

# Setting Up Microsoft® Outlook 2002

## 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:

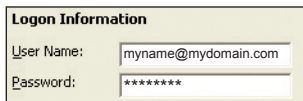
### User Information Section



The 'User Information' dialog box contains two text input fields. The first is labeled 'Your Name:' and contains the text 'John Smith'. The second is labeled 'E-mail Address:' and contains the text 'myname@mydomain.com'.

- 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

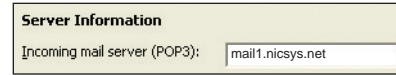


The 'Logon Information' dialog box contains two text input fields. The first is labeled 'User Name:' and contains the text 'myname@mydomain.com'. The second is labeled 'Password:' and contains a series of asterisks '\*\*\*\*\*'.

- 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: *mail1.nicsys.net*



The 'Server Information' dialog box for POP3 has a single text input field labeled 'Incoming mail server (POP3):' containing the text 'mail1.nicsys.net'.

- Or, if you are using an IMAP server, enter the IMAP server name: *mail1.nicsys.net*



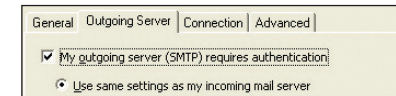
The 'Server Information' dialog box for IMAP has a single text input field labeled 'Incoming mail server (IMAP):' containing the text 'mail1.nicsys.net'.

- Outgoing mail server (SMTP)—Enter the SMTP server name: *mail1.nicsys.net*



The 'Outgoing mail server (SMTP):' dialog box has a single text input field containing the text 'mail1.nicsys.net'.

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.



The 'Outgoing Server (SMTP)' dialog box has tabs for 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. It contains a checked checkbox labeled 'My outgoing server (SMTP) requires authentication' and a radio button labeled 'Use same settings as my incoming mail server'.

11. Click the **Advanced** tab.
12. In the **Outgoing Server (SMTP)** box, enter the default outgoing port 25 or the alternate port 8889.
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.