

Setting up Microsoft Outlook 2007/2010/2013 with POP3 protocol

Create a mailbox! ([How to create E-mailbox in cPanel?](#))

After creating the mailbox, in the cPanel interface, under **Email Accounts** in the **Mail** box, scroll down to **Email Accounts** and click **Set Up Mail Client**. cPanel will display the information required for setup.

If you want to use the mail.yourdomain.tld server in the description, replace it with your own domain name.

If you want to use the hostingID.loginssl.com server, enter your cPanel username instead of hostingID.

ADD A MAILBOX

The first time you start Outlook Mail, you'll need to create a profile and enter your information.

If you are not starting Outlook for the first time, you need to click the **Tools** menu, **Account Settings**, and then click **New** on the **Email** tab in the window that appears.

As a first step, select **Manually configure server settings or additional server types**, and then click **Next**.

Add New E-mail Account - Auto Account Setup

Add New E-mail Account - Auto Account Setup

In the next window, select **Internet E-mail** and click **Next**.

Add New E-mail Account - Choose E-mail Service

Add New E-mail Account - Choose E-mail Service

You will then select the option to enter your connection details.

In the **User data** section, enter your name in the **Name** field, you can enter anything here, but it is advisable to enter an identifier, a name with which those to whom you send a letter can identify you. So this name will be seen as the sender by those who receive an email from you. Also in the **Email Address** field, the email address you created in the cPanel interface.

In the **Server Information** section, you can select the **Account type**, which can be **POP3** or **IMAP**. In the **Incoming mail server** and **Outgoing mail server (SMTP)** fields, you must specify the server through which you want to use mail. For POP3 mail, both Incoming and Outgoing mail servers will be as follows:

hostingID.loginssl.com

Before the address ending in .loginssl.com in the image and above, you must enter your hosting ID, which is the same as the username for the cPanel interface. To view your cPanel login at <https://admin.dotroll.com>, follow these steps:

1. After logging in, click Services / My Services in the Top menu bar.
2. On the page that appears, click the Active button at the end of the hosting service line for that domain name.
3. In the middle of the page, under the Hosting Information tab, you will find the cPanel user name.

In the **Login Information** section, enter the email address associated with the mailbox and the password set for it.

In the **Username** field, enter the **full email address** created in the cPanel interface. In the password field, enter the password that you set for the affected mailbox. When entering the password, make sure that the password can contain uppercase and lowercase letters as well as numbers. Check **Remember password**.

Do not select the **Log on using Secure Password Authentication(SPA)** option in the window.

After entering the information, click the **More settings...** button.

Add New E-mail Account - Internet E-mail Settings

Add New E-mail Account - Internet E-mail Settings

CHANGE MAILING SETTINGS

In the pop-up window that appears, click the **Outgoing Mail Server** tab. Here, select the **Outgoing mail server (SMTP) requires authentication** check box.

By default, the first radio button is selected. **Using the same settings as my incoming mail server**, you must change this to **Log on using** with the following information and re-enter the email address and password for the mailbox. Check **Remember password**.

Do not select the **Log on using Secure Password Authentication(SPA)** option in the window.

After selecting, click the **Properties** button.

Internet E-mail Settings - Outgoing Server tab

Internet E-mail Settings - Outgoing Server tab

Then click the Advanced tab

Internet E-mail Settings - Advanced tab

Internet E-mail Settings - Advanced tab

On the Advanced tab, you need to make the following settings:

Under **Incoming server (POP3)** For **Use the following type of encrypted connection**, select **SSL** from the drop-down list following.

Under **Outgoing server (SMTP)** For **Use the following type of encrypted connection**, select **SSL** from the drop-down list following.

In the box behind **Outgoing server (SMTP)**, enter **465**.

In the **Delivery** section, if you select **Leave a copy of messages on the server**, the client will make a copy of that message to the local device during the download.

We recommend that you select **Remove from server after** and enter a time interval in days after which the client deletes mail from the server if you have set a small mailbox quota in the cPanel interface.

With the **Remove from server when deleted from the “Deleted Items”** folder, the client will also remove the mail from the server after deleting the mail, so that the mailbox cannot be accidentally filled.

The settings can be saved by clicking **OK**.

After entering the information, click **Next**.

On the next page, the **Wizard** congratulates you.

Click **Finish** to successfully set up your email address.