To set up your Outlook 2007 client to work with AUCmail:

1. Enable POP
2. Configure Outlook 2007

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 2007

1. Open Outlook.
2. Click the Tools menu, and select Account Settings...
3. On the E-mail tab, click New...
4. If you are prompted to Choose E-mail Service, select Microsoft Exchange, POP3, IMAP, or HTTP, and click Next.
5. Fill in all necessary fields to include the following 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 AUCmail email address (username@aucegypt.edu).
   **Password:** Enter your email password.

   **Manually configure server settings or additional server types:** Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now. Google Apps users should configure manually as follows.

6. Click Next. If you are configuring Outlook 2007 automatically, you’re done! Just click Finish.
7. If you are configuring Outlook 2007 manually, select Internet E-mail and click Next.
8. Verify your User Information, and enter the following additional information:

**Server Information**

**Account Type:** POP3

**Incoming mail server:** pop.gmail.com

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

**Logon Information**

**User Name:** Enter your AUCmail username (including @aucegypt.edu).
**Password:** Enter your email password.

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.
9. Click the **More Settings...** button, and select the **Outgoing Server** tab.
10. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server.**
11. Click the **Advanced tab**, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.
12. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the dropdown menu next to **Use the following type of encrypted connection**:.
13. Click **OK**.
14. Click **Test Account Settings**... After receiving 'Congratulations! All tests completed successfully', click **Close**.
15. Click **Next**, and then click **Finish**.

**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.