Setting Up Microsoft® Outlook 2003

Setting Up a POP3 or IMAP Email Account

1. In Outlook, select Tools / E-mail Accounts.

2. Click the Add a new e-mail account button.

3. Click the Next button.

4. Do one of the following:

   - To use a POP3 server, click the POP3 button.

   - To use an IMAP server, click the IMAP button.

5. Click the Next button.

6. In the Internet E-mail Settings window, enter the following information:

User Information Section

   - Your Name—Enter your first and last name. This is the name that will appear in the From field of messages you send.

   - E-mail Address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.

Logon Information Section

   - User Name—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.

   - Password—Enter the password for your email account.

Server Information Section

   - Incoming mail server (POP3 or IMAP)—Do one of the following:
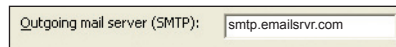
     - If you are using a POP3 server, enter the POP3 server name: *pop.emailsrvr.com*
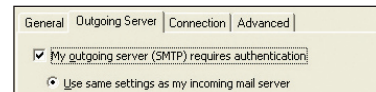

     - Or, if you are using an IMAP server, enter the IMAP server name: *imap.emailsrvr.com*

   - Outgoing mail server (SMTP)—Enter the SMTP server name: *smtp.emailsrvr.com*

7. Click the More Settings button.

8. Click the Outgoing Server tab.

9. Check the My outgoing server (SMTP) requires authentication box.

10. Click the Use same settings as my incoming mail server button.

11. Click the Advanced tab.

12. In the Outgoing Server (SMTP) box, enter the default outgoing port *587* or the alternate port *8025*.

13. Click the OK button.

14. Click the Next button.

15. Click the Finish button.

Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.

Comparing POP and IMAP

POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.

- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.

- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.
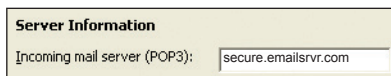
IMAP

- Best when you will be accessing your email from multiple locations.

- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.

- Because your email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

Account Preferences

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the directions below to adjust your POP3 or IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure mail messages.
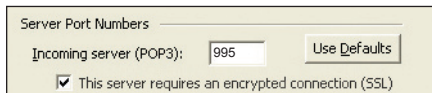
1. Select Tools / E-mail Accounts.

2. Click the View or change existing e-mail accounts button.

3. Click the Next button.

4. Click once on the email account for which you want to use a secure server.

5. Click the Change button.

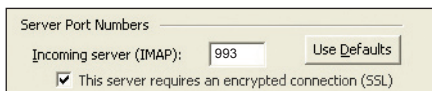6. In the Incoming mail server (POP3 or IMAP) box, enter the secure server name: *secure.emailsrvr.com*

7. In the Outgoing mail server (SMTP) box, enter the secure server name: *secure.emailsrvr.com*

8. Click the More Settings button.

9. Click the Advanced tab.

10. Check the first This server requires a secure connection (SSL) box.

11. In the Incoming server (POP3 or IMAP) box, do one of the following:

    • If the Incoming server label says, Incoming server (POP3), enter the secure POP server port: *995*

    • Or, if the Incoming server label says, Incoming server (IMAP), enter the secure IMAP server port: *993*

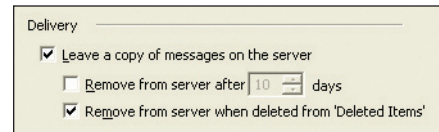
12. Check the second This server requires a secure connection (SSL) box.

13. In the Outgoing server (SMTP) box, enter the secure outgoing port *465* (or alternate ports *587* or *8025*).

14. Click the OK button.

15. Click the Next button.

16. Click the Finish button.

Leaving a Copy of Messages on the Server (POP3 Only)

1. Select Tools / E-mail Accounts.

2. Click the View or change existing e-mail accounts button.

3. Click the Next button.

4. Click once on your POP3 email account.

5. Click the Change button.

6. Click the More Settings button.

7. Click the Advanced tab.

8. Check the Leave a copy of messages on the server box.

9. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days, or if the server should delete messages when you manually delete them from the Deleted Items folder.

10. Click the OK button.

11. Click the Next button.

12. Click the Finish button.

Changing the Default Email Account

1. Select Tools / E-mail Accounts.

2. Click the View or change existing e-mail accounts button.

3. Click the Next button.

4. Click once on the email account you want to select as the default email account.

5. Click the Set as Default button.

6. Click the Finish button.

Importing Messages and Address Books

1. In Outlook, select File / Import and Export.

2. Do one of the following:

    • Click Import Internet Mail and Addresses to import from Outlook Express, Eudora, or Netscape Mail.

    • Click Import from another program or file to import from a text file or .pst file.

3. Click the Next button.

4. Follow the directions provided by the import wizard to import your messages and/or address books. The specific steps will vary depending on the specific email application or file type you selected.

5. Click the Finish button.