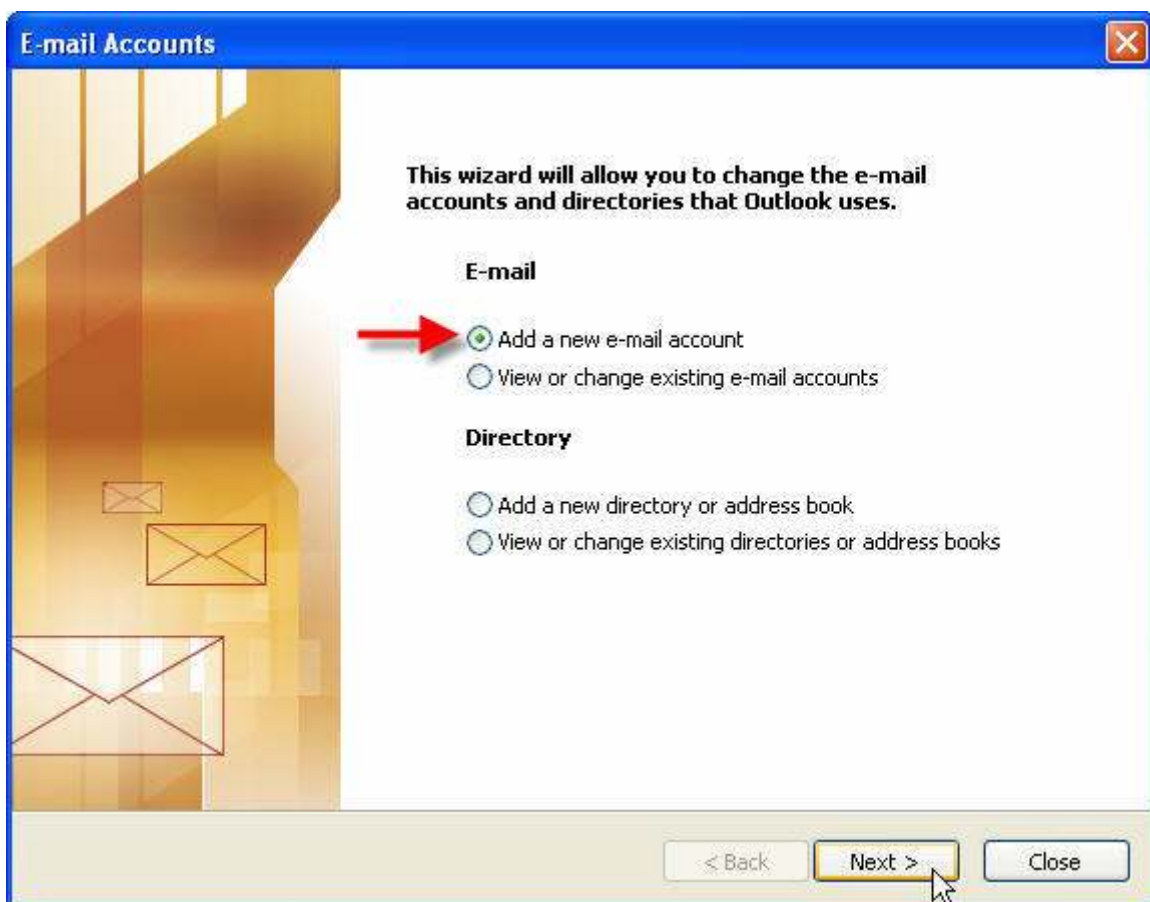


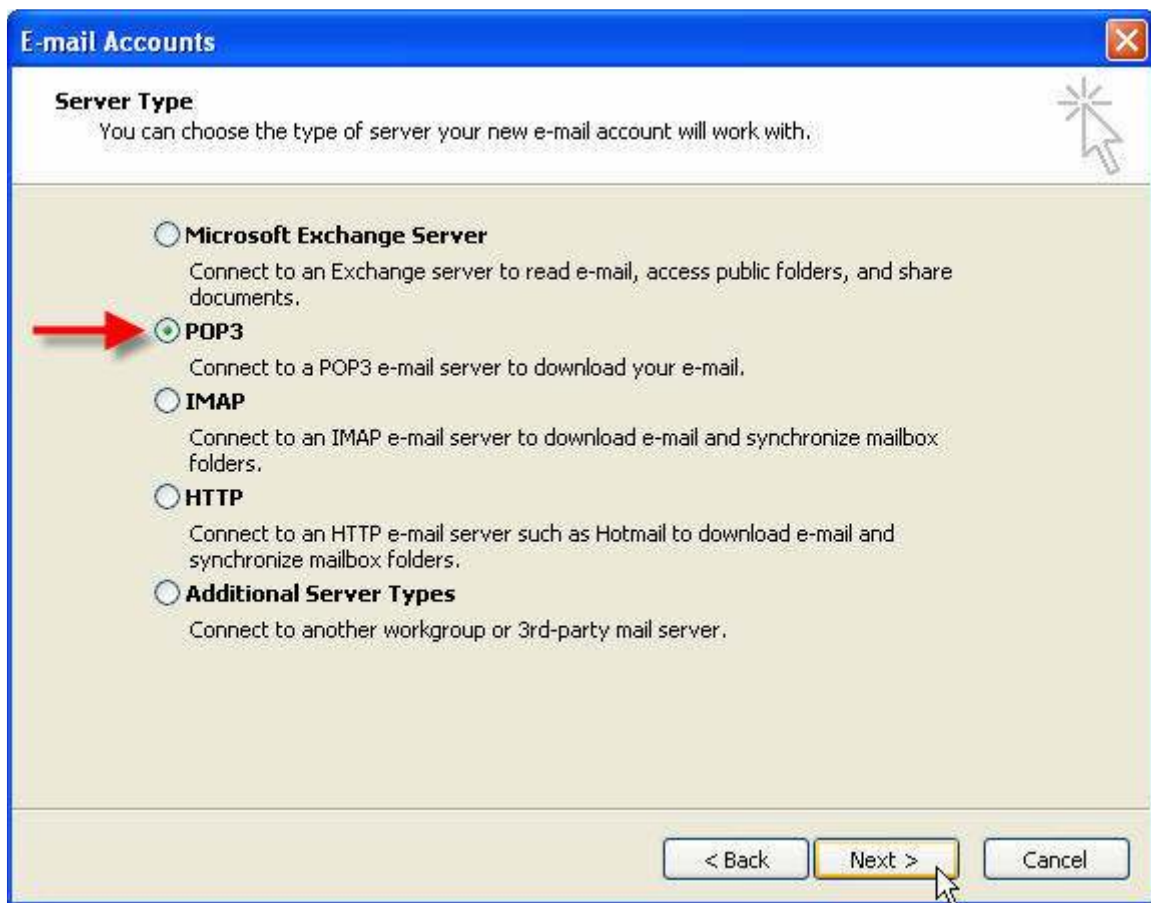
Microsoft Outlook POP Settings- CENTURY 21

In order to create a NEW POP3 account in Microsoft Outlook:
From the main menu click **Tools** → **Email Accounts**

**TO ADJUST YOUR CURRENT SETTINGS SKIP TO
PAGE 4**



Select "Add a new email account" and click "Next"



Select "POP3" and click "Next"

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

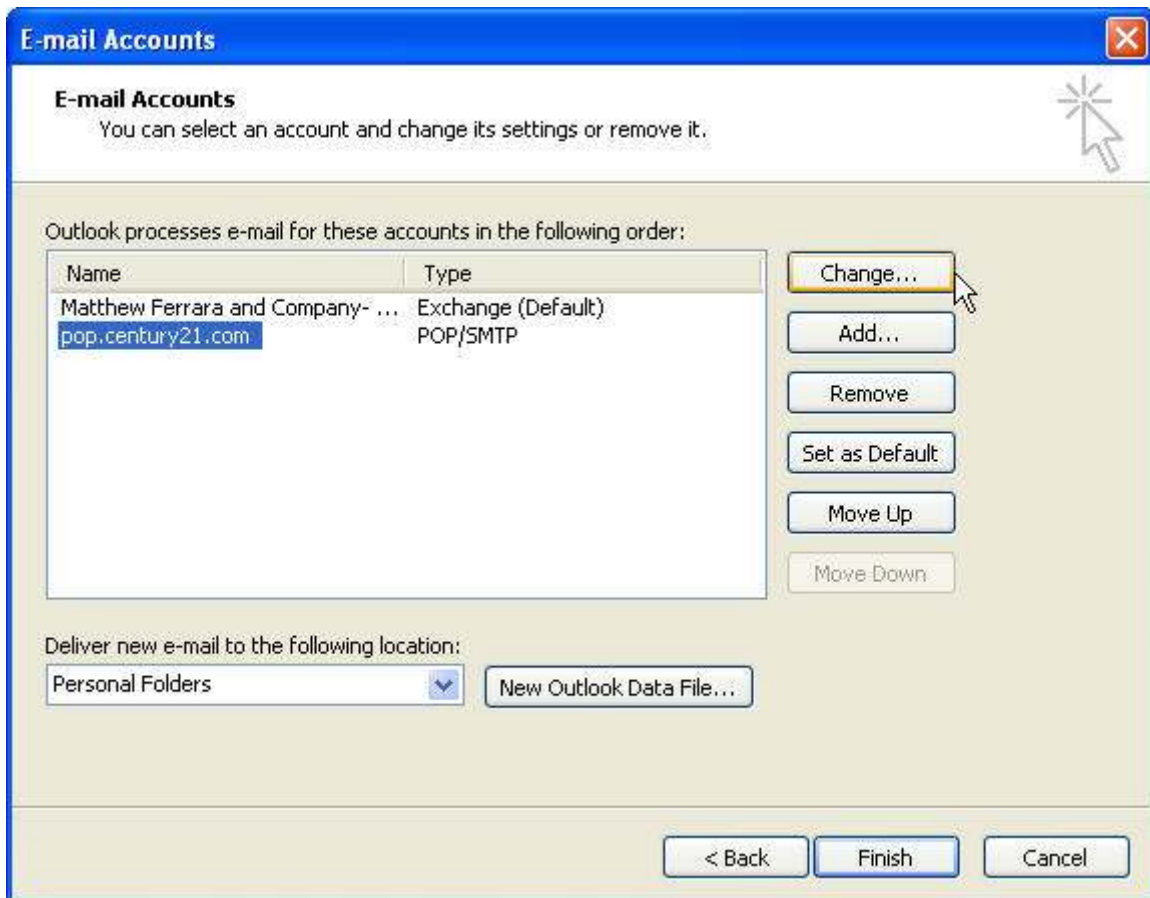
User Information	Server Information
Your Name: <input type="text" value="John Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.century21.com "/>
E-mail Address: <input type="text" value="john.smith@century21.cor"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.postoffice.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="john.smith@century21.cor"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back **Next >** Cancel

1. Fill in your name under the **"Your Name"** field
2. Enter your email address
3. The incoming mail server is: **pop.century21.com**
4. The outgoing mail server is: **smtp.postoffice.net**
5. The username follows the following format:
john.smith@century21.com
6. Enter your **Password**
7. Click **"More Settings"** and skip to page 6

Click Tools>> Email Accounts>> View or change existing email accounts>> Next>> Highlight the account and press Change



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

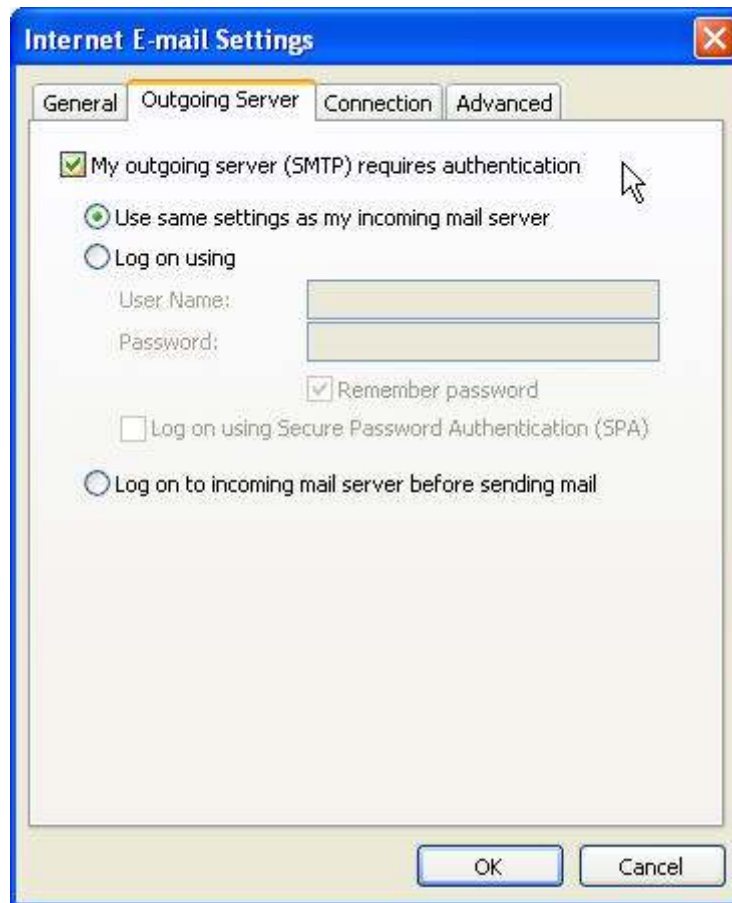
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

1. Fill in your name under the **"Your Name"** field
2. Enter your email address
3. The incoming mail server is: **pop.century21.com**
4. The outgoing mail server is: **smtp.postoffice.net**
5. The username follows the following format:
john.smith@century21.com (This must be the email address that reflects the login name that you use to access your web mail)
6. Enter your **Password**
7. Click the **"More Settings"** button

Click the Outgoing Server Tab

Check the “My Outgoing Server requires Authentication” box



Click the Advanced Tab

Make sure the outgoing port is **2525**

