Outlook Express POP Instructions
For Faculty and Staff

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.
5) On the next screen enter your email address. 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: userid@bloomu.edu

For example: someone@microsoft.com
6) On this screen make sure that ‘POP3’ is selected as the type of server and ‘webmail.bloomu.edu’ is entered as the incoming server. The Outgoing mail server (SMTP) needs to be “webmail.bloomu.edu”. Click Next.
7) Enter your userid in the ‘Account name’ field. For security reasons it is not recommended to enable the ‘remember password’ option when using a shared computer. Click next and Finish on the next screen.
8) You should now be back at a screen that looks similar to the one below. Select the account labeled ‘webmail.bloomu.edu’ 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) Then go to the advanced tab and check ‘this sever requires a secure connection (SSL)’ under the incoming and outgoing mail label. Change the ‘Outgoing mail SMTP’ port to 587, and verify that the ‘Incoming mail (POP3) port is set to 995.

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