

To set up your Outlook 2003 client to work with AUCmail:

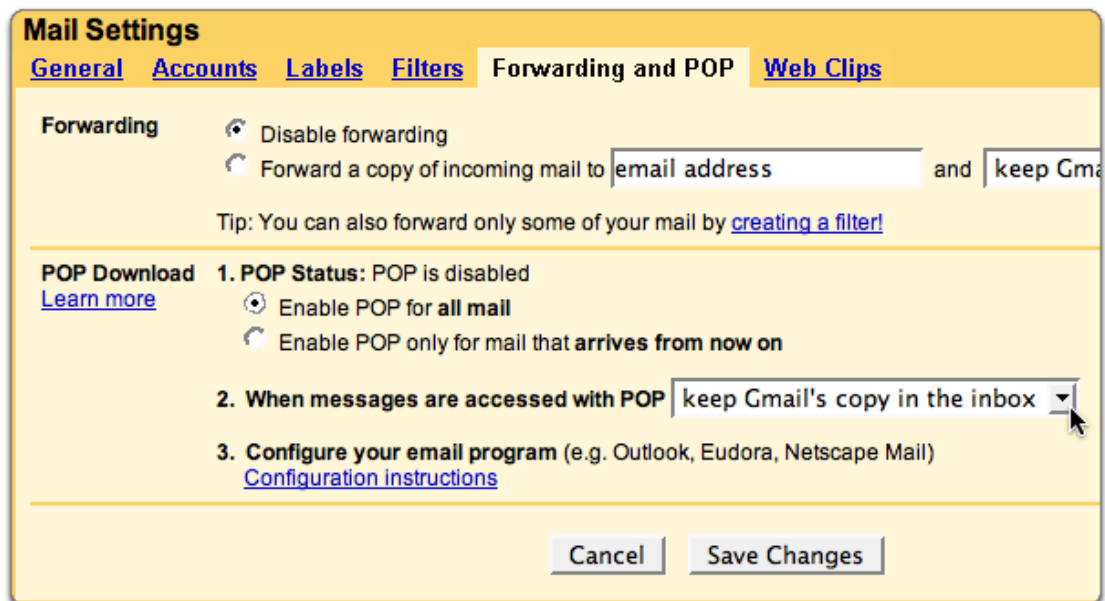
1. Enable POP
2. Configure Outlook Express

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**.



The screenshot shows the 'Mail Settings' dialog box with the 'Forwarding and POP' tab selected. The 'Forwarding' section has two radio buttons: 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to [email address] and [keep Gmail's copy in the inbox]'. A tip below states: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has a 'Learn more' link. Under '1. POP Status: POP is disabled', there are two radio buttons: 'Enable POP for all mail' (selected) and 'Enable POP only for mail that arrives from now on'. Under '2. When messages are accessed with POP', there is a dropdown menu currently set to 'keep Gmail's copy in the inbox'. Under '3. Configure your email program (e.g. Outlook, Eudora, Netscape Mail)', there is a link to 'Configuration instructions'. At the bottom are 'Cancel' and 'Save Changes' buttons.

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 2003

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**
3. Click **Add a new e-mail account**, and click **Next**.
4. Choose **POP3** as your server type by clicking the radio button, and click **Next**.
5. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@aucegypt.edu*)

Server Information

Incoming mail server (POP3): pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Login Information

User Name: Enter your AUCmail username (including @aucegypt.edu).

Password: Enter your email password

The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003, specifically the 'Internet E-mail Settings (POP3)' tab. The dialog box has a title bar with 'E-mail Accounts' and a close button. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Login Information', and 'Test Settings'. In 'User Information', 'Your Name' is 'my full name' and 'E-mail Address' is 'username@aucegypt.e'. In 'Server Information', 'Incoming mail server (POP3)' is 'pop.gmail.com' and 'Outgoing mail server (SMTP)' is 'smtp.gmail.com'. In 'Login Information', 'User Name' is 'username@aucegypt.e', 'Password' is '*****', and 'Remember password' is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. In 'Test Settings', there is a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

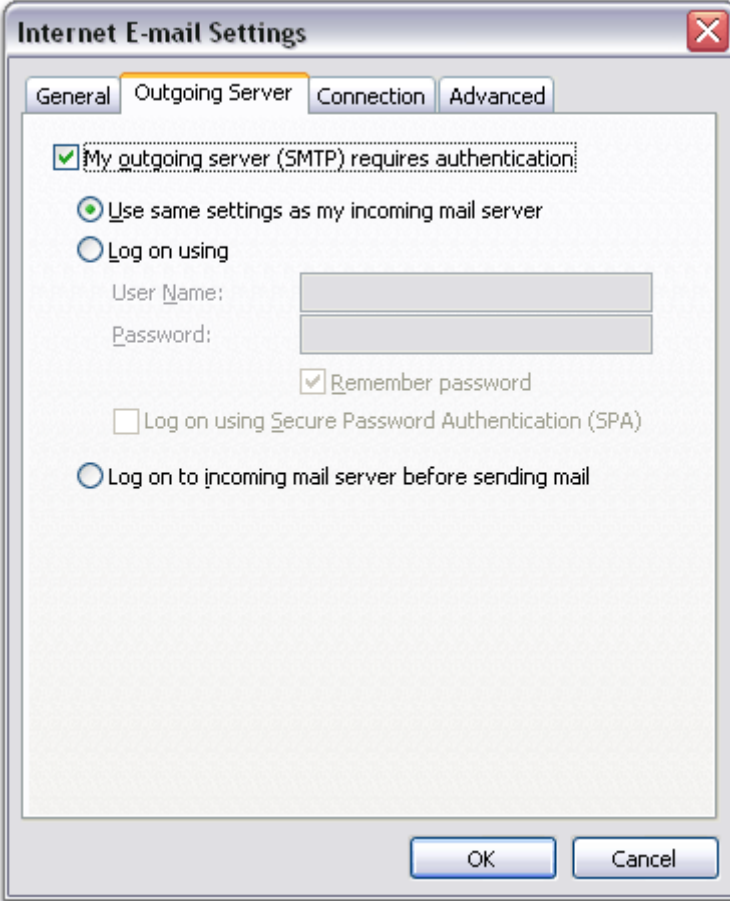
User Information		Server Information	
Your Name:	my full name	Incoming mail server (POP3):	pop.gmail.com
E-mail Address:	username@aucegypt.e	Outgoing mail server (SMTP):	smtp.gmail.com

Login Information		Test Settings	
User Name:	username@aucegypt.e	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
Password:	*****		
<input checked="" type="checkbox"/> Remember password		<input type="button" value="Test Account Settings ..."/>	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)			

< Back Next > Cancel

6. Click **More Settings...** and then click the **Outgoing Server** tab.

7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is currently selected. Inside the dialog, the checkbox "My outgoing server (SMTP) requires authentication" is checked. Below this, there are three radio button options: "Use same settings as my incoming mail server" (which is selected), "Log on using" (unselected), and "Log on to incoming mail server before sending mail" (unselected). Under the "Log on using" option, there are two text input fields labeled "User Name:" and "Password:". To the right of the "Password:" field is a checked checkbox labeled "Remember password". Below these fields is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Internet E-mail Settings

General Outgoing Server Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

User Name:

Password:

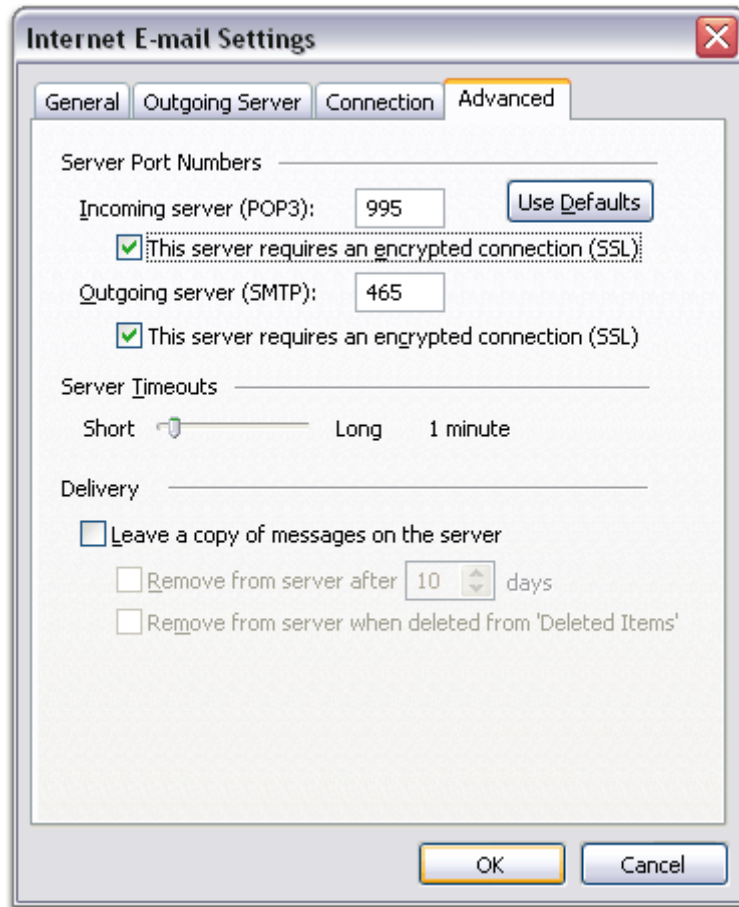
☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel

8. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.



9. Check the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
10. Click **OK**.
11. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
12. Click **Next**, and then click **Finish**.
13. [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.