

# 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

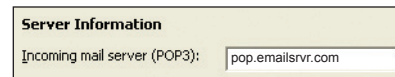


- **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Password**—Enter the password for your email account.

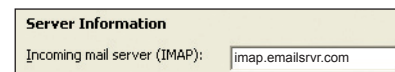
### Server Information Section

- Incoming mail server (POP3 or IMAP)—Do one of the following:

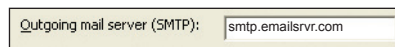
- If you are using a POP3 server, enter the POP3 server name: *pop.emailsrvr.com*



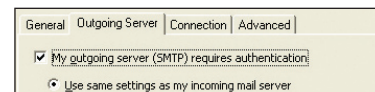
- Or, if you are using an IMAP server, enter the IMAP server name: *imap.emailsrvr.com*



- 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

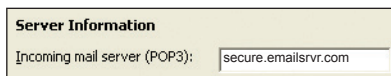
- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are 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.

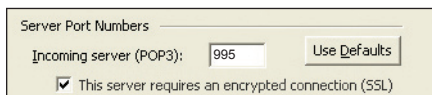
1. Select **Tools / E-mail Accounts**.
2. Click the **View or change existing e-mail accounts** button.
3. Click the **Next** button.
4. Click once on the email account for which you want to use a secure server.
5. Click the **Change** button.
6. In the **Incoming mail server (POP3 or IMAP)** box, enter the secure server name: *secure.emailsrvr.com*



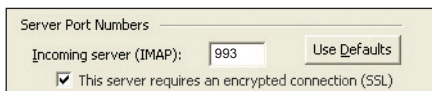
7. In the **Outgoing mail server (SMTP)** box, enter the secure server name: *secure.emailsrvr.com*



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*



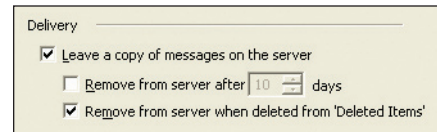
12. Check the second **This server requires a secure connection (SSL)** box.
13. In the **Outgoing server (SMTP)** box, enter the secure outgoing port *465* (or alternate ports *587* or *8025*).



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.