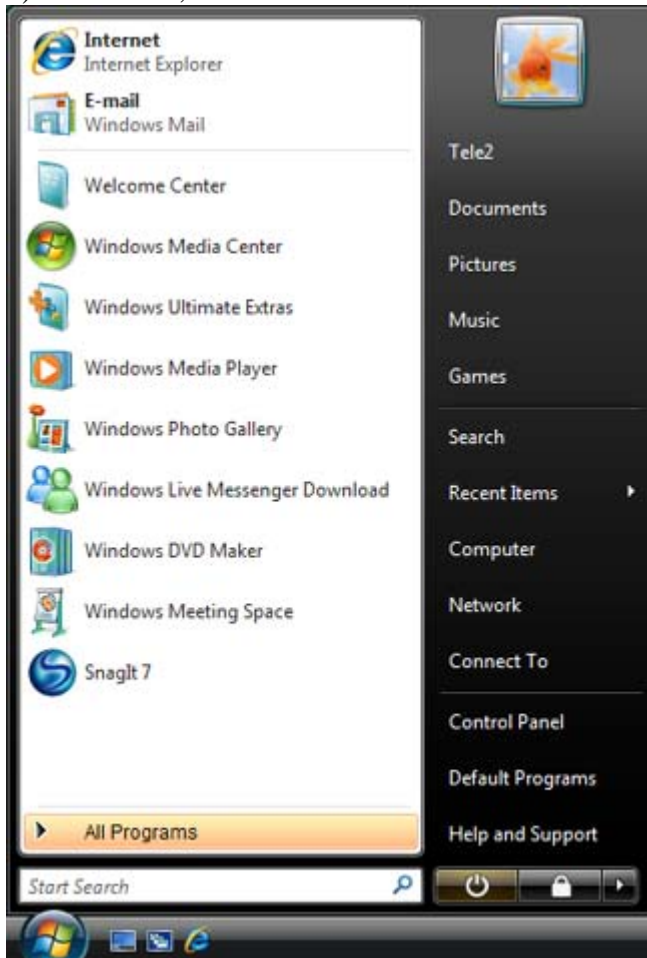


# Windows Mail POP Instructions For Faculty and Staff

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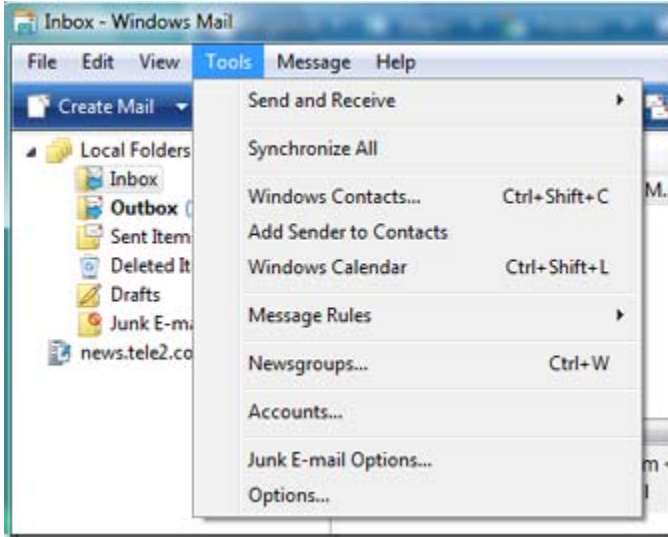
1) Click Start, and 'E-mail'.



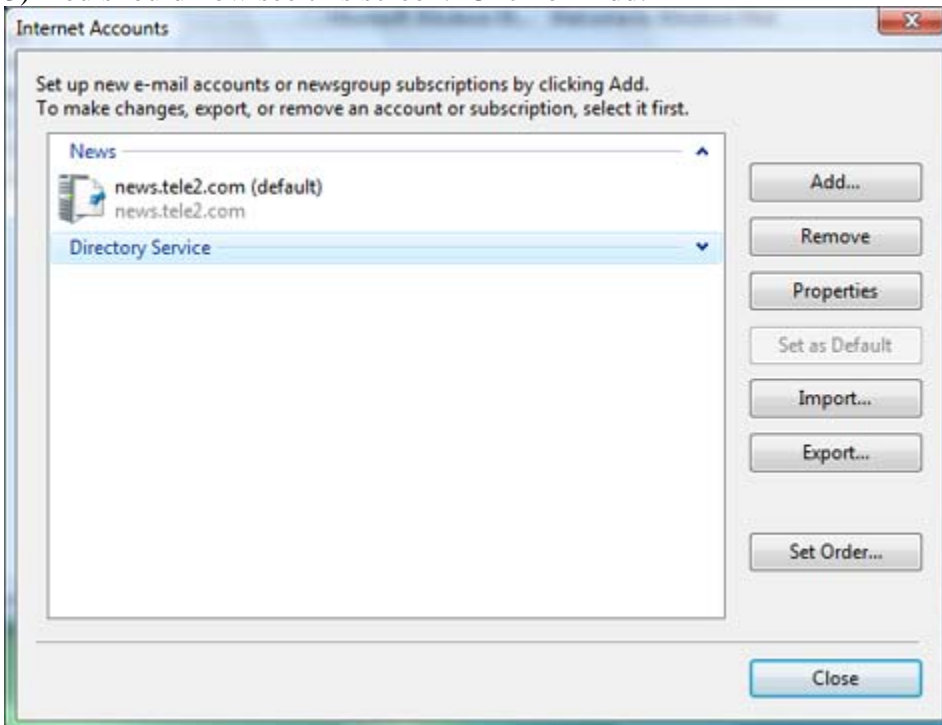
# Windows Mail POP Instructions For Faculty and Staff

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2) Go to Tools and click Accounts.



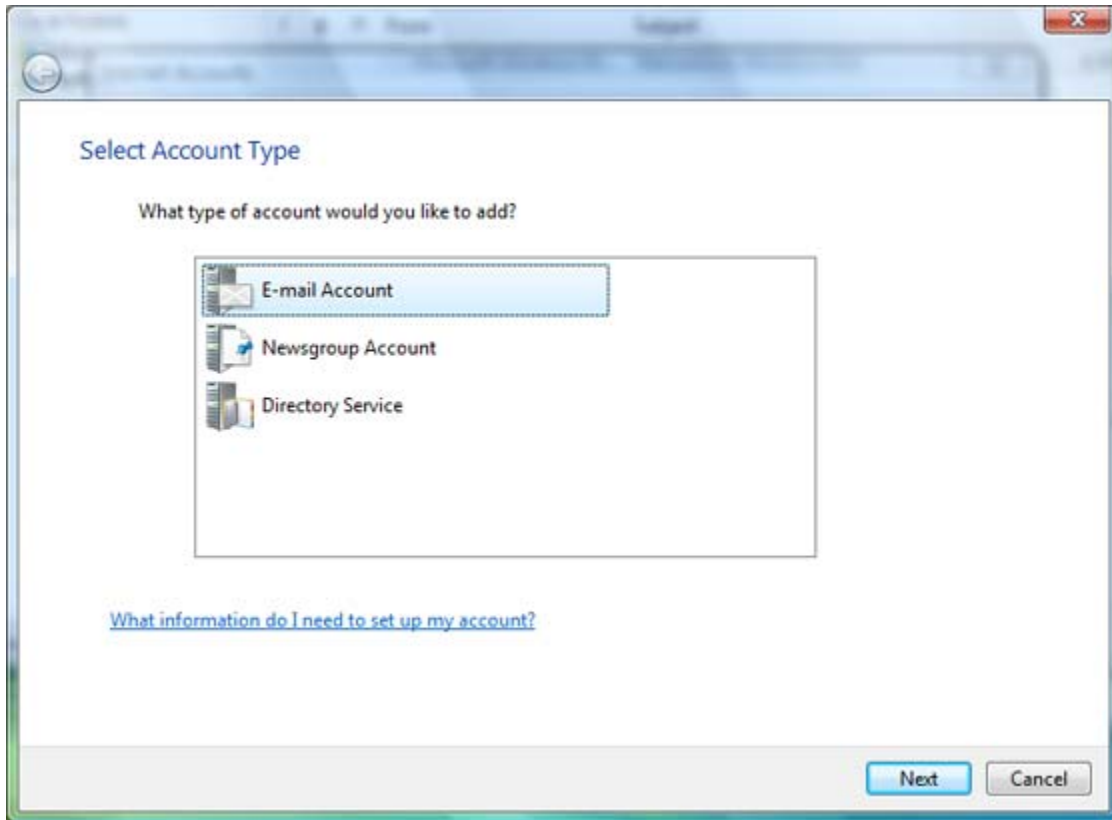
3) You should now see this screen. Click on Add.



# Windows Mail POP Instructions For Faculty and Staff

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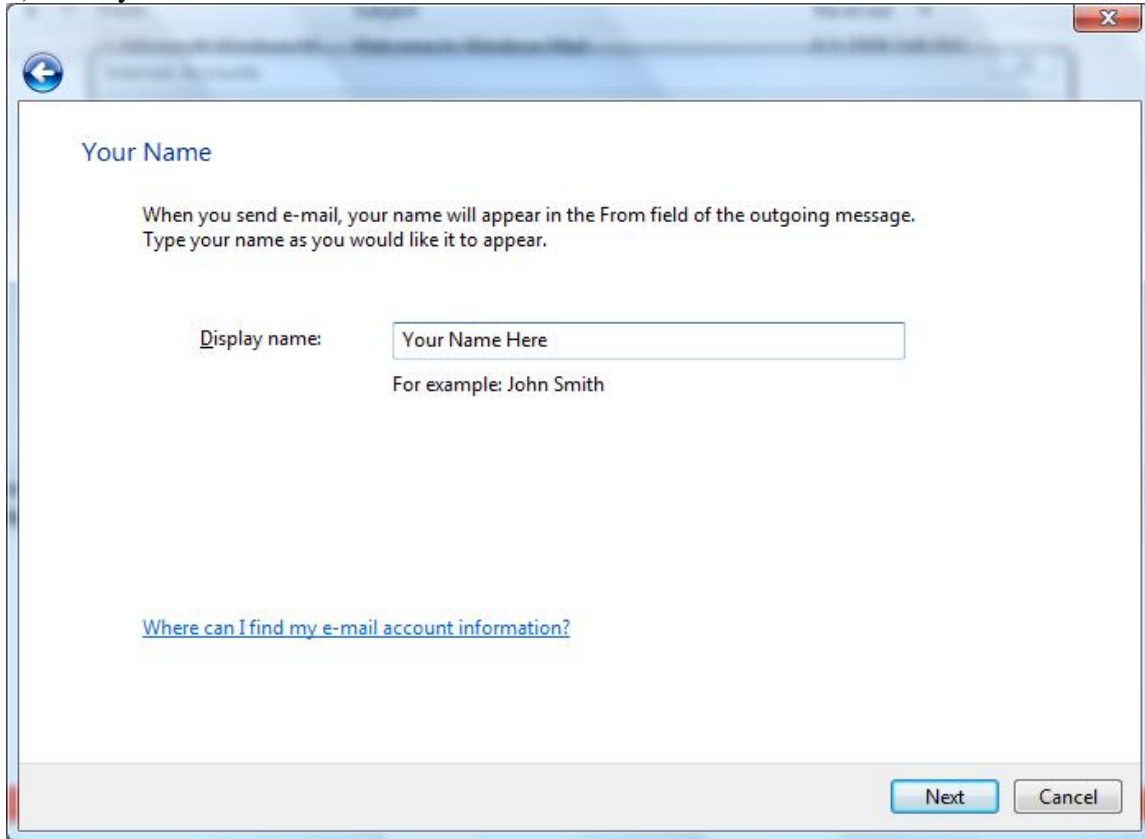
4. Click on Email Account. Click Next.



# Windows Mail POP Instructions For Faculty and Staff

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

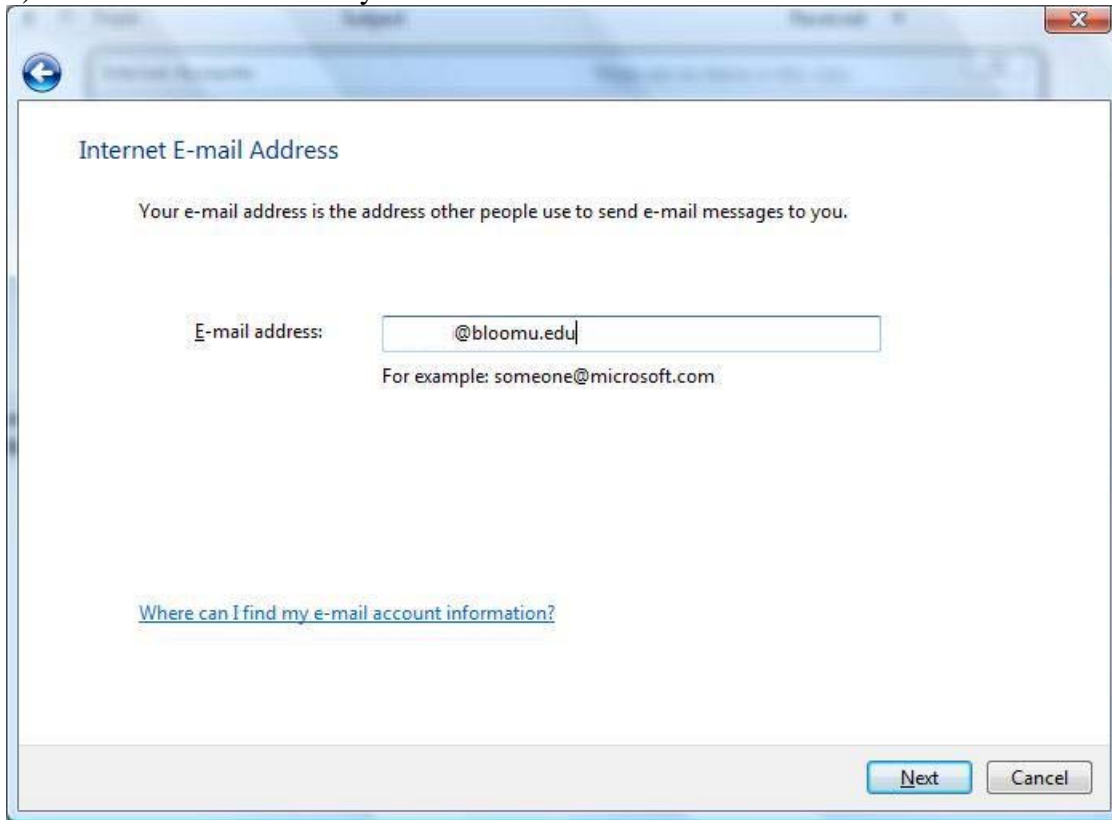


The screenshot shows a Windows Mail setup window titled "Your Name". The window has a blue header bar with a back arrow on the left and a close button (X) on the right. Below the header, the text reads: "Your Name" followed by "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field with the placeholder text "Your Name Here". Below the input field, it says "For example: John Smith". At the bottom left, there is a blue hyperlink that says "Where can I find my e-mail account information?". At the bottom right, there are two buttons: "Next" and "Cancel".

# Windows Mail POP Instructions For Faculty and Staff

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



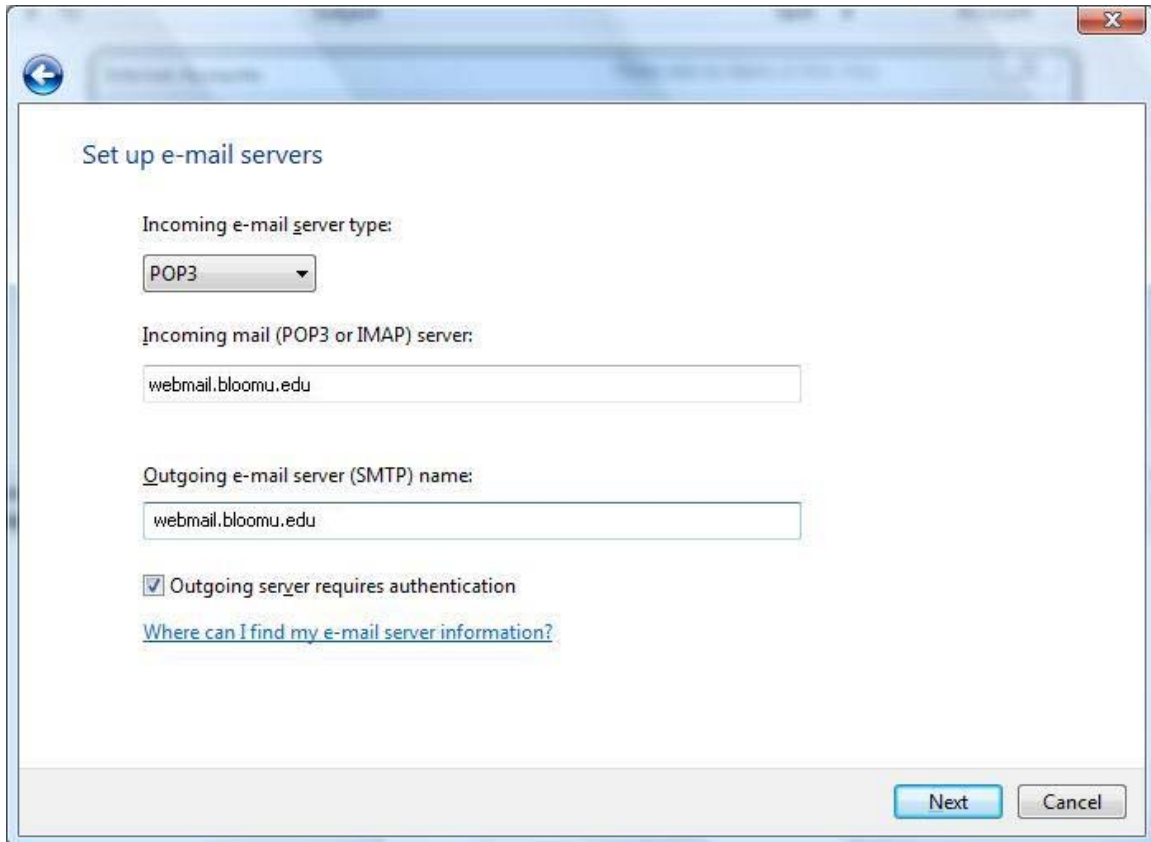
The screenshot shows a dialog box titled "Internet E-mail Address" with a back arrow in the top-left corner and a close button in the top-right corner. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing "@bloomu.edu". Underneath the field is the example text "For example: someone@microsoft.com". At the bottom left, there is a blue hyperlink that says "Where can I find my e-mail account information?". At the bottom right, there are two buttons: "Next" and "Cancel".

## Windows Mail POP Instructions For Faculty and Staff

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7) On this screen make sure that 'POP3' is selected as the type of server and 'webmail.bloomu.edu' is entered as the incoming and outgoing server. Verify that the 'Outgoing server requires authentication' is checked.

Click Next.



Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:  
webmail.bloomu.edu

Outgoing e-mail server (SMTP) name:  
webmail.bloomu.edu

Outgoing server requires authentication

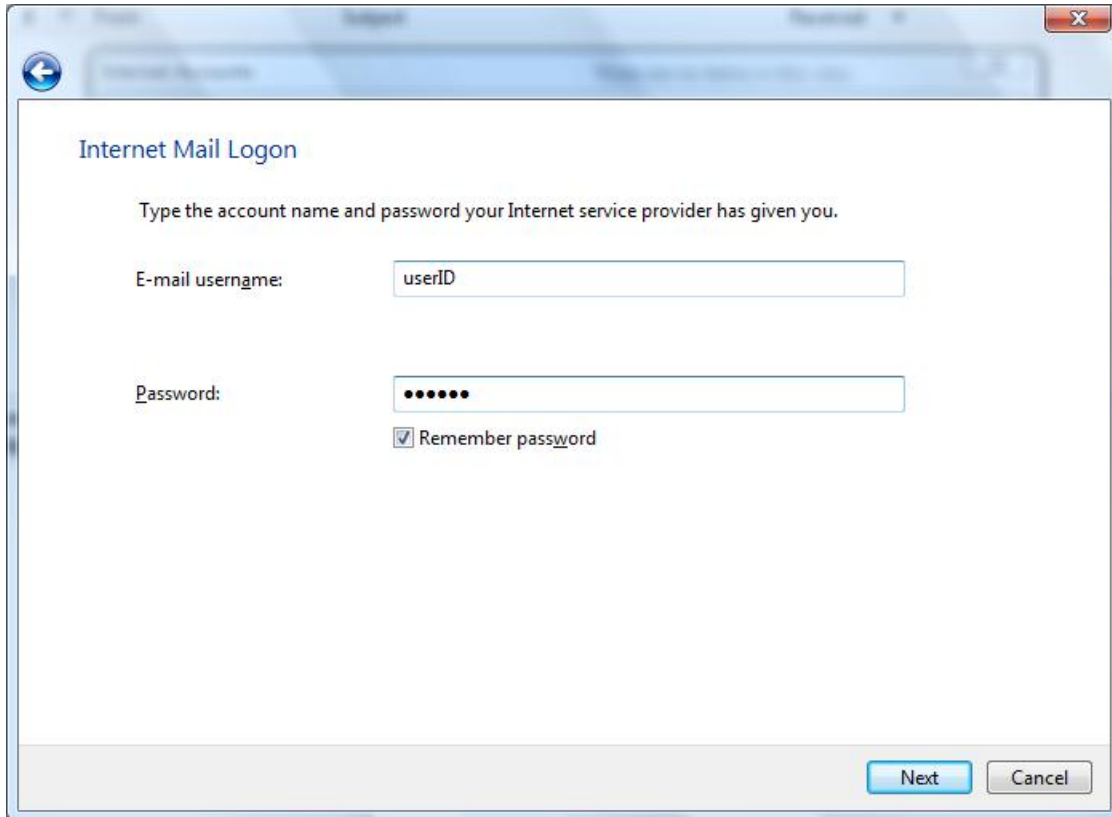
[Where can I find my e-mail server information?](#)

Next Cancel

## Windows Mail POP Instructions For Faculty and Staff

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8) Enter your userID in the 'Email Username' field. For security reasons it is not recommended to enable the 'remember password' option when using a shared computer. Click Next.



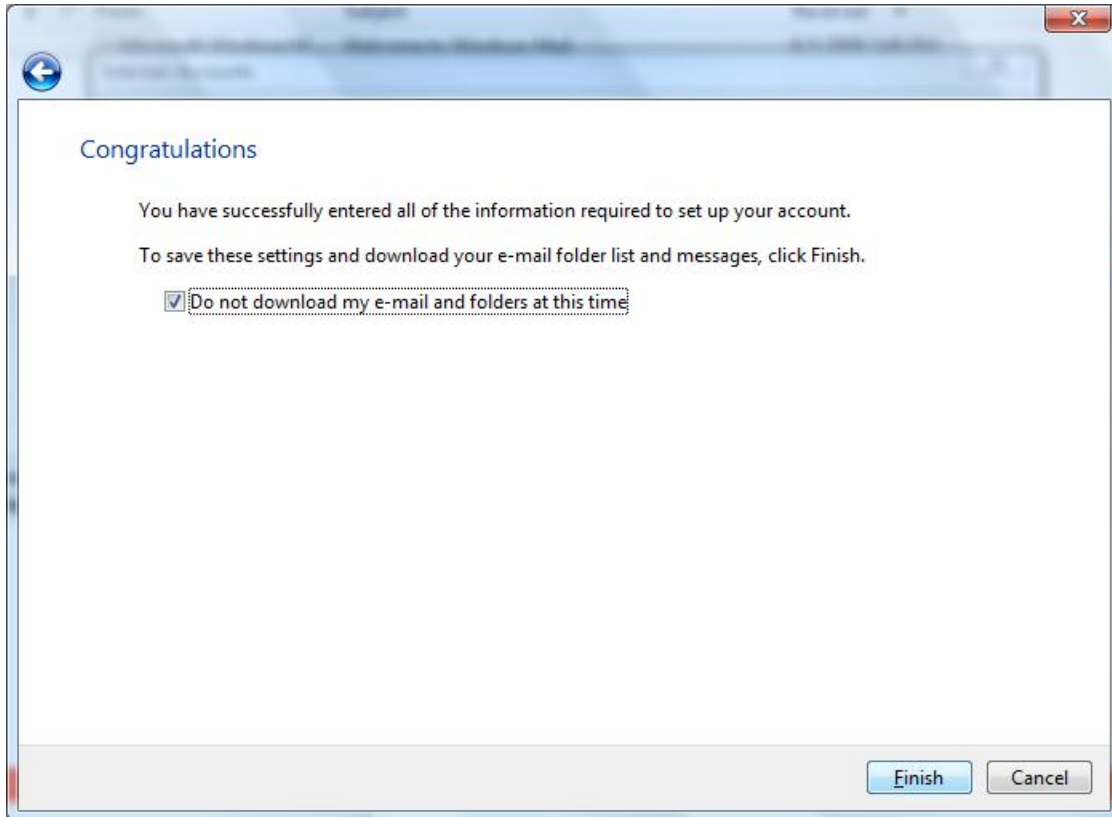
The image shows a screenshot of the 'Internet Mail Logon' dialog box in Windows Mail. The dialog box has a title bar with a back arrow on the left and a close button on the right. The main content area is titled 'Internet Mail Logon' and contains the following text: 'Type the account name and password your Internet service provider has given you.' Below this text are two input fields: 'E-mail username:' with the text 'userID' entered, and 'Password:' with a masked password represented by seven dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom right of the dialog box are two buttons: 'Next' and 'Cancel'.

# Windows Mail POP Instructions For Faculty and Staff

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9) Verify that the 'Do not download my e-mail' option is checked.

Click Finish.





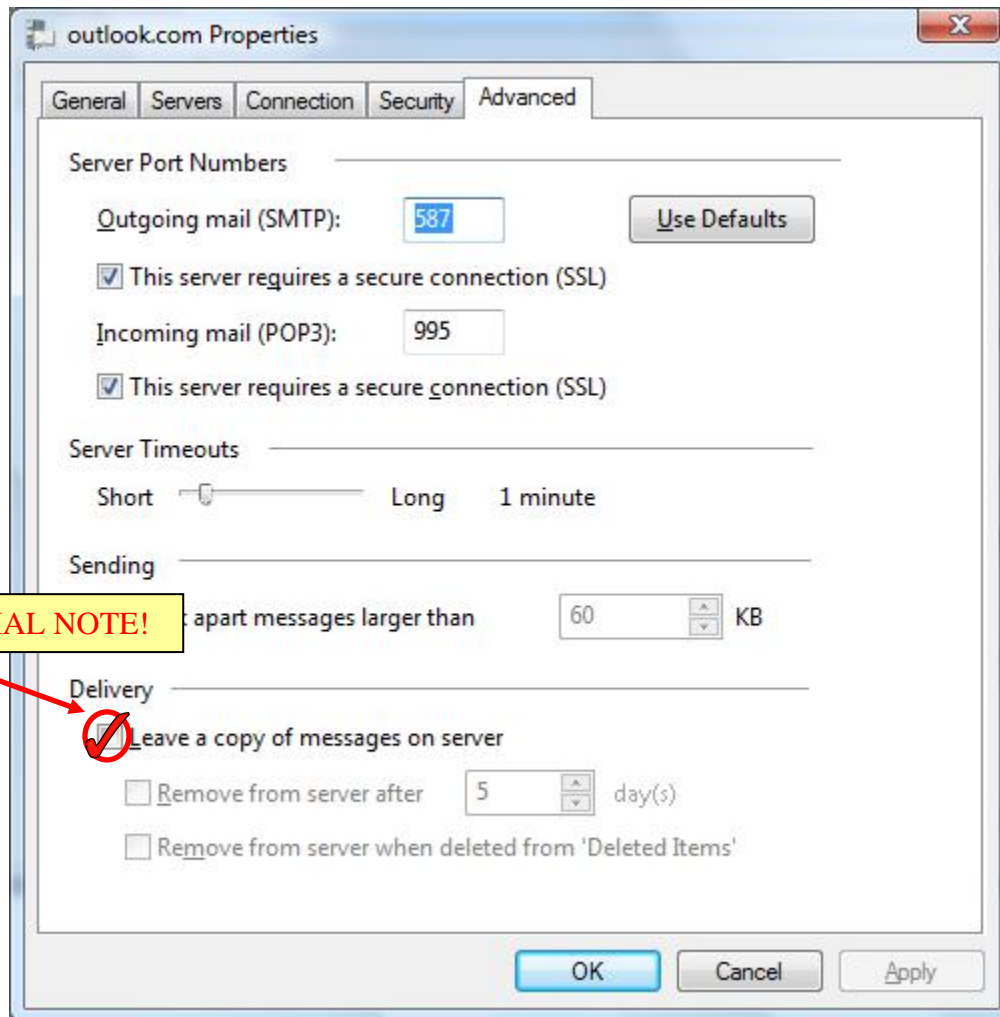
# Windows Mail POP Instructions For Faculty and Staff

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10) At the internet accounts screen, click the account you just created, and click Properties.

Go to the 'Advanced' tab and select the 'SSL' option for both the incoming and outgoing servers. Change the Outgoing mail (SMTP) port number to 587, and verify that the Incoming mail (POP3) port is 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 or open Outlook in your office. It is recommended that you check it. Then click ok and then close.



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## **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 POP email client to get your messages this is not necessary.

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

