1) Click Start, and ‘E-mail’.
2) Go to Tools and click Accounts.

3) You should now see this screen. Click on Add.
4. Click on Email Account. Click Next.
5) Enter your name on this screen. Click Next.
6) On the next screen enter your email address. Click Next.
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.
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.
9) Verify that the ‘Do not download my e-mail’ option is checked.

Click Finish.
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.

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

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