Outlook Express POP Instructions
For Students

1) Go to start>Programs>Outlook Express
2) Go to tools>accounts.

3) You should now see this screen. Click on add>mail....
4) Enter your name on this screen. 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) On the next screen enter your email address (HuskyID). Click Next.

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. For the SMTP (outgoing) server, enter “pod51000.outlook.com”.

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

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

Type the account name and password your Internet service provider has given you.

Account name:  

Password:  

Remember password

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 and 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 sever 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.

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 Live@Edu Webmail. It is recommended that you check it. Then click OK and then close.

**SEE SPECIAL NOTE!**

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