To set up any POP-enabled e-mail client to work with AUCmail:

1. Enable POP
2. Configure e-mail client

Enabling POP

You can retrieve your AUCmail messages with Outlook Express or any client or device that supports POP.

To enable POP in AUCmail:

1. Sign in to AUCmail (http://mail.aucegypt.edu).
2. Click Settings at the top of any AUCmail page.
3. Click Forwarding and POP/IMAP.
4. Select Enable POP for all mail or Enable POP for mail that arrives from now on.
5. Choose the action you'd like your AUCmail messages to take after they are accessed with POP.
Standard Settings:

1. Configure your client to match the settings below:

<table>
<thead>
<tr>
<th><strong>Incoming Mail (POP3) Server - requires SSL:</strong></th>
<th><strong>Outgoing Mail (SMTP) Server - requires TLS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Server:</strong> pop.gmail.com</td>
<td><strong>Server:</strong> smtp.gmail.com (use authentication)</td>
</tr>
<tr>
<td><strong>Use SSL:</strong> Yes</td>
<td><strong>Use Authentication:</strong> Yes</td>
</tr>
<tr>
<td><strong>Port:</strong> 995</td>
<td><strong>Use STARTTLS:</strong> Yes (some clients call this SSL)</td>
</tr>
<tr>
<td></td>
<td><strong>Port:</strong> 465 or 587</td>
</tr>
<tr>
<td><strong>Account Name/username:</strong></td>
<td><strong>Email Address:</strong></td>
</tr>
<tr>
<td><strong>Account Name/username:</strong></td>
<td>your full email address (including @aucegypt.edu)</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td>your email address (<a href="mailto:username@aucegypt.edu">username@aucegypt.edu</a>)</td>
</tr>
<tr>
<td><strong>Password:</strong></td>
<td>your AUCmail password</td>
</tr>
</tbody>
</table>

2. Unless you're using recent mode (see below) to download mail to multiple clients, make sure you've opted not to leave messages on the server. Your AUCmail determine whether or not messages stay on the server, so this setting in your client won't affect how Gmail handles your mail.

3. Please note that if your client does not support SMTP authentication, you won't be able to send mail through your client using your Gmail address.

4. Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.

5. You're now ready to use POP with your Gmail address.

Recent Mode: Using POP on multiple clients or mobile devices

If you're accessing your Gmail using POP from multiple clients, Gmail's **recent** mode makes sure that all messages are made available to each client, rather than only to the first client to access new mail.

Recent mode fetches the last 30 days of mail, regardless of whether it's been sent to another POP client already.

In your POP client, replace 'username@gmail.com' in the **Username** field your POP client settings with 'recent:username@gmail.com'. Blackberry users will be signed in to recent mode automatically, without adding 'recent:'.

Once you enable recent mode, please be sure to configure your POP client to leave messages on the server according to the instructions below:
In Outlook, on the Advanced tab, check the box next to Leave a copy of messages on the server.

In Outlook Express, on the Advanced tab, check the box next to Leave a copy of messages on server.

In Apple Mail, on the Advanced tab, remove the check next to Remove copy from server after retrieving a message.

In Thunderbird, on the Server Settings tab, check the box next to Leave messages on server.