To set up your Outlook Express 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 Express

1. Open Outlook or Outlook Express.
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.
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.

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. Fill in the following information:*  
   - Check the box next to **This server requires a secure connection (SSL)** under **Outgoing Mail (SMTP).**  
   - Enter **465** in the **Outgoing mail (SMTP):** field.  
   - Under **Outgoing Mail (SMTP),** check the box next to **This server requires a secure connection (SSL).**
Under Incoming mail (POP3), check the box next to This server requires a secure connection (SSL). The port will change to 995.

*The order of Outgoing and Incoming mail server fields varies by version. Make sure you enter the correct information in each field.

13. Return to the Servers tab, and check the box next to My server requires authentication.
14. Click **OK**.

**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.