

Setting Up Microsoft® Outlook 98

Setting Up a POP3 or IMAP Email Account

1. In Outlook, select [Tools / Accounts](#).
2. Click the [Mail](#) tab.
3. Click the [Add](#) button.
4. Select [Mail](#) from the resulting menu. Navigate through the following wizard windows:

Your Name Window

Enter your name in the [Display name](#) box. This is the name that will appear in the [From](#) field of messages you send.

Internet E-mail Address Window

In the [E-mail address](#) box, enter your *entire* email address (e.g., *myname@mydomain.com*).

E-mail Server Names Window

To use a POP server:

1. Click the drop-down menu and select [POP3](#).
2. In the [Incoming mail \(POP3 or IMAP\) server](#) box, enter the name of the POP server:
pop.emailsrvr.com

My incoming mail server is a [POP3](#) server.
Incoming mail (POP3 or IMAP) server:

To use an IMAP server:

1. Click the drop-down menu and select [IMAP](#).
2. In the [Incoming mail \(POP3 or IMAP\) server](#) box, enter the name of the IMAP server:
imap.emailsrvr.com

My incoming mail server is a [IMAP](#) server.
Incoming mail (POP3 or IMAP) server:

In the [Outgoing mail \(SMTP\) server](#) box, enter the name of the SMTP server: *smtp.emailsrvr.com*

Outgoing mail (SMTP) server:

Internet Mail Logon Window

1. In the [Account name](#) box, enter your *entire* email address (e.g., *myname@mydomain.com*)
2. In the [Password](#) box, enter your password.

Internet Connection Wizard

Indicate how you connect to the Internet.

Congratulations Window

Click the [Finish](#) button. The Internet Account window will appear. *You must complete the steps below to configure your account.*

Turning On Server Authentication (Important!)

1. In the Internet Accounts window, click once on your email account.
2. Click the [Properties](#) button.
3. Click the [Servers](#) tab.
4. Be sure that the [Log on using Secure Password Authentication](#) box is not checked
5. Check the [My server requires authentication](#) box.
6. Click the [OK](#) button.

Note: If you experience trouble sending mail, select [Tools / Accounts](#). Click once on your email account. Click the [Properties](#) button. Click the [Advanced](#) tab. In the [Outgoing mail \(SMTP\)](#) box, replace the port number with *587*.

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the directions below to adjust your POP3 or IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure mail messages.

1. Select [Tools / Accounts](#).
2. Click the [Mail](#) tab.
3. Select the mail account for which you want to use a secure server.
4. Click the [Properties](#) button.
5. Click the [Servers](#) tab.
6. In the [Incoming mail \(POP or IMAP\)](#) box, enter the secure server: *secure.emailsrvr.com*
7. In the [Outgoing mail \(SMTP\)](#) box, enter the secure server: *secure.emailsrvr.com*

8. Click the [Advanced](#) tab.

9. In the [Outgoing mail \(SMTP\)](#) box, enter the secure outgoing port: *465*

Server Port Numbers
Outgoing mail (SMTP): [Use Defaults](#)
 This server requires a secure connection (SSL)

10. Check the [This server requires a secure connection \(SSL\)](#) box.

11. In the [Incoming mail](#) box, do one of the following:

- If the Incoming mail label says, [Incoming mail \(POP3\)](#), enter the secure POP server port: *995*

Incoming mail (POP3):
 This server requires a secure connection (SSL)

- If the Incoming mail label says, [Incoming mail \(IMAP\)](#), enter the secure IMAP server port: *993*

Incoming mail (IMAP):
 This server requires a secure connection (SSL)

12. Check the [This server requires a secure connection \(SSL\)](#) box.

13. Click the [OK](#) button.