

How To Set Up A POP3 Email Account In Outlook

Outlook is part of Microsoft Suite and can be used with your UK2 email address. This article will walk you through the setup of Outlook for your email account for your website email.

- Step 1: Create An Email Account In CHI
- Step 2: Add Your Email Account In Outlook

Step 1: Create An Email Account In CHI

1. Log into your UK2 CHI control panel by going to chi.uk2.net.
2. Sign in with your email and password.
3. Click the "Domains" tab. The tab appears as a globe like the thumbnail below.

4. Click on the domain that you would like to create Outlook email for.

5. Click on the button titled "Add A New Email".

6. Create a username and password for your new email.

Step 2: Add Your Email Account In Outlook

1. Open the Outlook application on your desktop.
2. Once Outlook has loaded, open the "File" tab.
3. Click "Add Account".

4. Select the button next to "Manually configure server settings or additional server types".

5. On the next screen, select "Internet E-mail" and click "Next".
6. On the following screen enter all necessary personal information in the boxes provided:
 - a. Your Name: First and last name
 - b. E-Mail Address: The email address you created in step 1
 - c. Account Type: POP3
 - d. Incoming mail server: chimail.uk2.net
 - e. Outgoing mail server: chimail.uk2.net
 - f. Username: The full email including @yourwebsite
 - g. Password: The password you created in CHI

7. Click "More Settings".
8. Navigate to the "Outgoing Server" tab, and click on the box next to "My outgoing server (SMTP) requires authentication".

9. Navigate to the "Advanced" tab. Set the Incoming server to 110 and the Outgoing server to 587. Be sure that you have entered these numbers correctly before moving to the next step.
10. Tick the box next to "Leave a copy of the message on the server".
11. Click "OK".
12. Click "Next".
13. Finally, click "Finish" to complete your task.

Outlook will run a number of tests to confirm authenticity and will then create your new account. You will be automatically directed to your inbox.

If you have any questions or need more help with this task, feel free to contact the UK2 technical support staff by opening a chat or by creating a ticket within your CHI account.