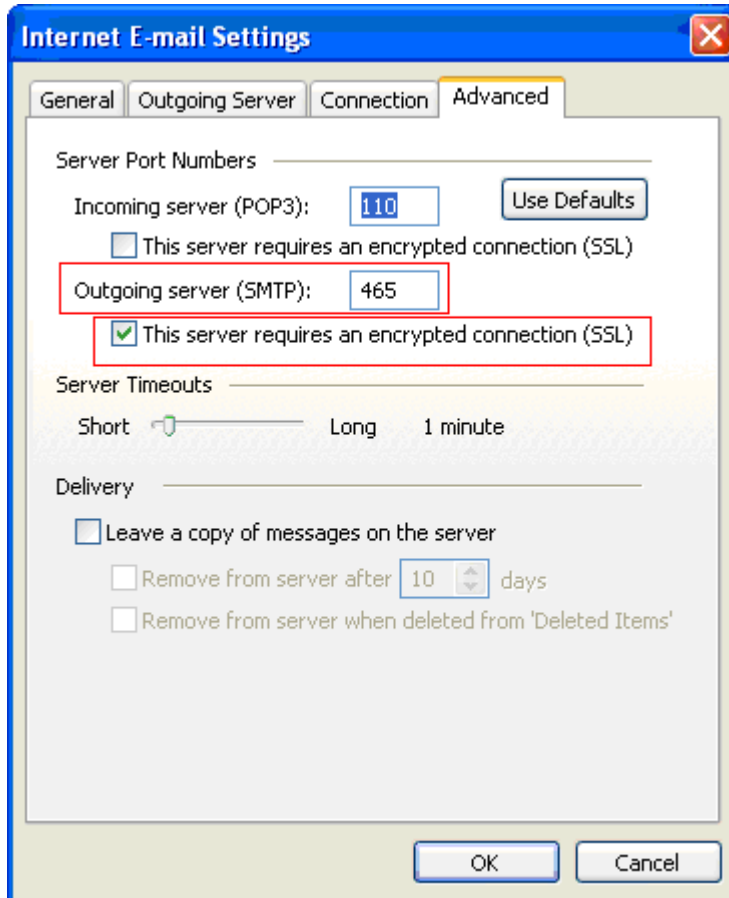
User Information	Server Information
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.ppdirect.net"/>
E-mail Address: <input type="text" value="jdoe@ppdirect.net"/>	Outgoing mail server (SMTP): <input type="text" value="mail.ppdirect.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="jdoe@ppdirect.net"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back    Next >    Cancel

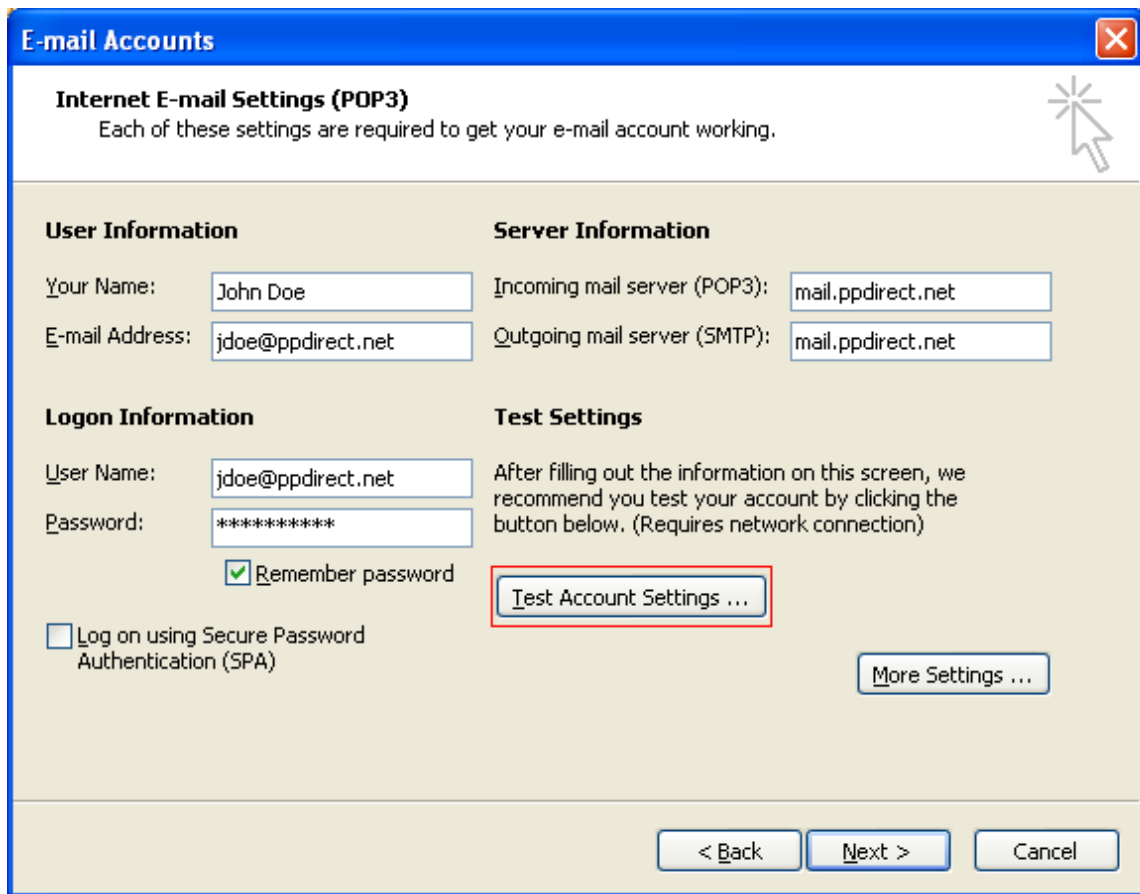
## Creating a POP3 Account in Outlook

6. In the “Internet E-mail Settings” window click the Advanced Tab. Change the Outgoing server (SMTP) port number to 465.
7. Check the “This server requires an encrypted connection (SSL)” checkbox. Click OK.



# Creating a POP3 Account in Outlook

- Click the Test Account Settings button to test the credentials you entered.



**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

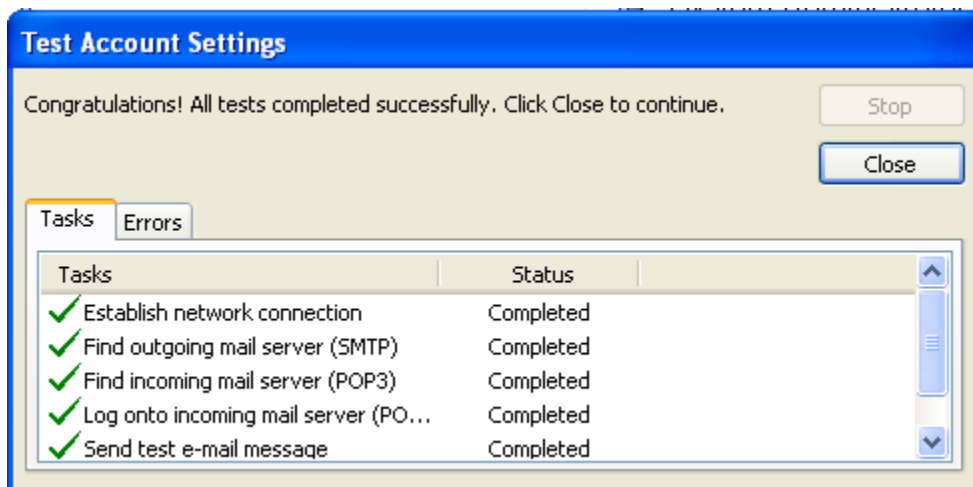
User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- Click the Close button.



**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed

*If it is unsuccessful, please double-check the information entered or contact Desktop Support for assistance. If successful, click Next*

# Creating a POP3 Account in Outlook

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Doe  
E-mail Address: jdoe@ppdirect.net

**Server Information**

Incoming mail server (POP3): mail.ppdirect.net  
Outgoing mail server (SMTP): mail.ppdirect.net

**Logon Information**

User Name: jdoe@ppdirect.net  
Password: \*\*\*\*\*  
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   **Next >**   Cancel

10. Click Finish

**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   **Finish**