/**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’.
4) Make sure that ‘Add a new e-mail account’ is selected and click next.
5) Select ‘POP3’ and click next.

- **Microsoft Exchange Server**
  Connect to an Exchange server to read e-mail, access public folders, and share documents.

- **POP3**
  Connect to a POP3 e-mail server to download your e-mail.

- **IMAP**
  Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

- **HTTP**
  Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

- **Additional Server Types**
  Connect to another workgroup or 3rd-party mail server.
6) On this screen fill in ‘Your Name’, ‘E-mail Address’, and ‘User Name’. In the incoming mail server text field enter ‘webmail.bloomu.edu’. The Outgoing mail server (SMTP) needs to be ‘webmail.bloomu.edu’. It is recommended that you do not store your password for security reasons when using a shared computer. Click on ‘More Settings…’.

<table>
<thead>
<tr>
<th>User Information</th>
<th>Server Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
<td>Incoming mail server (IMAP): webmail.bloomu.edu</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>Outgoing mail server (SMTP): webmail.bloomu.edu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logon Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name:</td>
</tr>
<tr>
<td>Password:</td>
</tr>
<tr>
<td>Remember password</td>
</tr>
<tr>
<td>Log on using Secure Password Authentication (SPA)</td>
</tr>
</tbody>
</table>
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’.
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.

**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 (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.
10) Open outlook and click ‘send/recv’ to check your mail.