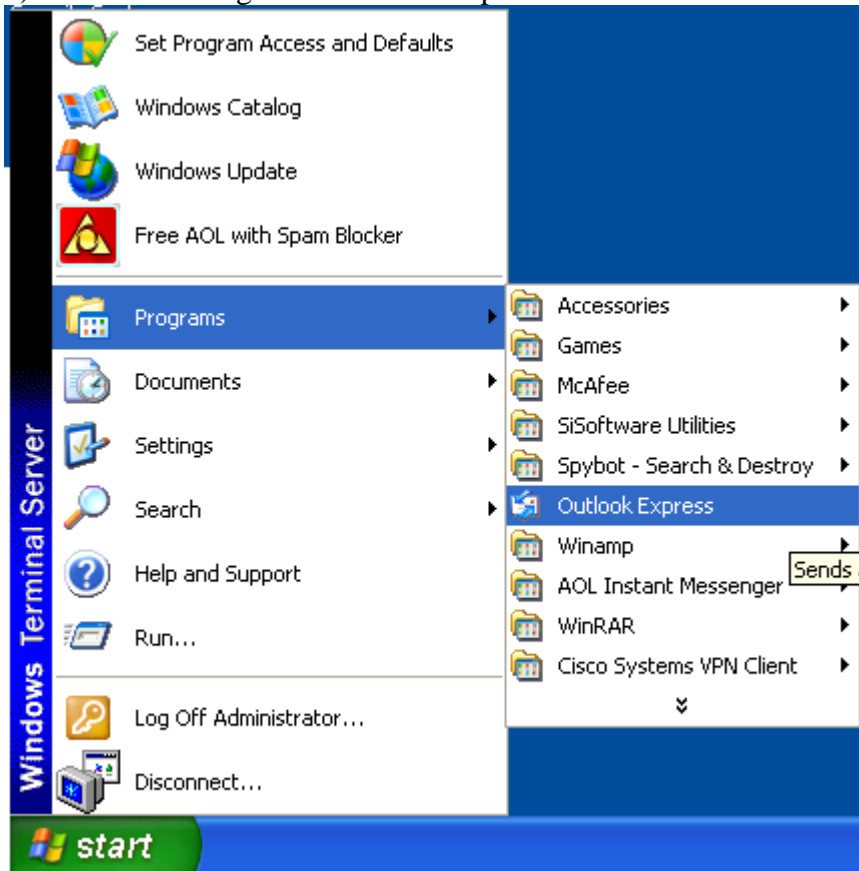


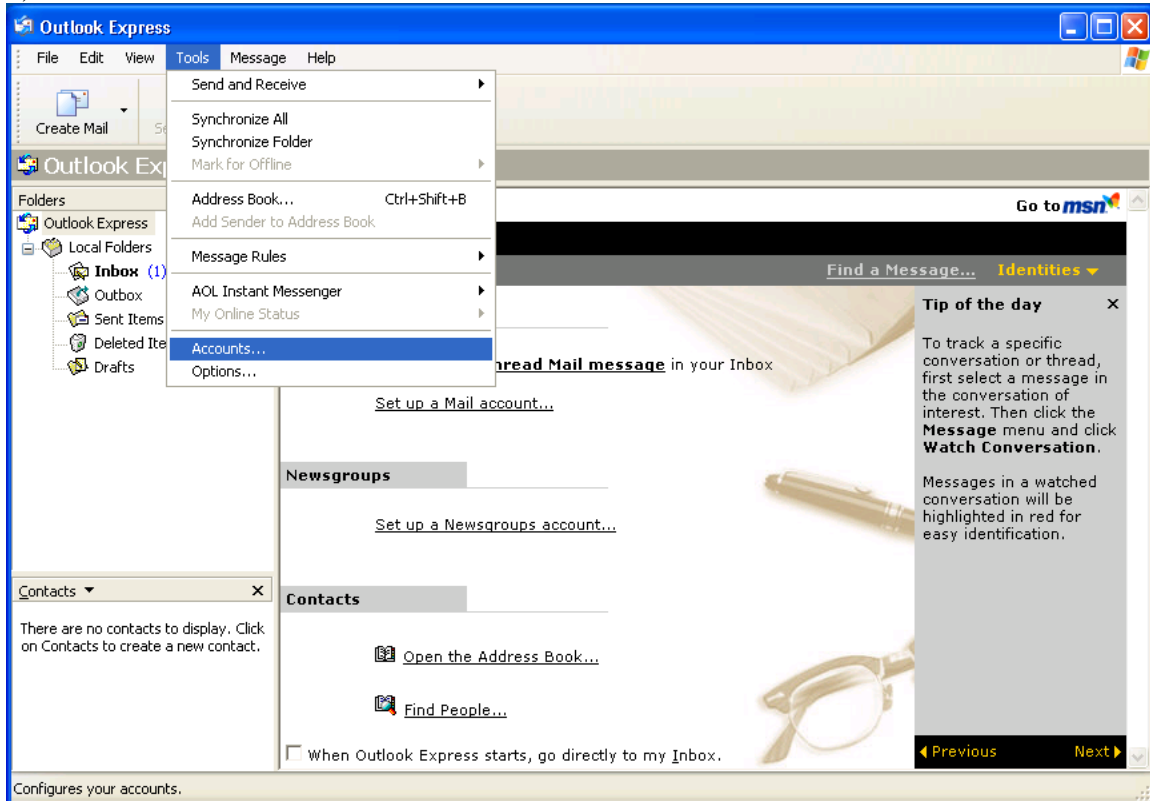
Outlook Express POP Instructions For Faculty and Staff

1) Go to start>Programs>Outlook Express

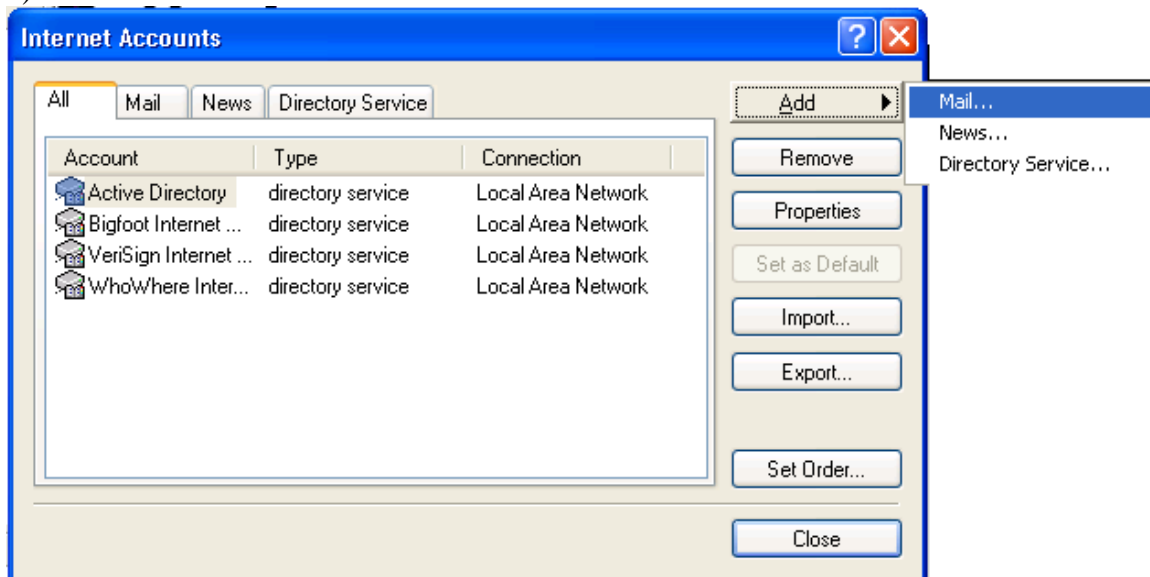


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2) Go to tools>accounts.

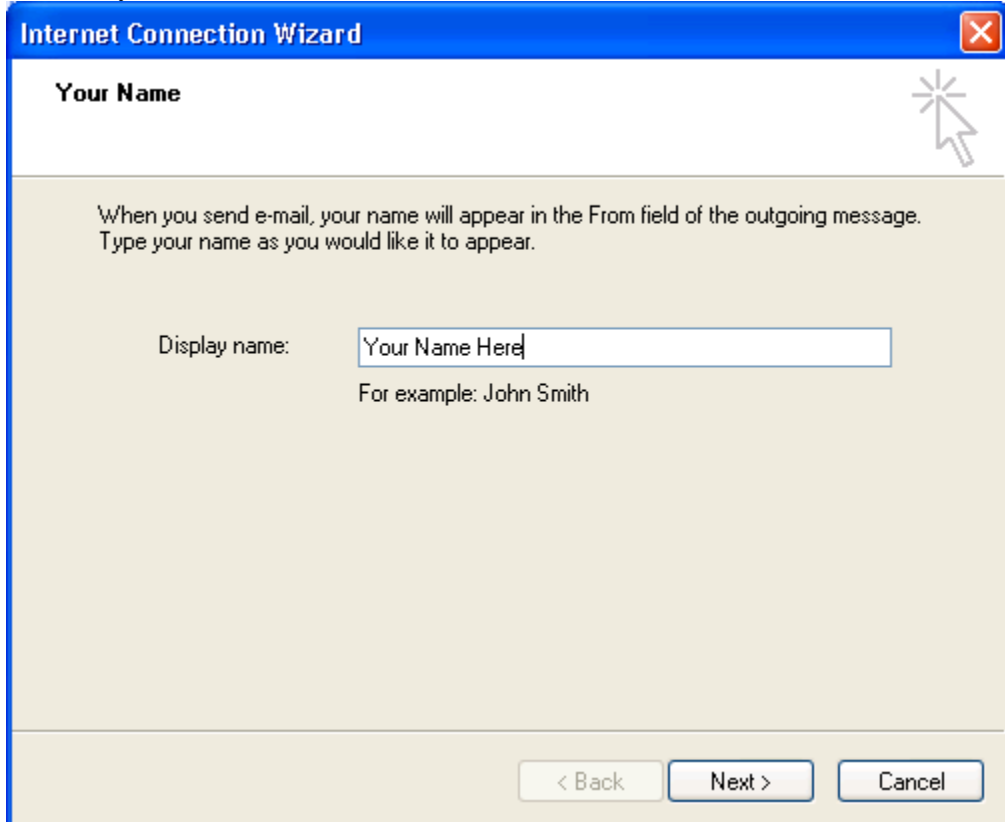


3) You should now see this screen. Click on add>mail....



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4) Enter your name on this screen. Click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below this, there is a text box containing "Your Name Here". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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.

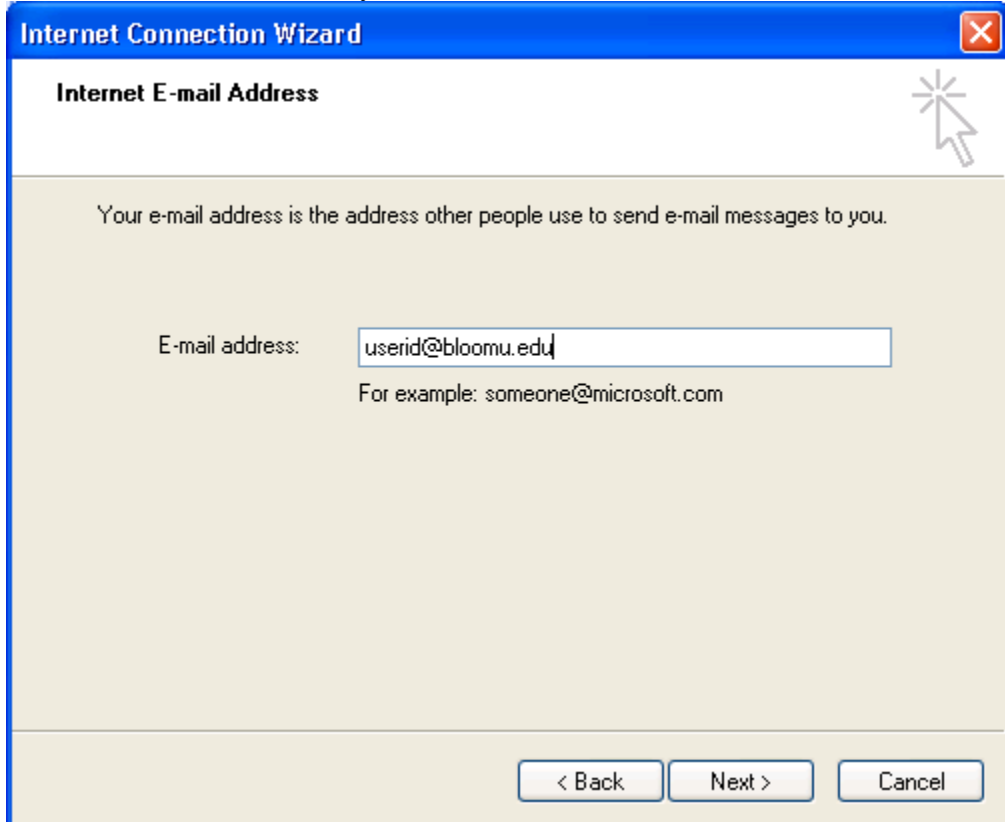
Display name:

For example: John Smith

< Back Next > Cancel

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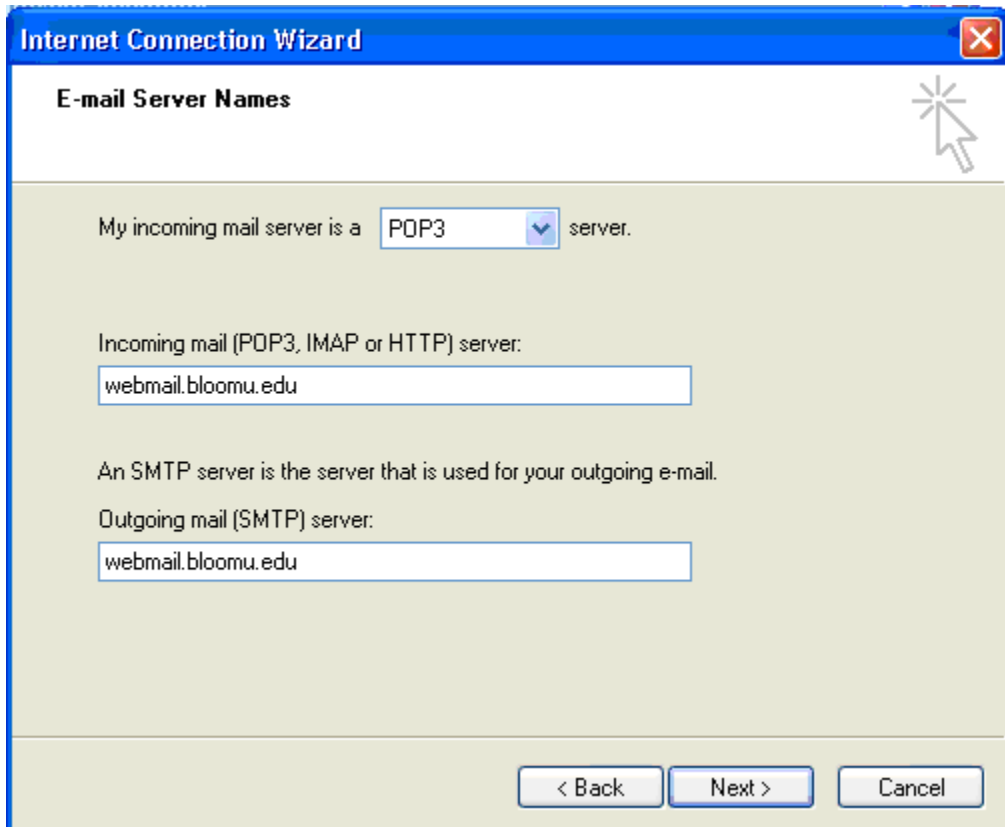
5) On the next screen enter your email address. Click Next.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "userid@bloomu.edu". Below the input field is the example text "For example: someone@microsoft.com". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

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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.



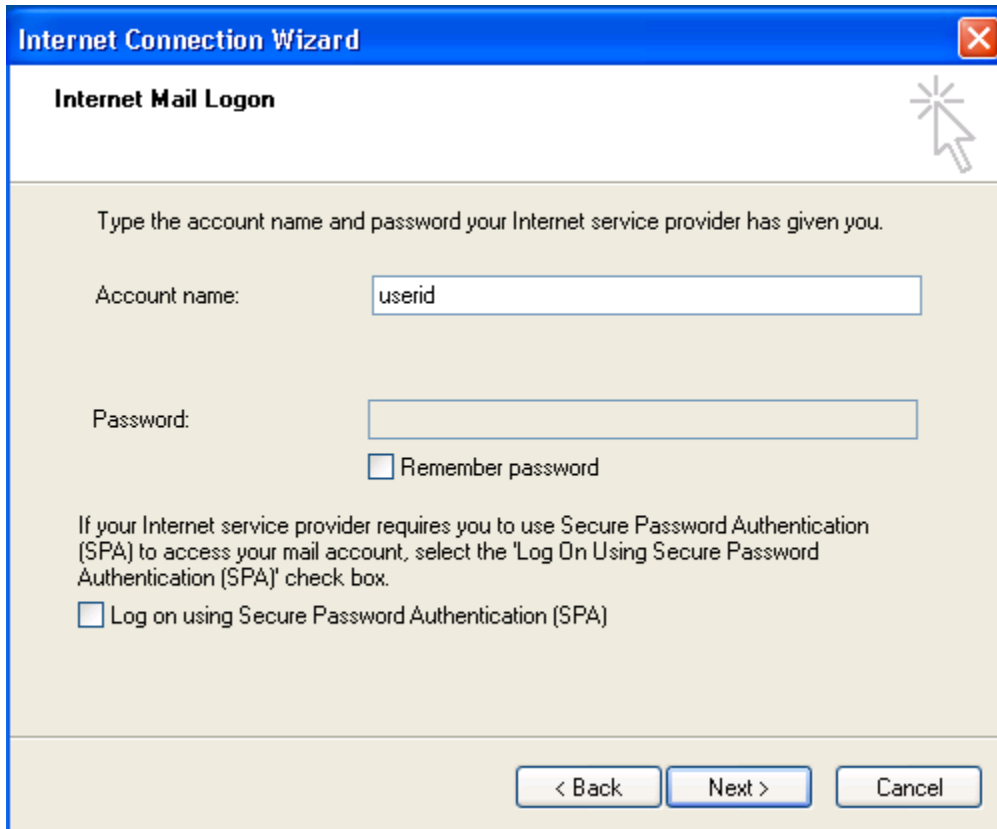
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button (X) in the top right corner. The main title of the step is 'E-mail Server Names'. The content area contains the following text and input fields:

- 'My incoming mail server is a server.'
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by an input field containing 'webmail.bloomu.edu'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by an input field containing 'webmail.bloomu.edu'.

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over the 'Next >' button.

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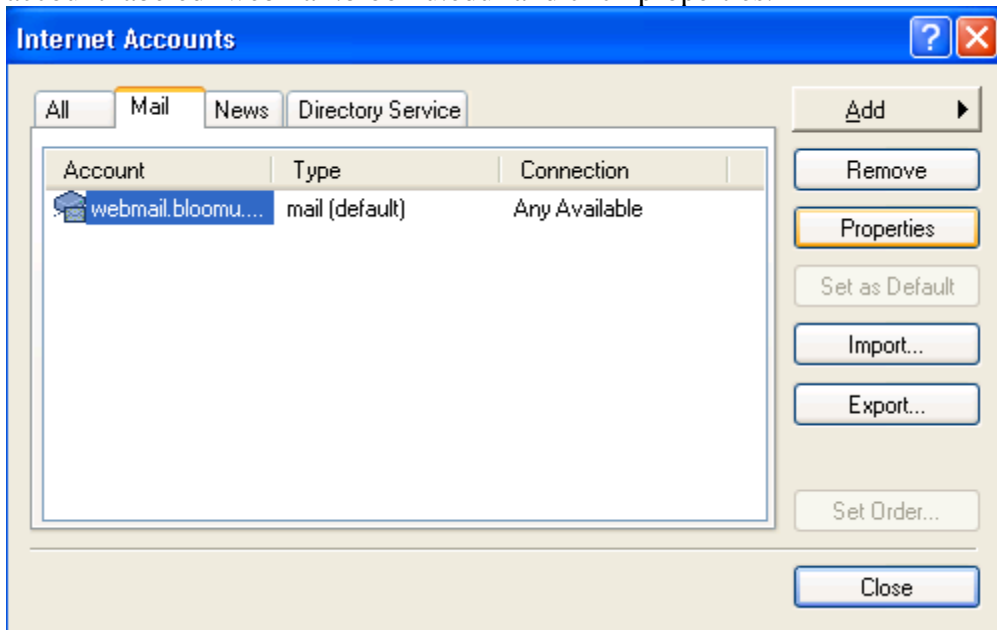
7) Enter your userid in the 'Account name' field. For security reasons it is not recommended to enable the 'remember password' option when using a shared computer. Click next and Finish on the next screen.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "userid" entered, and "Password:" which is empty. There are two checkboxes: "Remember password" (unchecked) and "Log on using Secure Password Authentication (SPA)" (unchecked). The SPA checkbox is accompanied by the text: "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." At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

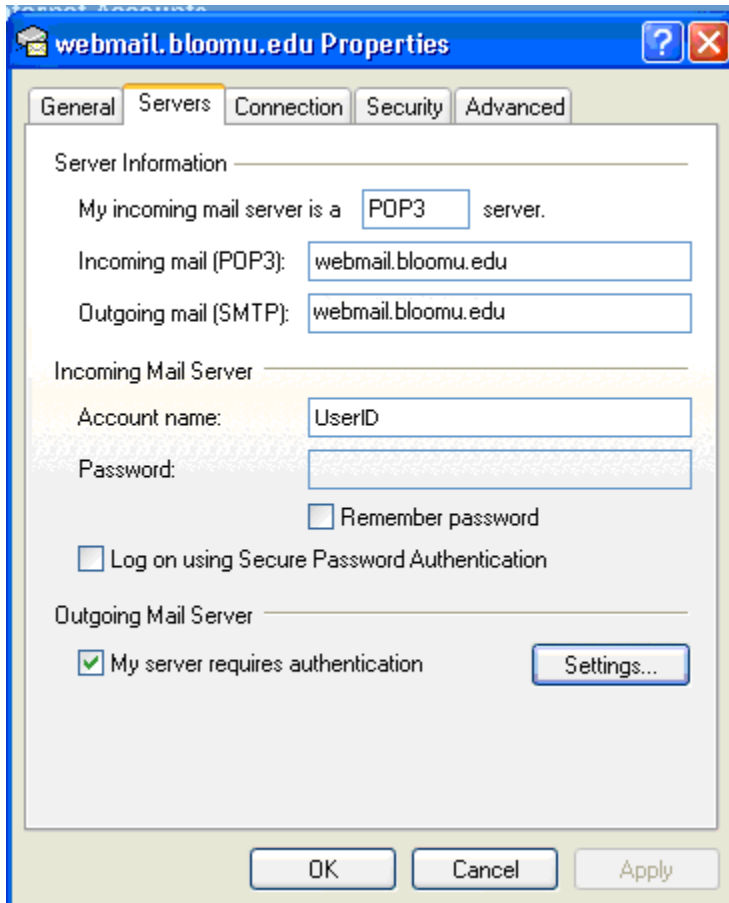
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8) You should now be back at a screen that looks similar to the one below. Select the account labeled 'webmail.bloomu.edu' and click properties.



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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.



The screenshot shows the 'webmail.bloomu.edu Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is a POP3 server. The incoming mail (POP3) and outgoing mail (SMTP) fields both contain 'webmail.bloomu.edu'. The 'Incoming Mail Server' section has 'Account name' set to 'UserID' and an empty 'Password' field. There are checkboxes for 'Remember password' (unchecked), 'Log on using Secure Password Authentication' (unchecked), and 'My server requires authentication' (checked). A 'Settings...' button is next to the 'My server requires authentication' checkbox. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

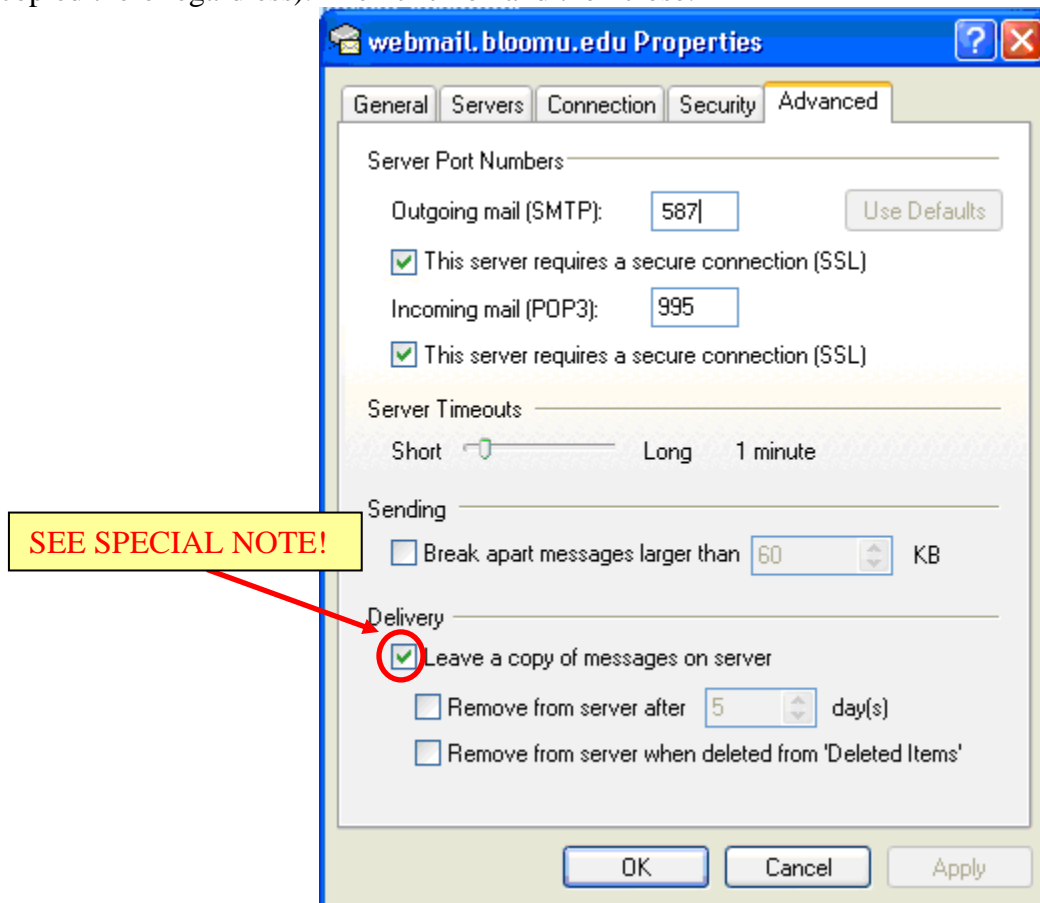


The screenshot shows the 'Outgoing Mail Server' dialog box. The 'Logon Information' section has two radio buttons: 'Use same settings as my incoming mail server' (selected) and 'Log on using' (unselected). Below the radio buttons are fields for 'Account name' and 'Password', both empty. There are checkboxes for 'Remember password' (checked) and 'Log on using Secure Password Authentication' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

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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.



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.

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

