1) Click Start, All Programs, and Outlook Express.
2) Go to Tools and click Accounts.

3) You should now see this screen. Click on Add then Mail.
4) Enter your name on this screen. Click Next.

**Internet Connection Wizard**

**Your Name**

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) On the next screen enter your email address (HuskyID). Click Next.

**Internet Connection Wizard**

**Internet E-mail Address**

*Your e-mail address is the address other people use to send e-mail messages to you.*

**E-mail address**

abc1234@huskies.bloomu.edu

For example: someone@microsoft.com
6) On this screen make sure that ‘IMAP’ is selected as the type of server and ‘outlook.com’ is entered as the incoming server.

SMTP (outgoing) server – Enter “pod51000.outlook.com”.

Click Next.
7) Enter your HuskyID in the ‘Account name’ field. Click next and Finish on the next screen.

Don’t click “Log on using Secure Password Authentication (SPA).

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the ‘Log On Using Secure Password Authentication (SPA)’ check box.

☐ Log on using Secure Password Authentication (SPA)
8) You should now be back at a screen that looks similar to the one below. Select the account labeled ‘outlook.com’ and click properties.
9) Go to the ‘Servers’ tab and verify that ‘My server requires authentication’ setting is checked, then click on ‘Settings’. Make sure that ‘Use same settings as incoming mail server’ is selected and click ok.
10) Go to the advanced tab and check ‘This server requires a secure connection (SSL)’ under both the incoming and outgoing mail label.

You will need to change the “Outgoing mail (SMTP)” port to 587. When done, click OK.

11) Click on the Send/Recv button to check your mail.