Windows Mail POP Instructions - Bloomsburg University Students

1. Open Windows Mail from your Start Menu.

2. Click on the Tools menu and click “Accounts”.

![Start Menu with Windows Mail selected](image1.png)

![Tools menu with Accounts selected](image2.png)
3. Click on “Add” to add your account.

4. Click on “Email Account” and then click “Next”.

5. Follow the prompts to complete the setup process.
5. Enter your full name for your Display Name and then click “Next”.

6. Enter your full email address and then click “Next”.

![Image of Windows Mail POP instructions](image)
7. Select “POP3” as the server type, enter pod51000.outlook.com for the incoming and outgoing servers, select the “Outgoing server requires authentication” box, and click “Next”.

8. Enter your full Bloomsburg University email address, enter your current HuskyID 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”.
9. Be sure to select the “Do not download my e-mail and folders at this time” option and click “Finish”.

10. In the “Internet Accounts” dialog box, click the account you just created and click “Properties”. 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 995. It is highly recommended that you select the “Leave a copy of messages on server” option, uncheck the “Remove from server after x days” box, and select the “Remove from server when deleted from Deleted Items” option. Click “OK”. Click “Close”. 
11. Log in to your mailbox in your web browser through Outlook Web App (webmail) at http://mail.huskies.bloomu.edu/ and click on “Options”, and then click on “See All Options”. On the left side, click on “Block or Allow”. Select the “Don't move e-mail to my Junk E-Mail folder” option, then click on “Save” at the bottom right. You can log off Outlook Web App and close your web browser.

12. Congratulations, your account is now set up. Click on the “Send/Receive” button at the top of Windows Mail to check your email immediately. Click on “Inbox” underneath “Local Folders” to view your email messages. Please see below for more information.

Additional Information:

- The POP protocol only supports retrieving messages from the “Inbox” folder, so you will not be able to retrieve messages from any other folders, including your Junk E-Mail folder. That is why you are instructed to disable server-side junk e-mail filtering. If you only use POP to read your email messages, you would never see any messages that are moved into the Junk E-Mail folder by server-side junk filtering. You should also be careful if you have previously set mailbox rules within the options of your email account to automatically move certain messages to other folders in your mailbox, because you will not see these messages either.

- The reason it is recommended to set the option to “Leave a copy of messages on server” is because if you don’t, the copy of Windows Mail you set up on a particular computer will house the only copy of messages it has downloaded. If you leave a copy of the messages on the server, messages will be available if you access your email account another way, such as Outlook Web App, Microsoft Outlook, and Mobile Device Exchange Activesync. The “Leave a copy of messages on server” setting is required if you want to get your messages on your mobile device and in the case of a hard drive crash or if you have to wipe and reinstall your operating system, you will be happy to have these messages still available and not lost forever.

- IMAP is an alternative to POP and IMAP does support all other message folders within your mailbox (IMAP does not support Calendar or Contacts). If you only chose POP because you wanted a downloaded copy of your messages, you should consider IMAP because you can still save copies of messages off to local folders when accessing your account through IMAP.

- If your Calendar and Contacts are important to you, you can just use Outlook Web App (webmail) available at 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”.

6