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.
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

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**.
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.