

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.

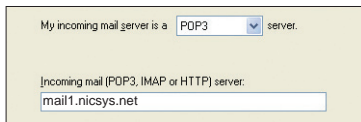
Internet E-mail Address Window

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

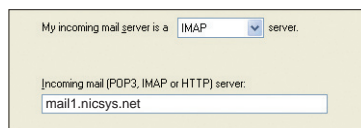
To use a POP server:

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: *mail1.nicsys.net*

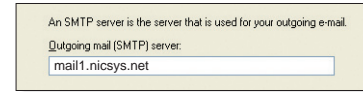


Or, to use an IMAP server:

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 25 or the alternate port 8889.
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.