

# Setting Up Microsoft® Outlook Express

## Setting Up a POP3 or IMAP Email Account

1. In Outlook Express, select **Tools / Accounts**.
2. Click the **Mail** tab.
3. Click the **Add** button.
4. Select **Mail** from the resulting menu. Navigate through the following wizard windows:

### Your Name Window

Enter your name in the **Display name** box. This is the name that will appear in the **From** field of messages you send.

### Internet E-mail Address Window

In the **E-mail address** box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.

### E-mail Server Names Window

To use a POP server:

1. Click the drop-down menu and select **POP3**.
2. In the **Incoming mail (POP3, IMAP, or HTTP) server** box, enter the name of the POP server: *pop.emailsrvr.com*

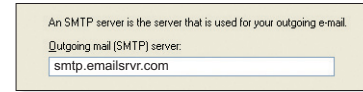


Or, to use an IMAP server:

1. Click the drop-down menu and select **IMAP**.
2. In the **Incoming mail (POP3, IMAP, or HTTP) server** box, enter the name of the IMAP server: *imap.emailsrvr.com*



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



### Internet Mail Logon Window

1. In the **Account name** box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.
2. In the **Password** box, enter your password.

### Congratulations Window

Click the **Finish** button. You must complete the remaining steps to configure your account.

### Turning On Server Authentication (Important!)

1. In the Internet Accounts window, click once on your email account. You may need to first click the Mail tab to display your email accounts.
2. Click the **Properties** button.
3. Click the **Servers** tab.
4. Be sure that the **Log on using Secure Password Authentication** box is not checked.
5. Check the **My server requires authentication** box.
6. Click the **Advanced** tab.
7. In the **Outgoing mail (SMTP)** box, enter the default outgoing port *587* or the alternate port *8025*.
8. Click the **OK** button.
9. Click the **Close** 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 / Accounts**.
2. Click the **Mail** tab.
3. Click once on the email account for which you want to use a secure server.
4. Click the **Properties** button.
5. Click the **Servers** tab.
6. In the **Incoming mail (POP or IMAP)** box, enter the secure server: *secure.emailsrvr.com*
7. In the **Outgoing mail (SMTP)** box, enter the secure server: *secure.emailsrvr.com*




Incoming mail (IMAP):   
Outgoing mail (SMTP):

8. Click the **Advanced** tab.
9. Check the first **This server requires a secure connection (SSL)** box.
10. In the **Outgoing mail (SMTP)** box, enter the secure outgoing port *465* (or alternate ports *587* or *8025*).
11. Check the second **This server requires a secure connection (SSL)** box.
12. In the **Incoming mail** box, do one of the following:



Outgoing mail (SMTP):    
 This server requires a secure connection (SSL)

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



Incoming mail (POP3):   
 This server requires a secure connection (SSL)

- If the **Incoming mail** label says, **Incoming mail (IMAP)**, enter the secure IMAP server port: *993*



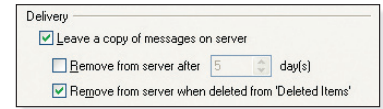
Incoming mail (IMAP):   
 This server requires a secure connection (SSL)

13. Click the **OK** button.
14. Click the **Close** button.

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

1. Select **Tools / Accounts**.
2. Click the **Mail** tab.
3. Click once on your POP3 email account.
4. Click the **Properties** button.
5. Click the **Advanced** button.
6. Check the **Leave a copy of messages on the server** box.

7. 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.
8. Click the **OK** button.
9. Click the **Close** button.



Delivery:  
 Leave a copy of messages on server  
 Remove from server after  day(s)  
 Remove from server when deleted from 'Deleted Items'

## Importing Messages

Outlook Express enables you to import messages that are stored on your computer.

1. In Outlook Express, select **File / Import / Messages**. The Import Wizard will appear.
2. Select the email program from which you want to import messages. Then click the **Next** button.
3. Outlook Express will attempt to locate the selected email program and its messages. Or, it may prompt you to select the folder containing the email messages.
4. Follow the directions provided for selecting the specific folders you want to import. Click the **Next** button.
5. You will receive a confirmation message, indicating that your messages were imported into Outlook Express. Click the **Finish** button.

## Importing an Address Book

### To import a Windows Address Book (.wab) file:

1. Select **File / Import / Address Book**.
2. Locate and select the .wab file.
3. Click the **Open** button.
4. You will receive a confirmation message, indicating that your address book was imported into Outlook Express. Click the **OK** button.

### To import a non-Windows Address Book:

1. Select **File / Import / Other Address Book**
2. Do one of the following:
  - Select the address book or file type you want to import.
  - If your address book type is not listed, select **LDIF-LDAP Data Interchange Format** or **Text File (Comma Separated Values)** to import the address book into Outlook Express as a LDIF or .csv file. (You will need to first create a LDIF or .csv file from the application storing your address book.)
3. Click the **Import** button.
4. If prompted, locate and select the LDIF or .csv file. Click the **Open** button.
5. You will receive a confirmation message, indicating that your address book was imported into Outlook Express. Click the **OK** button.