To set up your Outlook 2002 client to work with AUCmail:

1. Enable POP
2. Configure Outlook 2002

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.
Configuring Outlook 2002

1. Open Outlook.
2. Click the Tools menu, and select Accounts...
3. Click Add, and then click Mail...
4. Enter your name in the Display name: field, and click Next.
5. Enter your full AUCmail email address (username@aucegypt.edu) in the Email address: field, and click Next. Google Apps users, enter your full address in the format 'username@your_domain.com.'
6. Enter 'pop.gmail.com' in the Incoming mail (POP3, IMAP or HTTP) server: field. Enter 'smtp.gmail.com' in the Outgoing mail (SMTP) server: field. Google Apps users, enter the server names provided, don't add your domain name in this step.
7. Click Next.
8. Enter your full email address (including '@aucegypt.edu') in the Account name: field. Enter your email password in the Password: field, and click Next.

9. Click Finish.
11. Click the Advanced tab.
12. Under Outgoing Mail (SMTP), check the box next to This server requires a secure connection (SSL).
13. Enter '465' in the Outgoing mail (SMTP): field.
14. Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to '995'.
15. Click the **Servers** tab, and check the box next to **My server requires authentication**.

16. Click **OK**.

17. **Download the latest updates** for Outlook from Microsoft. This will help prevent the most common Outlook errors AUCmail users see.

**Congratulations!** You're done configuring your client to send and retrieve AUCmail messages.

If you experience problems using POP with Outlook, please check the **Common Errors** or **Troubleshooting** tabs.