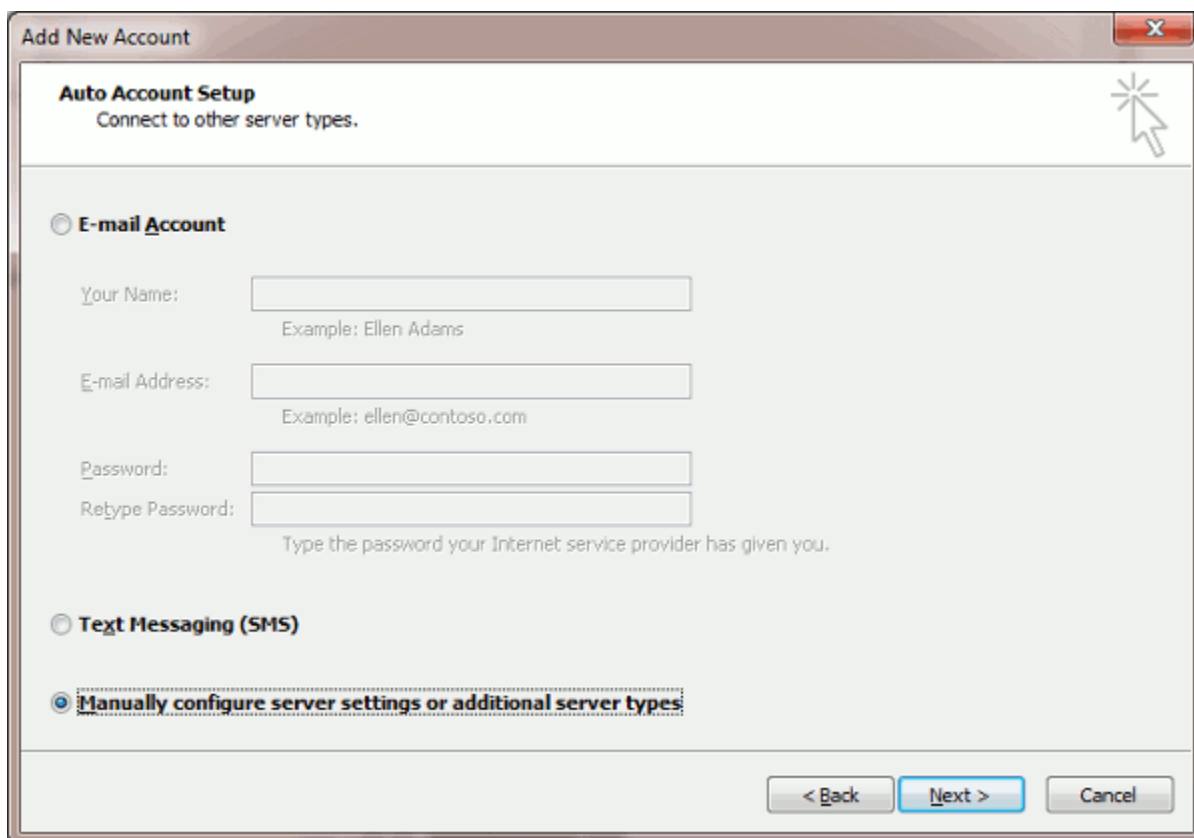


## Access from Microsoft Office Outlook

---

To set up Microsoft Office Outlook 2010:

1. Open Microsoft Office Outlook.
2. Go to **File > Info > Add Account**.
3. Select the checkbox **Manually configure server settings or additional server types**. Click **Next**.



**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

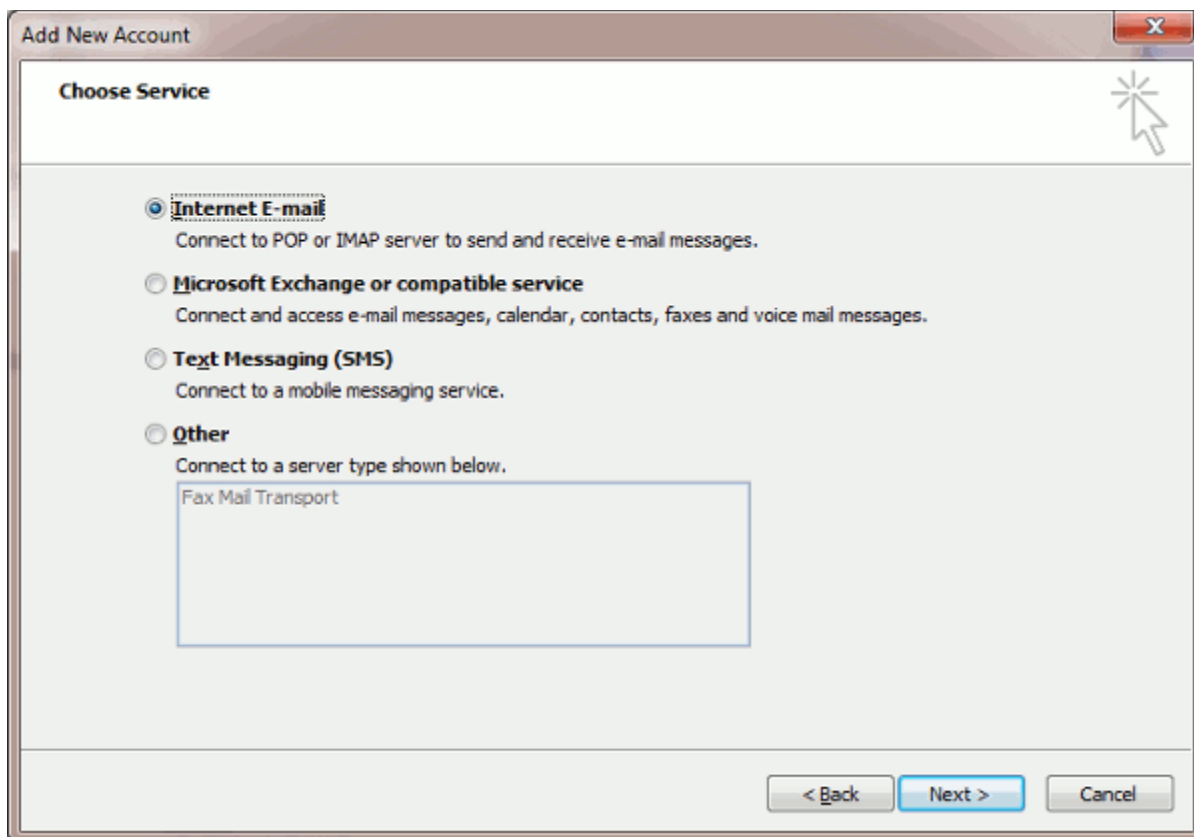
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

4. Select the **Internet Email** option and click **Next**.



5. Specify the following:

- Your name.
- Your email address.
- **Account type**. If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on email messages you receive, if SpamAssassin is enabled on the server.
- Incoming mail server. Type your domain name. For example, example.com.
- **Outgoing mail server (SMTP)**. Type your domain name. For example, example.com.
- **User Name**. Specify your full email address. Example: johndoe@example.com.
- **Password**. Most likely, this password coincides with the password you use for logging in to Plesk.
- **Require logon using Secure Password Authentication (SPA)**. Leave this option cleared.

**Add New Account**

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

**User Information**  
Your Name: John Doe  
E-mail Address: mail@example.com

**Server Information**  
Account Type: POP3  
Incoming mail server: example.com  
Outgoing mail server (SMTP): example.com

**Logon Information**  
User Name: mail@example.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account 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 ...  
 Test Account Settings by clicking the Next button

**Deliver new messages to:**  
 New Outlook Data File  
 Existing Outlook Data File  
Browse

More Settings ...

< Back   Next >   Cancel

- Click **More Settings**, open the **Outgoing Server** tab and check **My outgoing server (SMTP) requires authentication**.

**Internet E-mail Settings**

General   **Outgoing Server**   Connection   Advanced

**My outgoing server (SMTP) requires authentication:**  
 Use same settings as my incoming mail server  
 Log on using  
User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

OK   Cancel

7. Click [Next](#).
8. Click [Finish](#).

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38 Comments

Parallels Plesk Documentation

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**NewPlush\_com** • 2 years ago

I also got POP3 to work on Outlook 2013 using the same method as Keith Murray (thx!):

- On the incoming/outgoing mail server fields, enter as "[mail.yourdomain.com](#)"
- In the "More Settings" section under the "Advanced" tab, enable SSL on the "Outgoing server (SMTP)" and use port 465

• •

**Moayed Qassim** •

I GOT IT

I GOT IT

DO THE FOLLOWING :

type "mail" before your domain name in "Incoming mail server" & "Outgoing mail server" for example:

[mail.example.com](#)

• •

**Alexandre St-Aubin** •

Here's what worked for me : configure the new account as an IMAP account and set the SMTP port to 587..

• •

**Barbara** •

After configuring my Outlook 2010 on Windows 8 following instructions I got error sending test e-mail. I've tried every combination of ports (25, 587,465 with and without SSL), names of server ([domain.com](#), [mail.domain.com](#)) but I'm still getting the same error. I've also tried sending test mail without windows firewall. Can someone please help! Thx.

• •

**Harsha Agravat Ramanuj** •

Can anyone help me . Did you get any solution I am getting same error in same configuration.

