

Outlook 2013 POP Account (scroll down for IMAP Settings)

Open Outlook.

Click the **File** tab, and select **Account Settings...**

On the **E-mail** tab, select your POP account and click **Change...**

Change the following fields:

Incoming mail server: mail.bnin.net

Outgoing mail server (SMTP): mail.bnin.net

Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

Click the **More Settings...** button

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: First Last

Email Address: username@bnin.net

Server Information

Account Type: POP3

Incoming mail server: mail.bnin.net

Outgoing mail server (SMTP): mail.bnin.net

Logon Information

User Name: username@bnin.net

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

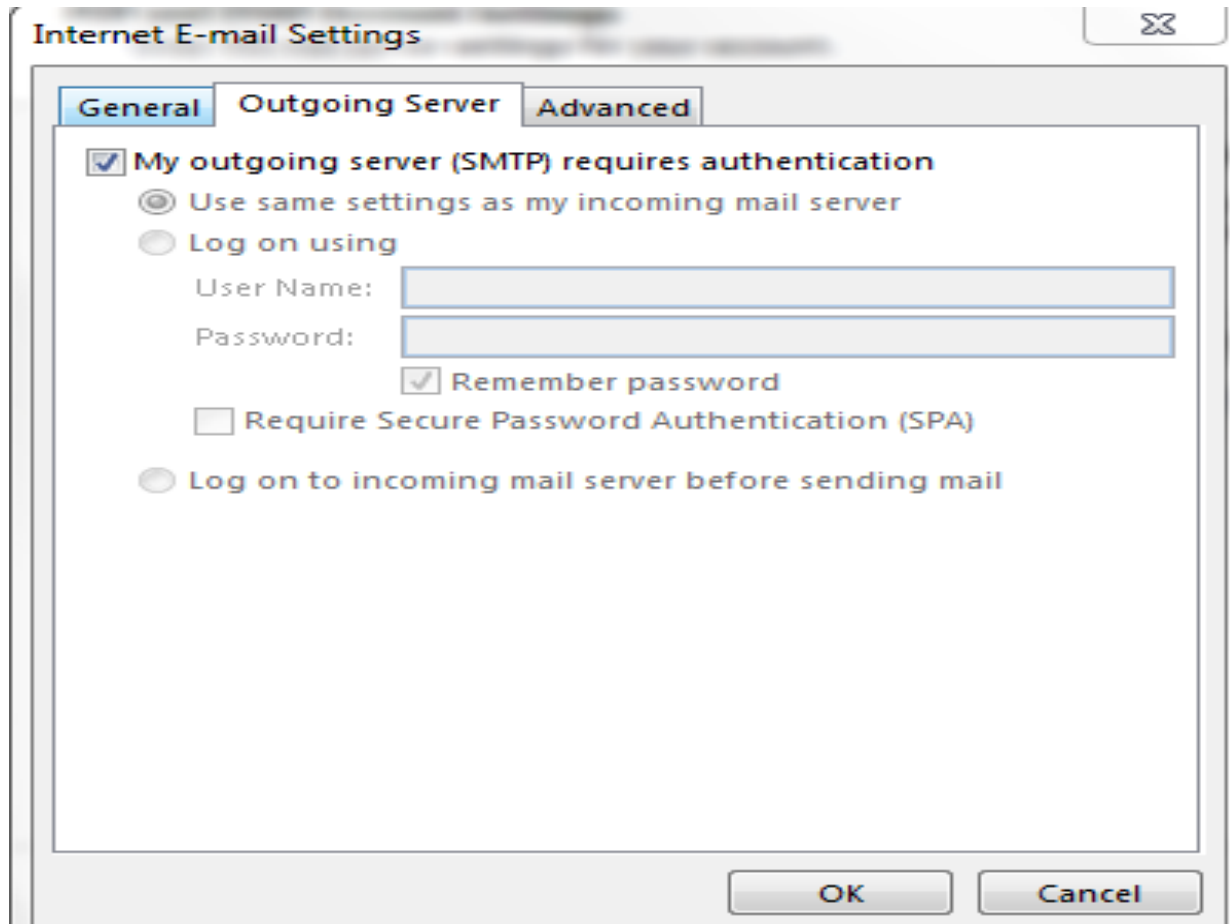
Automatically test account settings when Next is clicked

More Settings ...

< Back Next > Cancel

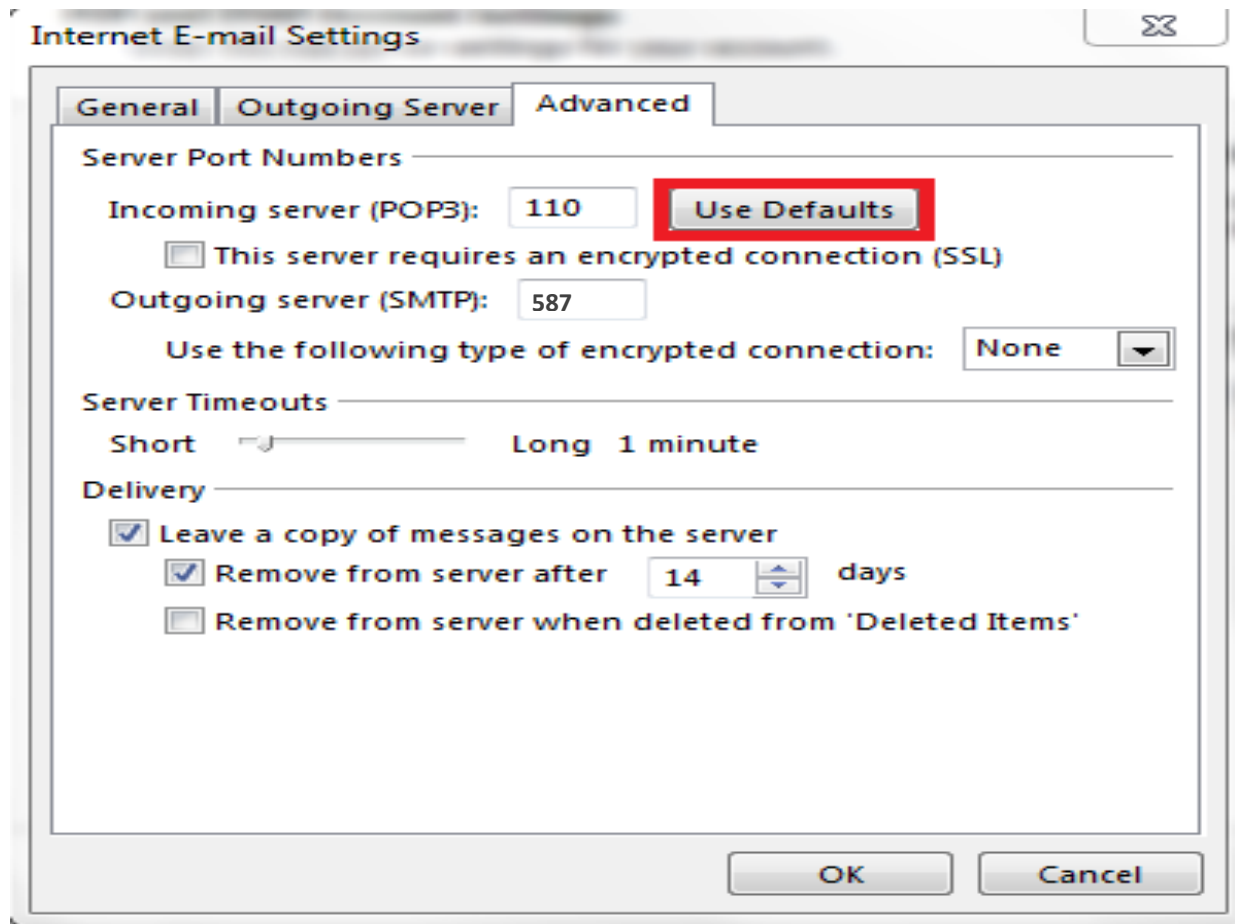
Select the **Outgoing Server** tab.

Verify the box next to **My outgoing server (SMTP) requires authentication** is checked and select **Use same settings as my incoming mail server**.



Click the **Advanced** tab

Click the **Use Defaults** button



Verify that the settings were reset to the following:

Incoming server (POP3): 110 (This server requires an encrypted connection (SSL) should **NOT** be checked.)

Outgoing server (SMTP): 587 should be used instead of 25 (Use the following type of encrypted connection should be set to NONE)

Click **OK**.

Click **Next**, and then click **Finish**.

IMAP Account Settings:

Follow the same instructions using the following ports:

Incoming: 143

Outgoing: 587