

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

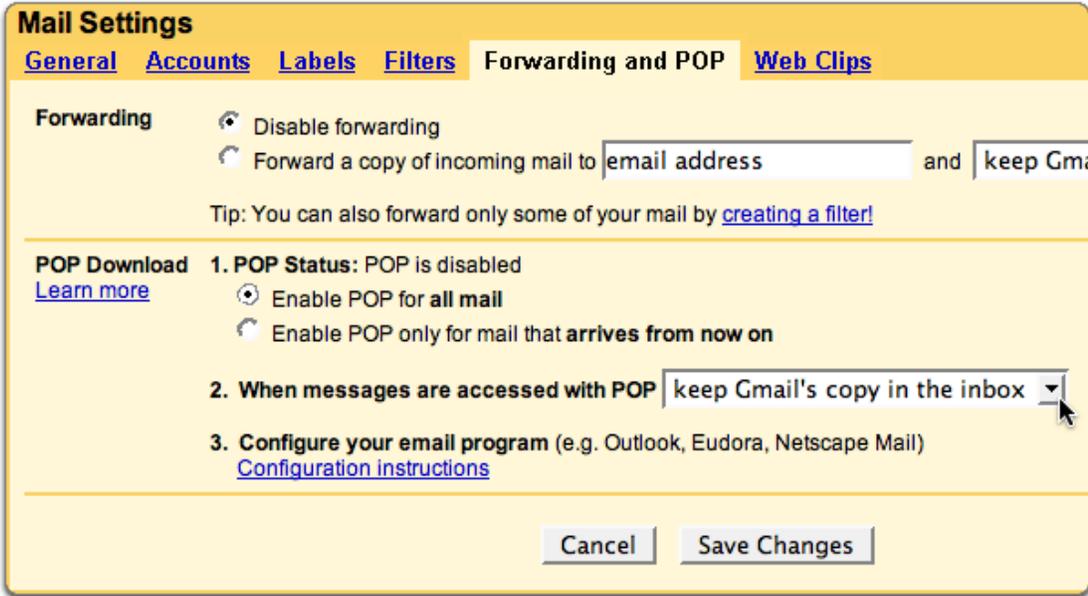
1. Enable POP
2. Configure Outlook Express

### 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 reads: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has a 'Learn more' link and three numbered steps: 1. 'POP Status: POP is disabled' with radio buttons for 'Enable POP for all mail' (selected) and 'Enable POP only for mail that arrives from now on'. 2. 'When messages are accessed with POP' with a dropdown menu set to 'keep Gmail's copy in the inbox'. 3. 'Configure your email program (e.g. Outlook, Eudora, Netscape Mail)' with a 'Configuration instructions' link. 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. The title bar reads 'E-mail Accounts' with a close button (X) on the right. 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.' There is a help icon (lightbulb) on the right side of this section.

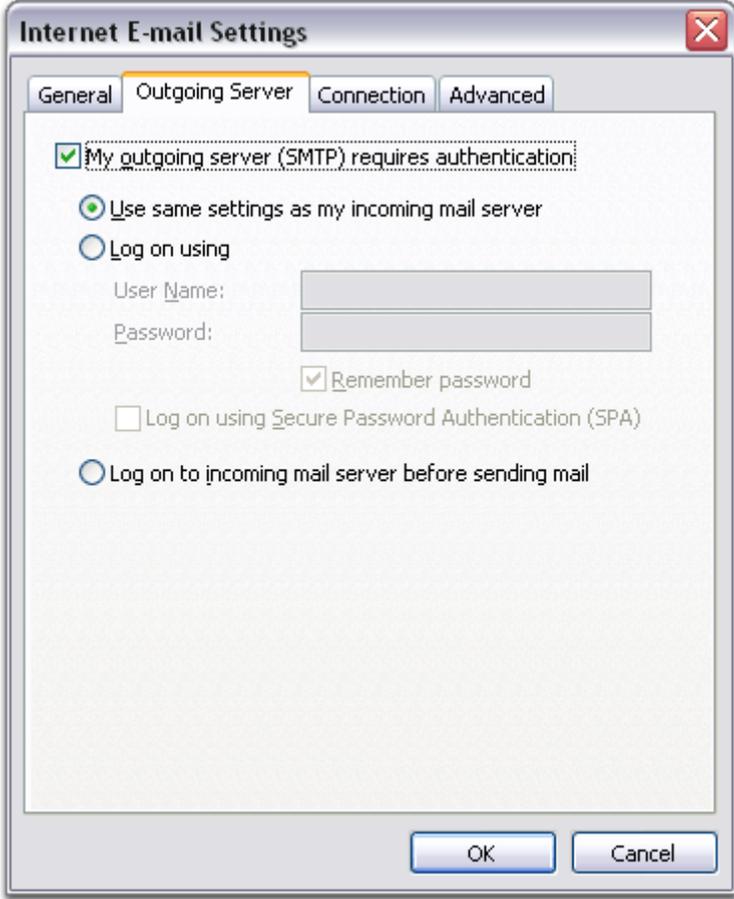
The dialog is divided into four main sections:

- User Information:** Contains two text input fields: 'Your Name:' with the value 'my full name' and 'E-mail Address:' with the value 'username@aucegypt.e'.
- Server Information:** Contains two text input fields: 'Incoming mail server (POP3):' with the value 'pop.gmail.com' and 'Outgoing mail server (SMTP):' with the value 'smtp.gmail.com'.
- Login Information:** Contains two text input fields: 'User Name:' with the value 'username@aucegypt.e' and 'Password:' with the value '\*\*\*\*\*'. Below these is a checked checkbox labeled 'Remember password' and an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- Test Settings:** Contains a text box with the instruction: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. Below this is a button labeled 'Test Account Settings ...'.

At the bottom right of the dialog is a button labeled 'More Settings ...'. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and '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**.



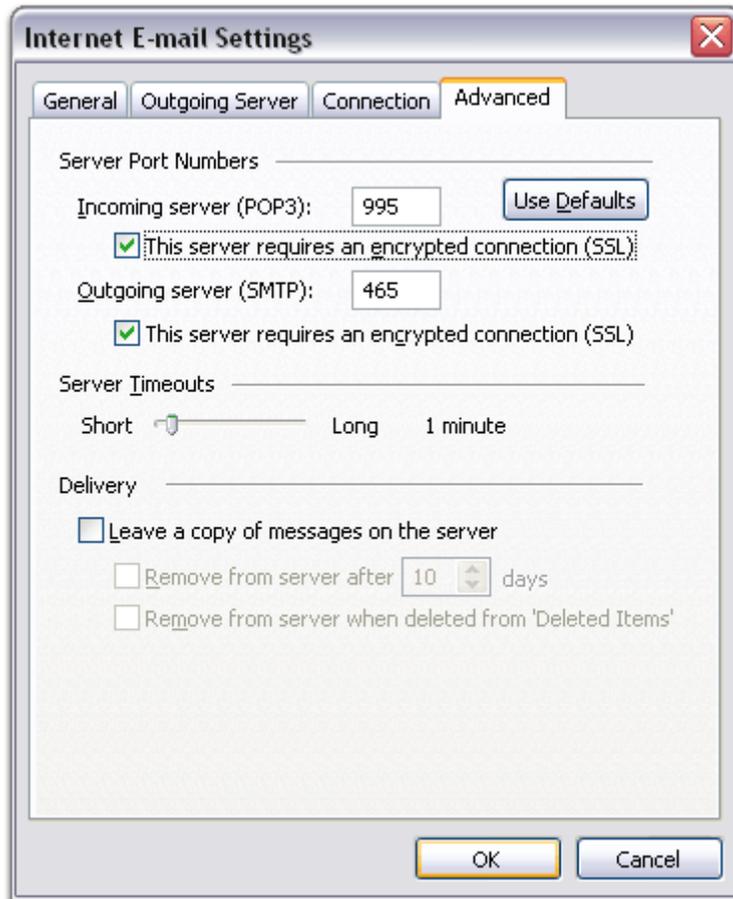
The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Outgoing Server" tab. The dialog box has a title bar with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Outgoing Server" (which is selected and highlighted in orange), "Connection", and "Advanced".

Inside the "Outgoing Server" tab, there are several settings:

- A checked checkbox labeled "My outgoing server (SMTP) requires authentication".
- Below this, there are three radio button options:
  - The first option, "Use same settings as my incoming mail server", is selected with a green dot.
  - The second option, "Log on using", is unselected.
  - The third option, "Log on to incoming mail server before sending mail", is unselected.
- Under the "Log on using" option, there are two text input fields: "User Name:" and "Password:". Both fields are currently empty.
- Below the "Password:" field, there is a checked checkbox labeled "Remember password".
- Below the "Remember password" checkbox, there is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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



- 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.
- Click **OK**.
- Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
- Click **Next**, and then click **Finish**.
- [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.