

How do I convert email from IMAP to POP3?

1. Back up your emails

Before you adjust anything, always back up first. If something goes wrong by mistake, your files will be safe.

See <https://support.office.com/en-us/article/Back-up-your-email-E5845B0B-1AEB-424F-924C-AA1C33B18833>

2. Turn off the IMAP account

Then turn off the IMAP account on all computers, laptops, and phones that retrieve email for this email account.

Many email programs have the option to turn an account on or off.

For Outlook, follow these steps:

1. Open the Send/Receive Groups setting using the CTRL+ALT+S keys or : Outlook 2010, Outlook 2013 and Outlook 2016: File-> Options -> Advanced button Send/Receive...
2. Click the Edit button.
3. In the left screen, click the account you want to disable.
4. In the right screen, check out the top option "Include the selected account in this group" on the right screen.
5. Click OK until all screens are closed.

3. Determine the main computer and set the new email address using pop3 type.

POP3 download all email to the device that retrieves the email.

Once you set up the email address, all emails are downloaded to your computer and these emails are no longer available on other devices.

Therefore, decide which computer you want to get all existing emails on.

You must now add the email address to your email program again, while adding, choose the POP3 protocol.

Incoming server settings

User ID	your email username
Password	Your email password
Incoming email server	mail01.hostcontrol.com
account type	POP3
Server Port	110

Outgoing server settings

Outgoing email server	smtp-cl01.hostcontrol.com
Encryption available TLS	
Authentication Required	(SMTP authentication) YES
Server Port	587

4. Let all email come in

After you add the email address, all emails from your email provider will be downloaded to your computer. Wait for this step to be ready.

5. Delete the IMAP account

Make sure that all emails and folders (with content) you had available within your IMAP account are now also available in the POP3 account. After you confirm this, you can delete the IMAP account on all devices. Please note that the computer on which the POP3 account was added is the only computer that contains all emails, if you delete this account (accidentally) then you have lost all your emails. For the future, also consider any defects to this computer, if retention of the emails are important, make sure for an appropriate backup strategy for this computer and emails.