How to Pop Email to Outlook

Webmail Access

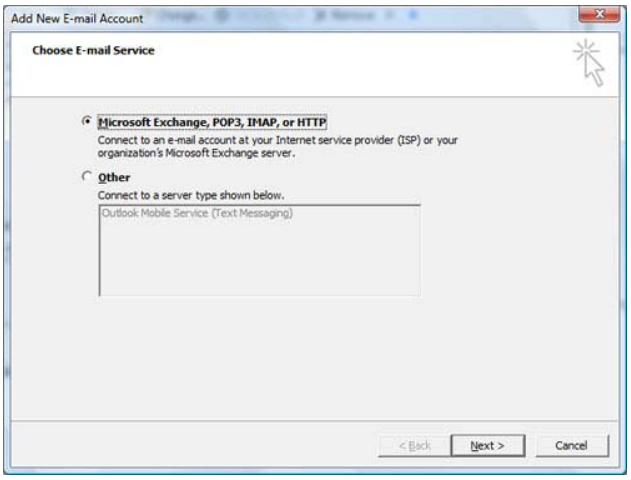
You can access your email account through the following URL: http://mail.usalocalbiz.com. The login is your full email address and your account password. We do have tools available to hosted domains to create new email accounts. Some want to take advantage of software like Outlook to view their email. For those who have email popped to Outlook, we've developed these instructions that cover Outlook 2007, Outlook 2002, and Outlook Express 2006 setup.

Popping Email to Outlook 2007

Let's take a look at how to pop your mail to Outlook.

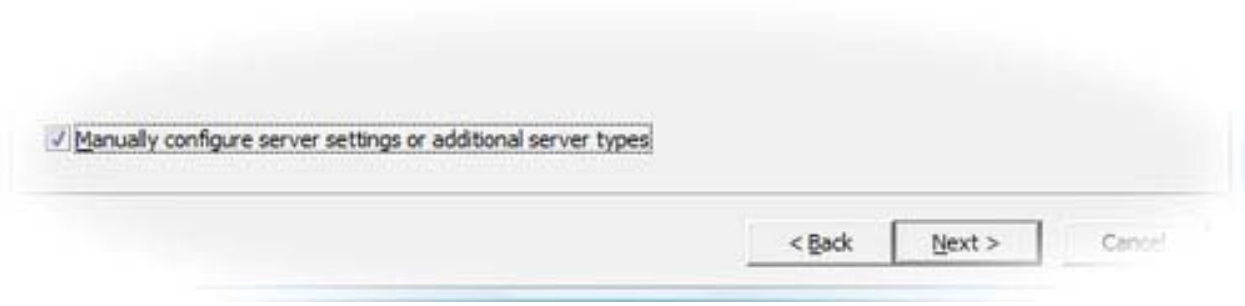
First things first – check the version of Outlook you're currently using by going to Help > About Microsoft Office Outlook. The screen that displays will tell you your version. We'll begin with instructions for the latest Office Outlook 2007 setup.

1. Open Outlook.
2. Select Tools > Account Settings.
3. Select NEW from the secondary toolbar in the display window. This will allow you to create a new connection. You could also edit the existing pop email, if you have it setup for our old email server. Whichever route you choose, you will need your original password to create the account.
4. Choose the first selection – Microsoft Exchange, POP3, IMAP or HTTP. We'll use Secure POP.

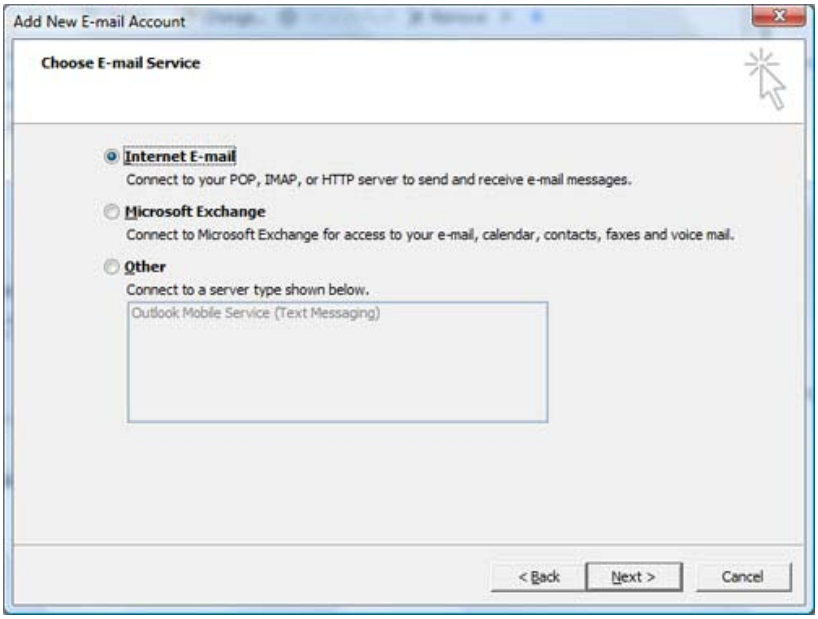


5. After clicking next, do not enter information into the following screen. You will want to select the checkbox on the lower left of the window – Manually configure server settings or additional

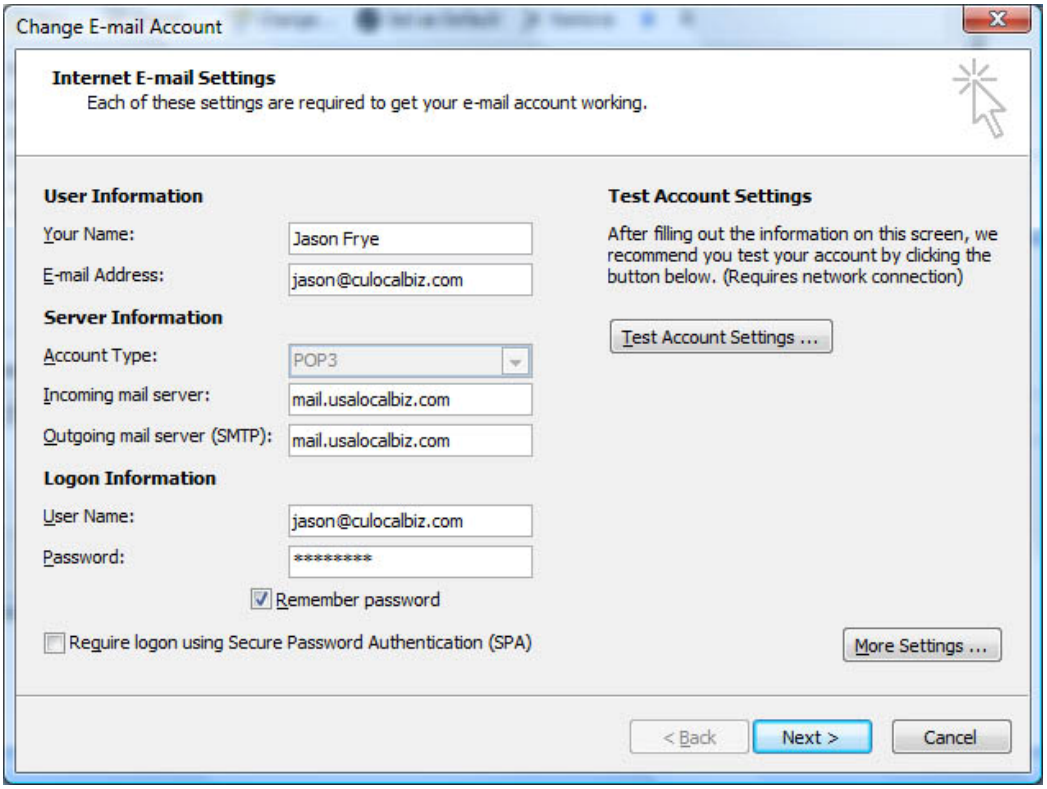
server types.



6. Select Internet Email – the first selection. Click Next.

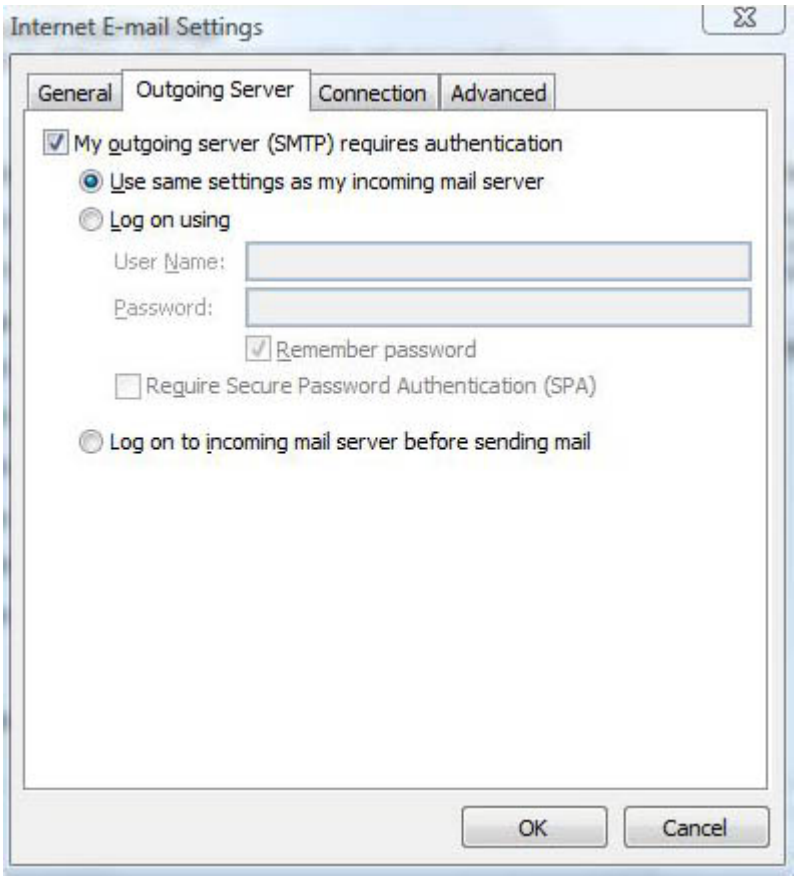


7. Enter your information into the relevant field. The account type is **POP**. The mail server for both outgoing and incoming is: **mail.usalocalbiz.com**. The username is your full email address. The password has stayed the same from the old mail server.



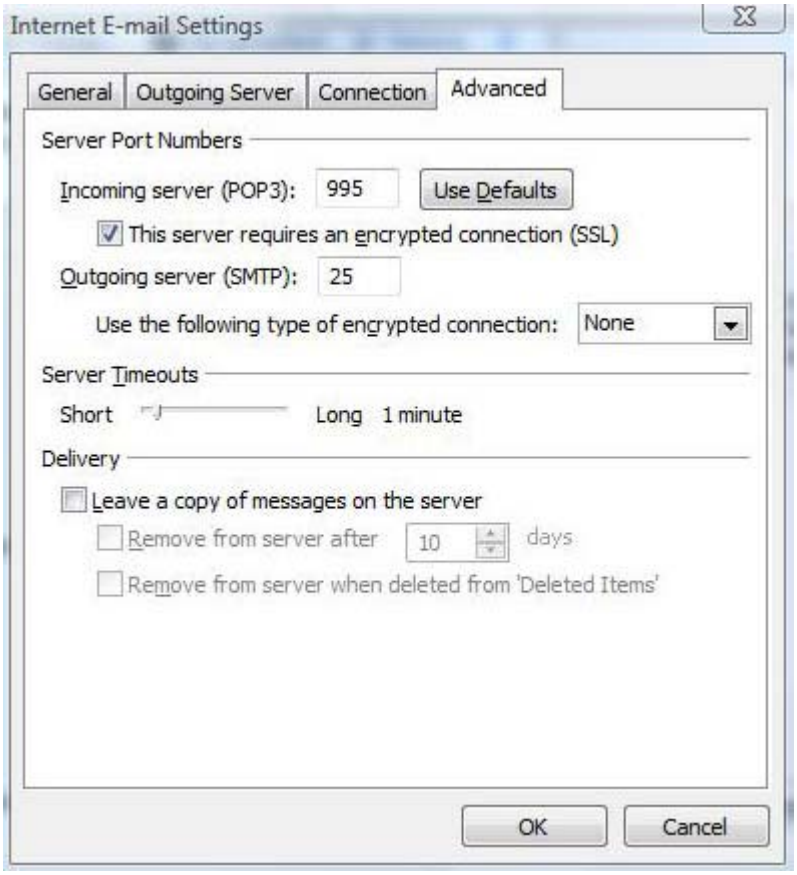
8. Click More Settings on the above screen. You can edit the existing account to return to the above screen, if you clicked NEXT.

9. A four tabbed dialog window appears. Select the second tab titled “Outgoing Server” and tick the checkbox then the first radio button.



10. Select the fourth tab titled “Advanced” and tick the “This server requires an encrypted connection (SSL) checkbox. This automatically changes the incoming server port number from 110 to 995. Leave that change as it is.
    NOTE: You can also choose to leave a copy of your email messages on the server from this

Advanced tab. Tick the checkbox and select the configuration you would like.



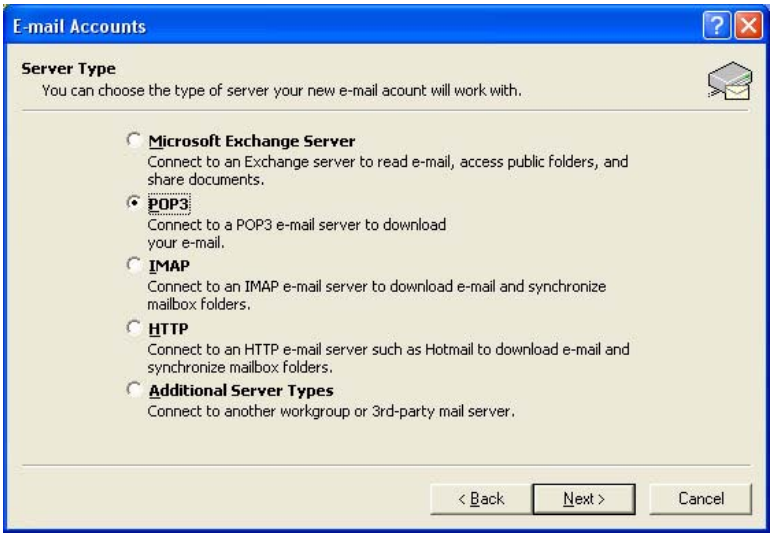
11. Click OK when you have the configuration complete. You can begin sending and receiving email through Outlook.

Popping Email to Outlook 2002

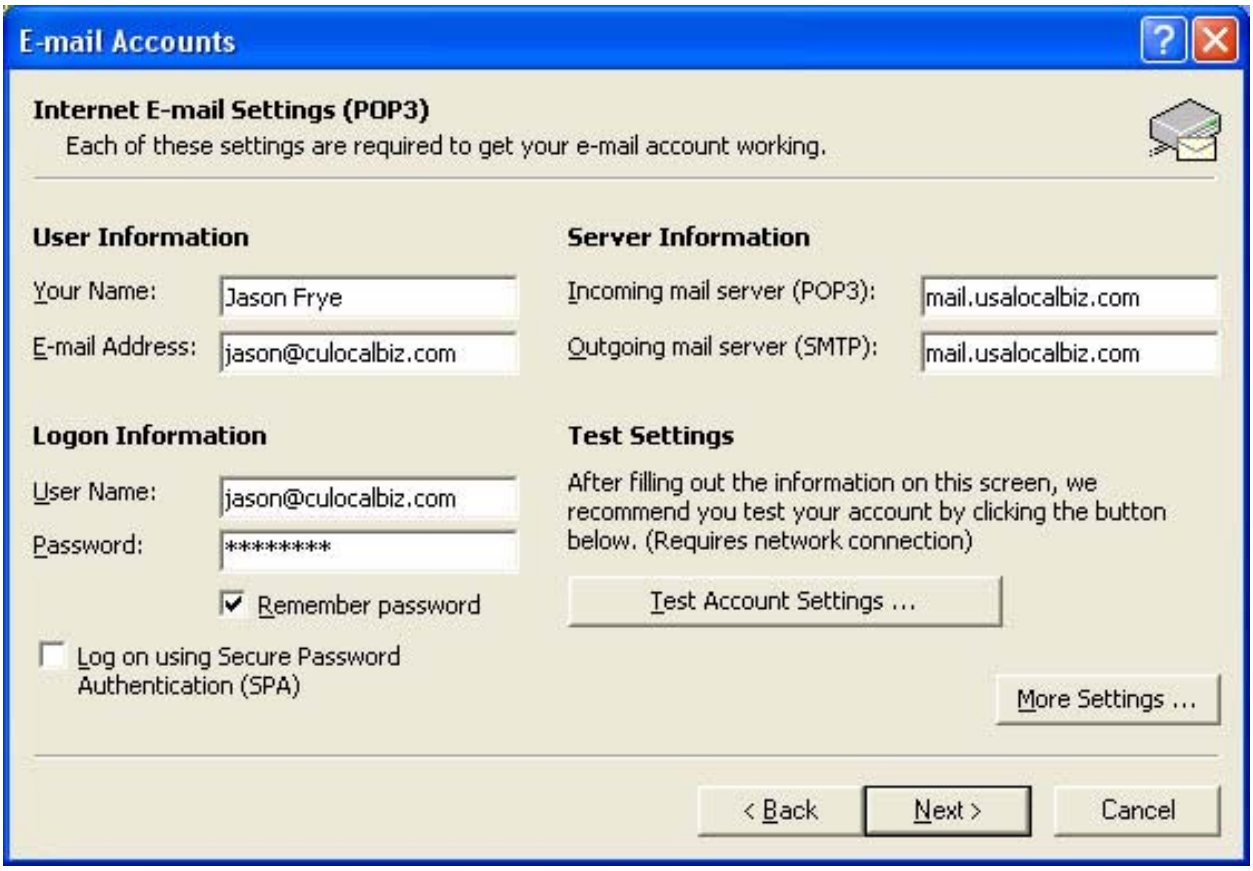
Older versions of Outlook will have similar settings to the previously mentioned Outlook 2007 version. Let's take a look at the process of popping mail to your local machine.

1. Open Outlook.
2. Select Tools > E-mail Accounts.
3. Select **Add a New Email Account**. This will allow you to create a new connection. You could also edit the existing email, if you have it setup for our old email server. Whichever route you choose, you will need your original password to create the account.

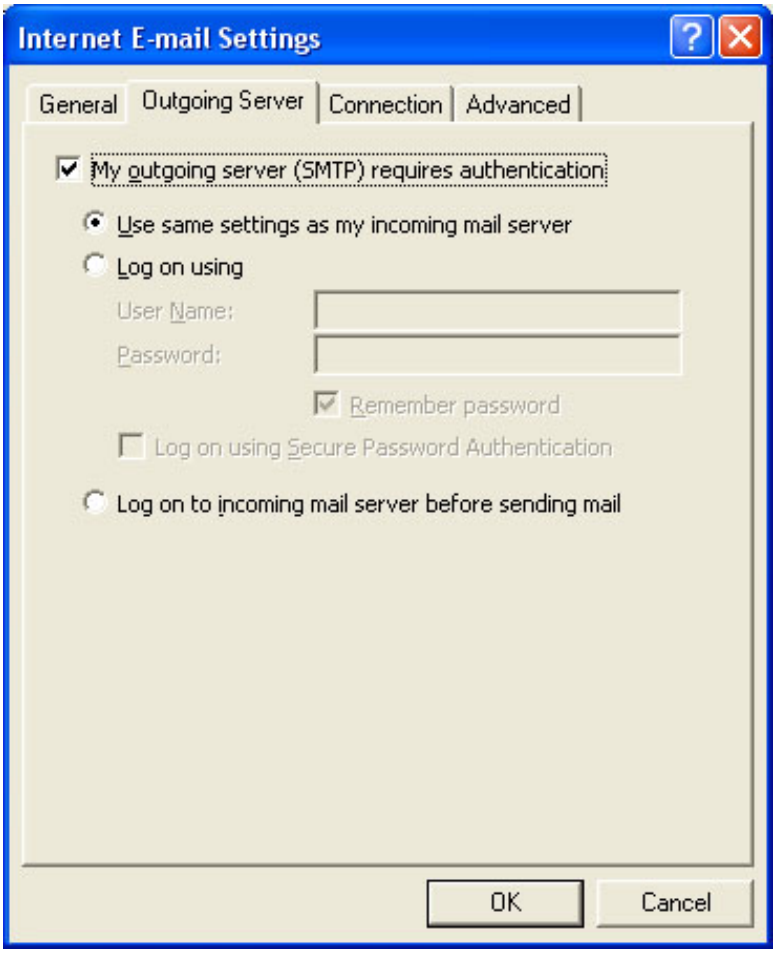
4. Select POP3 from the options.



5. After clicking next, you will need to enter information into the fields to establish the connection. The incoming and outgoing mail server values should always be mail.usalocalbiz.com. The username should always be your full email address. Before finishing the account creation, select the More Settings button and move on to step 6.

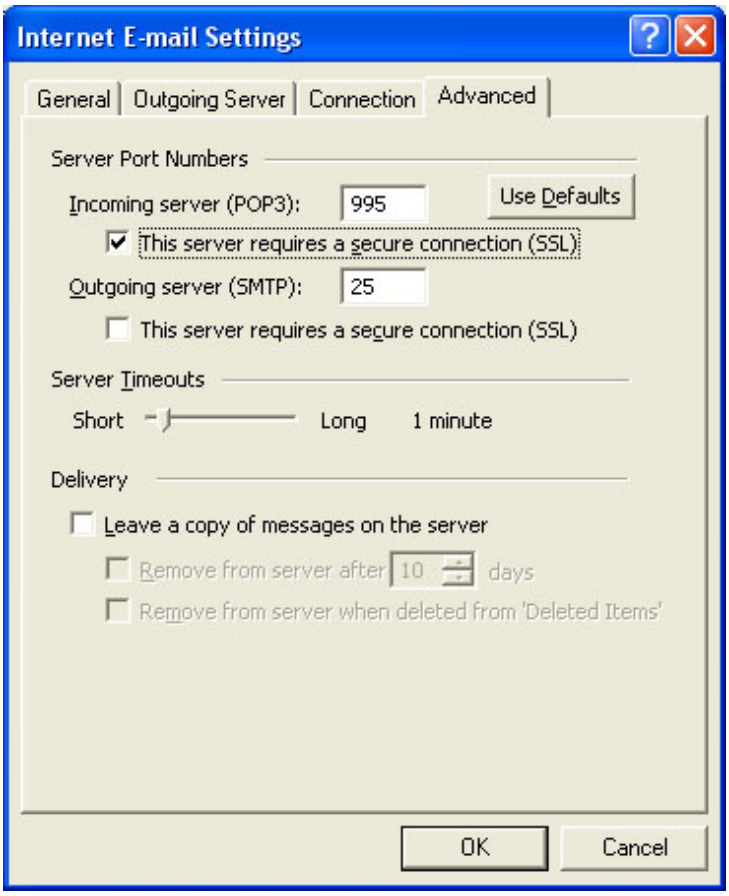


6. After clicking the More Settings button, a four tabbed dialog window appears. Select the second tab titled “Outgoing Server” and tick the checkbox My outgoing server requires authentication. The first radio button “Use same settings as my incoming mail server” will tick automatically – leave it as is.



7. Select the fourth tab titled “Advanced” and tick the “This server requires an encrypted connection (SSL) checkbox. This automatically changes the incoming server port number from 110 to 995. Leave that change as it is.

   NOTE: You can also choose to leave a copy of your email messages on the server from this Advanced tab. Tick the checkbox and select the configuration you would like.



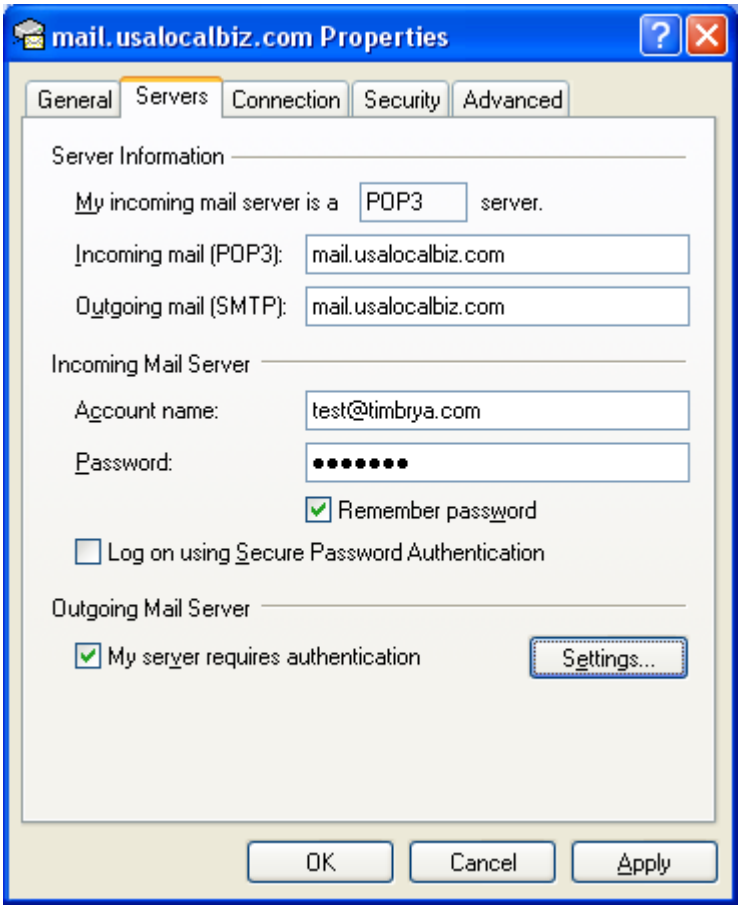
8. Click OK when you have the configuration complete and then NEXT to complete creation of the account. You can begin sending and receiving email through Outlook.

Popping Email to Outlook 2002

The instructions for Outlook Express 2006 assume you have an account created. To begin popping from the Local Biz server, you must change two separate values.

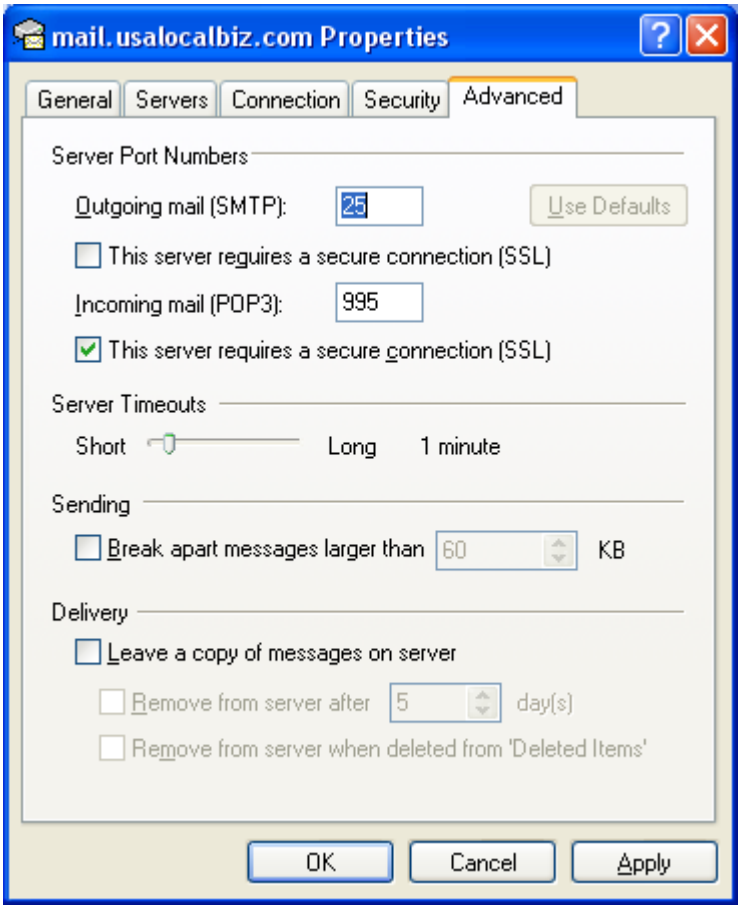
1. Open Outlook Express.
2. Select Tools > Accounts.
3. Double click the Account titled “mail.usalocalbiz.com”

4. Select the second tab titled Servers from the opened dialog window.



5. Tick the checkbox titled My server requires authentication. It should appear as above, with your Account name and password substituted.
6. Select the Advanced tab in the dialog window.

7. Select the checkbox titled “This server requires a secure connection (SSL) located underneath the Incoming mail (POP3) field. This will change the port number from 110 to 995 – leave it as changed.



8. Click OK. And test the send/receive capabilities of the account. If anything doesn’t work, please look over the instructions again before calling.