1. Open Outlook Express by clicking Start, All Programs, and Outlook Express.

2. Click on the Tools menu and click “Accounts”.
3. Click on Add ➔ Mail…

4. Enter your name and click “Next”.

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name: Your Name Here

For example: John Smith
5. Enter your full email address and click “Next”.

6. Choose “IMAP” as the type of server and enter “pod51000.outlook.com” as the incoming and outgoing servers, then click “Next”.

![Internet Connection Wizard](image)
7. Type in your full email address for “Account name” and specify your current password. You may check the “Remember Password” box if you would like to; however, this should not be done if you are using a computer with a shared logon. Click “Next”.

8. Click Finish.
9. You should now be back at a screen that looks similar to the one below. Select the account labeled “pod51000.outlook.com” and click “Properties”.

10. Click on the “Servers” tab and check the box entitled “My server requires authentication”. Click on “Settings”.

![Internet Accounts](image1)

![pod51000.outlook.com Properties](image2)
11. Verify “Use same settings as my incoming mail server” is selected. Click “OK”.

12. Click on the “Advanced” tab. For both Incoming and Outgoing, select “This server requires a secure connection (SSL)”. Change the outgoing port number to 587 and verify the incoming port number is 993. Click “OK”. Click “Close”.

![Outgoing Mail Server](image)

![pod51000.outlook.com Properties](image)
13. Click “Yes” if you are prompted to download folders from the mail server. Note if you did not receive the question, you can right click the account in the left pane and choose “IMAP Folders” to get to the same window.

14. If there are folders other than your “Inbox” that you wish to download through IMAP, click on the folder and then click on “Show”. This will enable you to view messages that are inside those folders in your mailbox. It is highly recommended that you select the “Junk E-Mail” folder so that you will see messages that the email system has detected as junk. Occasionally there are false positives so you could potentially miss some legitimate email if you don’t occasionally check the “Junk E-Mail” folder. After you select the additional folders you want to access through Outlook Express, click “OK”.

15. Congratulations, your account is now set up. Click on the folder you wish to view to see the messages in that folder. Please see below for more information.
Additional Information:

- The IMAP protocol does not support the Calendar or Contacts folders, even if you try “showing” them. If those folders are important to you, you can just use Outlook Web App (webmail) available at [http://mail.huskies.bloomu.edu/](http://mail.huskies.bloomu.edu/), or if you own Microsoft Outlook 2007 or later, you could configure it with an Exchange account using what is called “Outlook Anywhere”.

- Outlook Express cannot be configured to move deleted items into the “Deleted Items” folder on the server when clicking the Delete button or using the Delete key. You could probably emulate this behavior if you wish by moving/dragging messages into the “Deleted Items” folder, assuming you have selected to “show” it. If you use the Delete button/key method to delete messages, those messages will remain on the server until you hit the “Purge” button within Outlook Express. At that time, the messages are permanently deleted from the server. If these shortcomings of Outlook Express bother you but you still wish to use the IMAP protocol, it is suggested that you instead use Mozilla Thunderbird, free from [http://www.mozillamessaging.com/](http://www.mozillamessaging.com/).