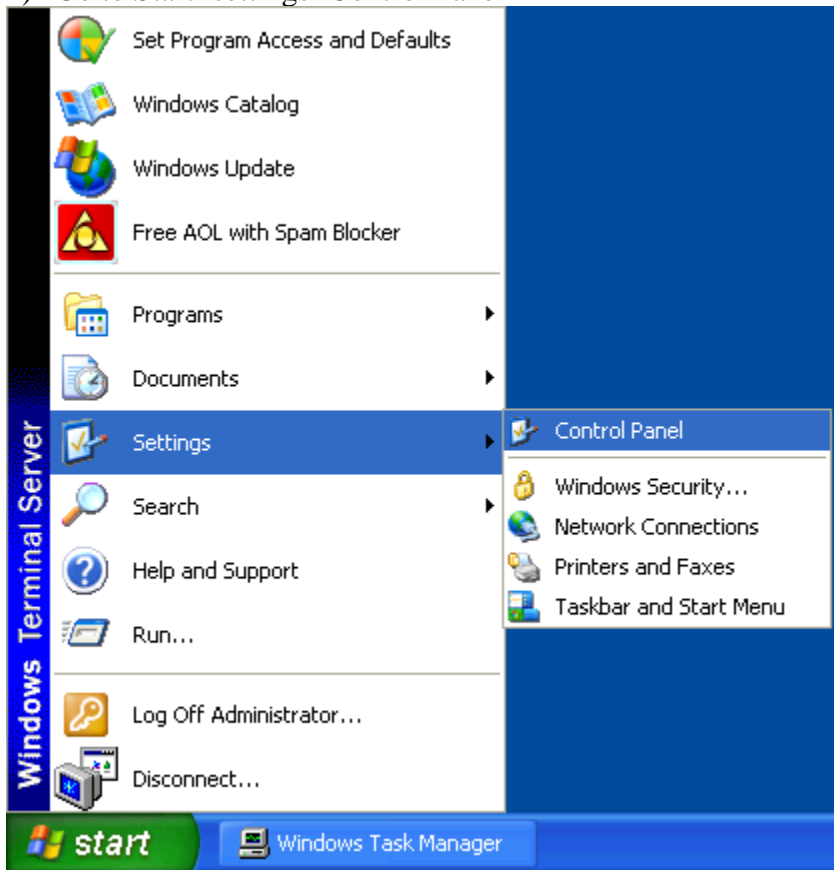


# Outlook 2003 POP Instructions For Faculty and Staff

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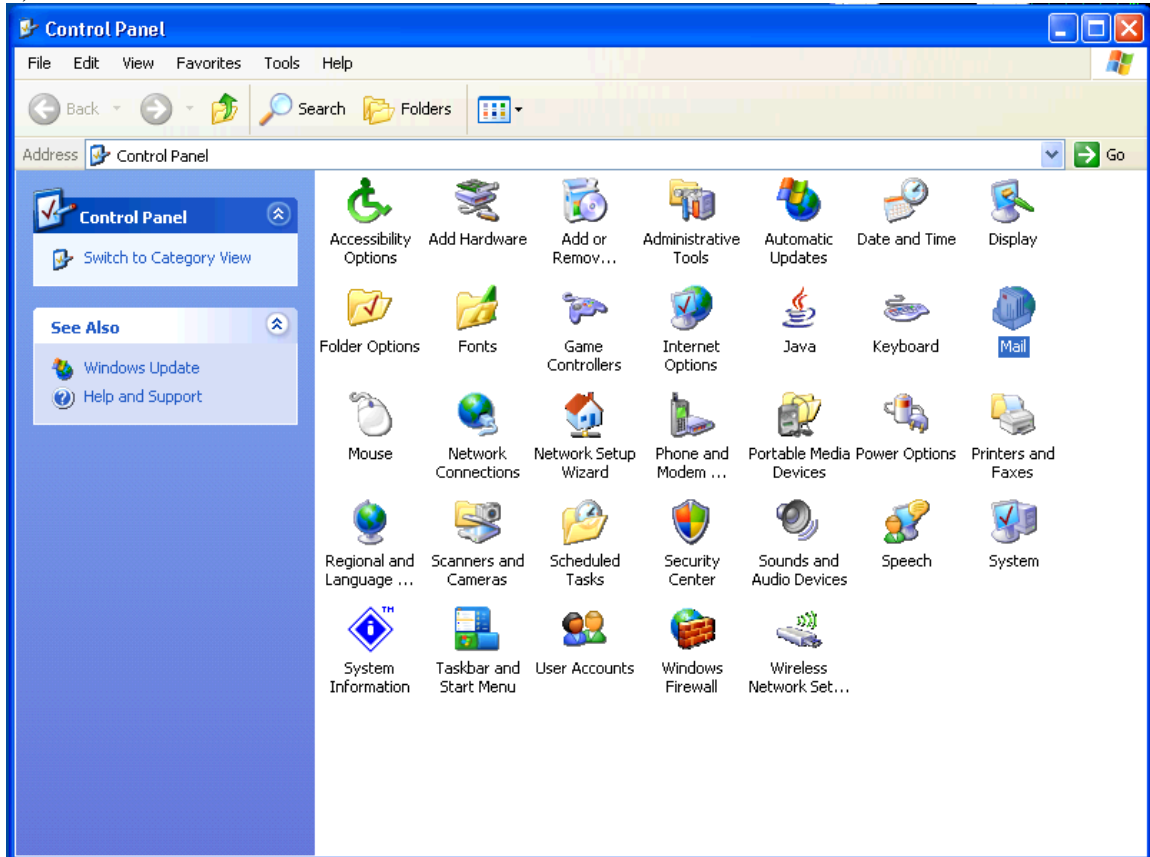
/\*\*Make sure Office 2003 is up to date. Visit the Microsoft Office update site at <http://officeupdate.microsoft.com> and check for updates.\*\*/

1) Go to Start>settings>Control Panel

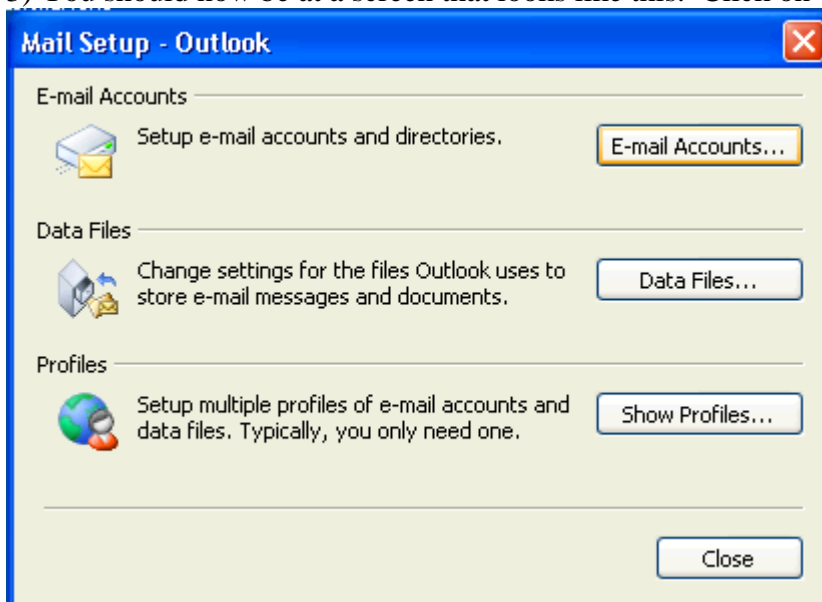


# Outlook 2003 POP Instructions For Faculty and Staff

2) Double Click on Mail.



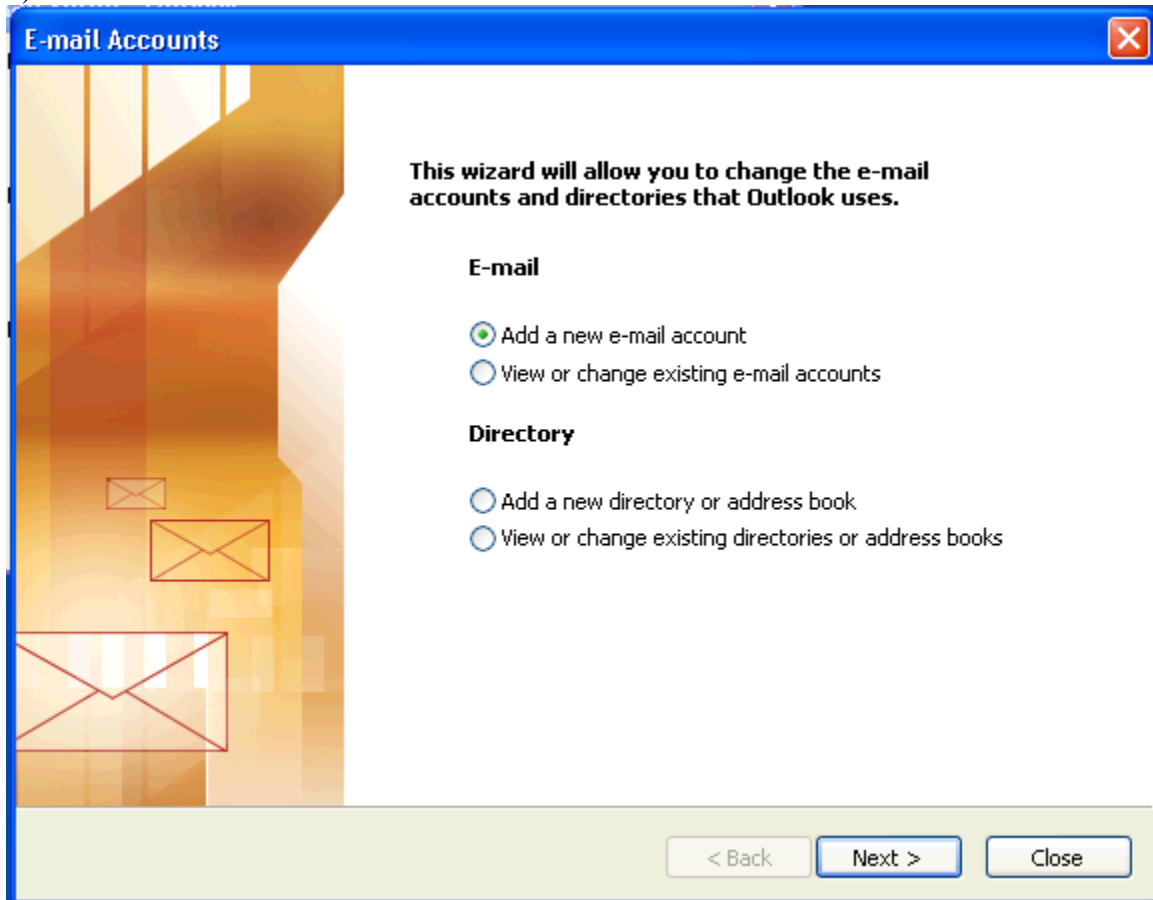
3) You should now be at a screen that looks like this. Click on 'E-mail Accounts'.



# Outlook 2003 POP Instructions For Faculty and Staff

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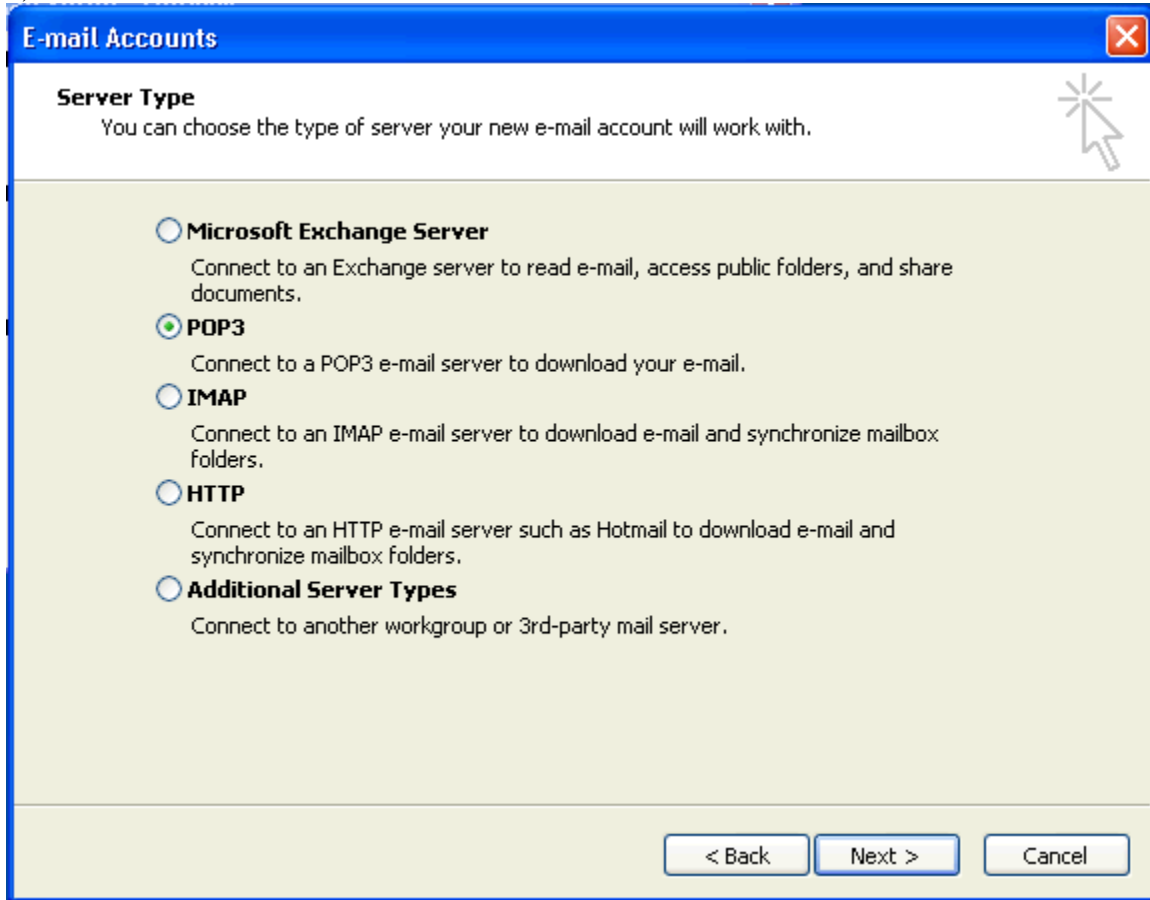
4) Make sure that 'Add a new e-mail account' is selected and click next.



# Outlook 2003 POP Instructions For Faculty and Staff

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5) Select 'POP3' and click next.

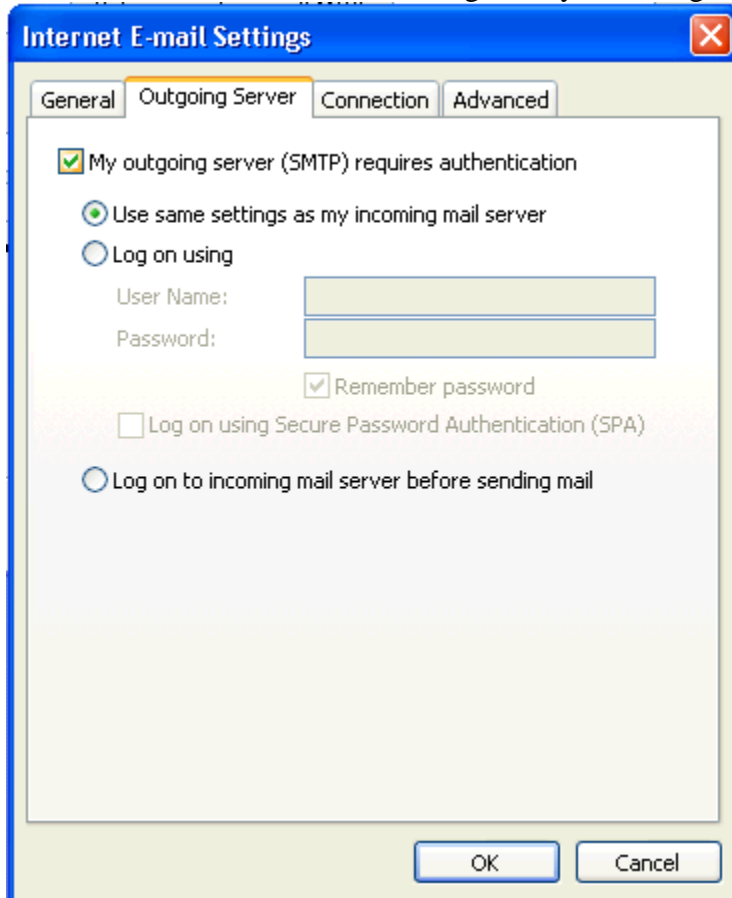




## Outlook 2003 POP Instructions For Faculty and Staff

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7) Go to the 'Outgoing Server' tab and check 'my outgoing mail server (smtp) requires authentication' and 'use same settings as my incoming mail server'.

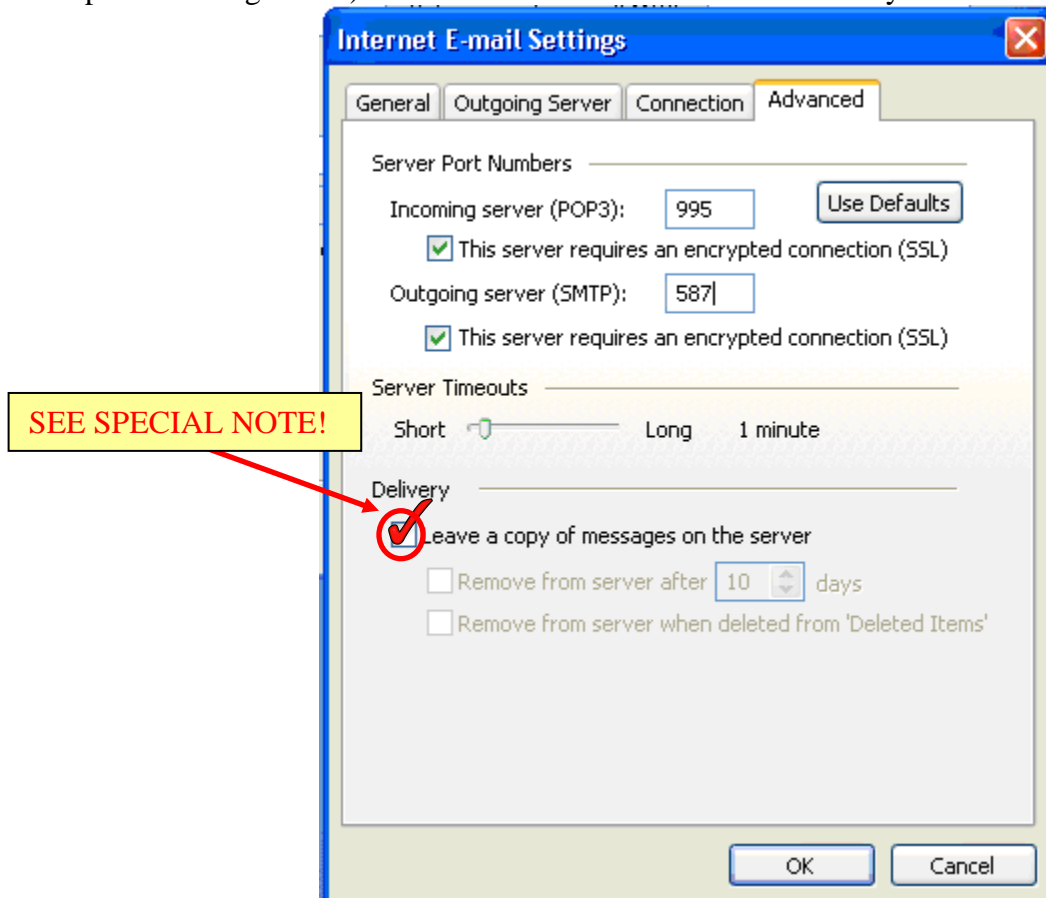


## Outlook 2003 POP Instructions For Faculty and Staff

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9. 8) Go to the 'Advance tab' and select 'This server requires an encrypted connection (SSL)' under the Incoming and outgoing sever label. Change the SMTP port to 587 and verify the IMAP port is set to 993. Click OK then Next to continue.

The "Delivery" options are optional. If you do not check "Leave a copy of messages on server", they will **not** be available when you log into Outlook Web Access. It is recommended that you check it. (Note that this will **not** affect Mimosa, messages will be copied there regardless). Click ok then next then finish and finally close.



### **SPECIAL NOTE:**

If you use the POP setting to get your email the default setting is to REMOVE the email messages from the server when they are downloaded into your email client.

If you wish to use your email client in ADDITION to another means (the web, or Outlook on campus) to read your message you MUST place a check in the box next to "leave a copy of the message on the server" when you setup your mail client

If you are ONLY using your email client to get your messages this is not necessary.

# Outlook 2003 POP Instructions For Faculty and Staff

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10) Open outlook and click 'send/recv' to check your mail.

