

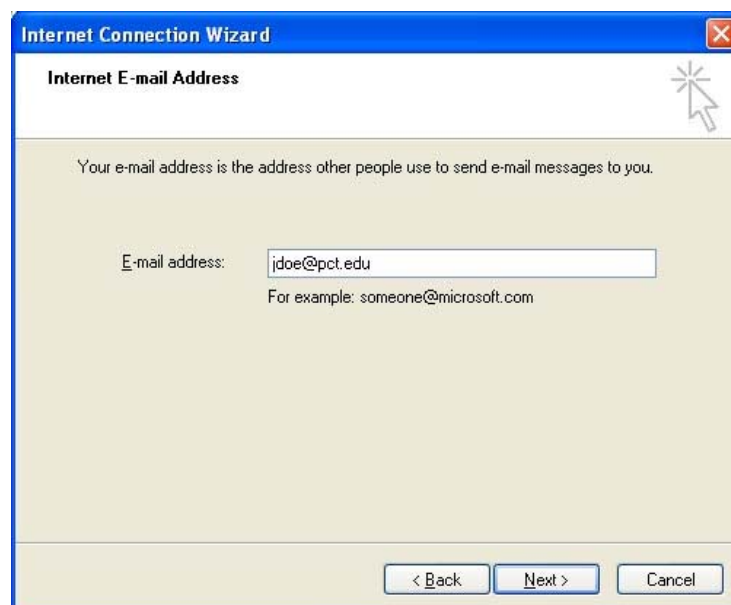
## Outlook Express Set-up for POP3

1. Start Outlook Express.
2. Select the **Tools** menu and choose **Accounts...**
3. In the "Internet Accounts" window, click on **Add** and then **Mail...** to start the Internet Connection Wizard.
4. Type your name in the **Display name** text box and click on **Next>**.



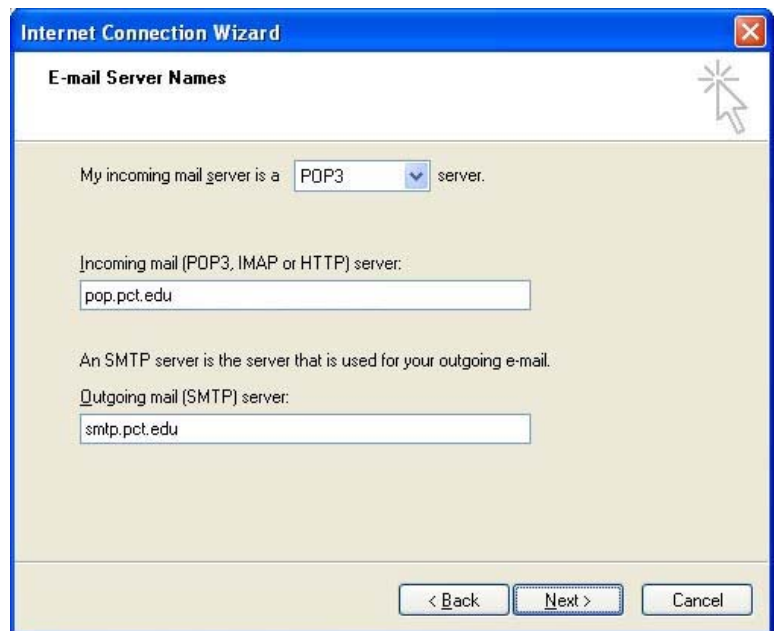
The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below the heading, there is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text box labeled 'Display name:' containing the text 'John Doe'. Below the text box, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Type your e-mail address in the **E-mail address** text box and click on **Next>**.

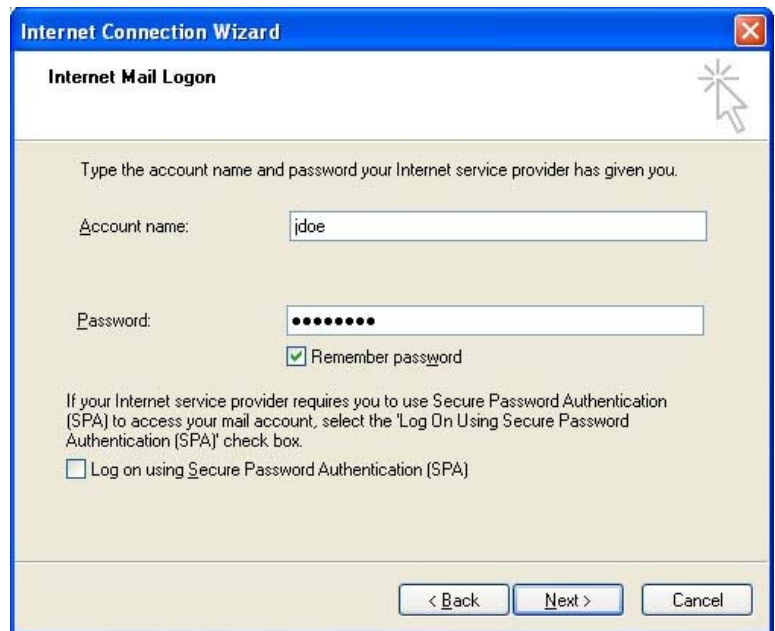


The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below the heading, there is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text box labeled 'E-mail address:' containing the text 'jdoe@pct.edu'. Below the text box, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

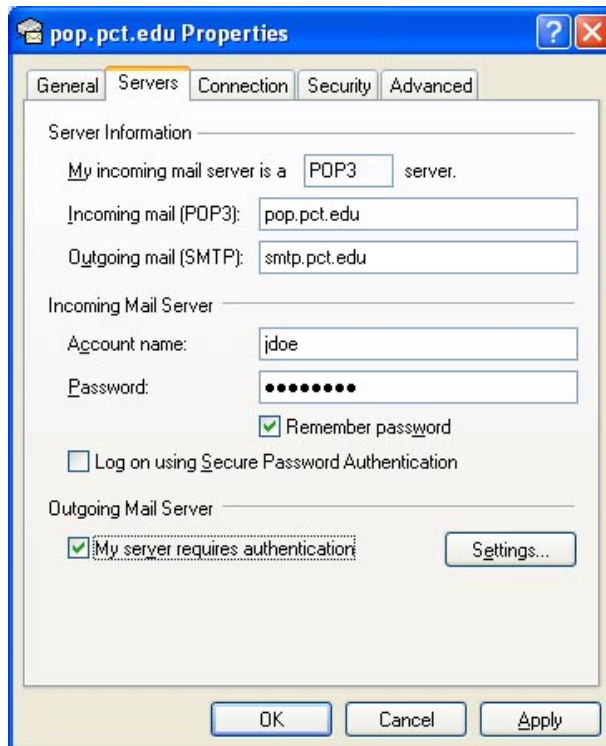
6. Complete the “E-mail Server Names” screen as follows:
  - Select 'POP3' from the incoming mail server drop-down list.
  - Type "pop.pct.edu" in the **Incoming mail server** text box.
  - Type “smtp.pct.edu” in the **Outgoing mail server** text box.



7. Click on **Next>**.
8. On the “Internet Mail Logon” screen, accept defaults and **enter your password ONLY if no one else uses your computer**. Otherwise, uncheck **Remember Password** and leave the **Password** field empty (you will have to enter your password each time you use the software).



9. Click on **Next>**.
10. Click on **Finish**.
11. In the “Internet Accounts” window, select the **Mail** tab.
12. Highlight the 'pop.pct.edu' account and click on the **Properties** button.
13. In the “Properties” window, select the **Servers** tab (shown below) and set your server properties as follows:
  - The **Account name** field includes only the user name portion of your e-mail address (*without* '@pct.edu').
  - Do NOT select the **Log on using Secure Password Authentication** checkbox.
  - Select the **My server requires authentication** checkbox.



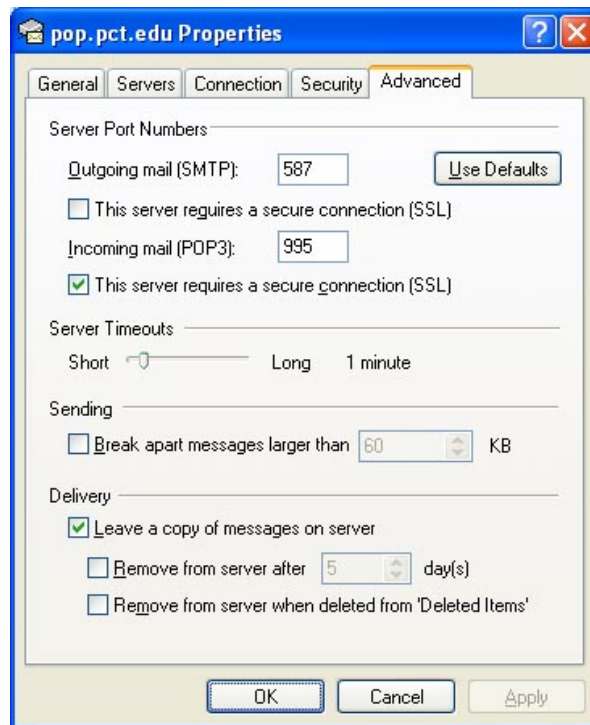
14. Select the **Advanced** tab on the “Properties” window.

15. Set the advanced properties as follows (see image below):

- Change your **Outgoing Mail (SMTP)** port to 587.
- Under **Incoming Mail (POP3)**, select **This server requires a secure connection**.
- Verify that the **Incoming mail** port changed to 995.

16. (Optional) In the Delivery section, select **Leave a copy of messages on server**.

**CAUTION: If you do NOT check this box, e-mail messages will be downloaded from the server to your local machine and will no longer be accessible when on campus or via Outlook Web Access.**



17. Click on **OK**.

18. Click on **Close**.