# **Setting Up Microsoft® Outlook Express**

**Technical Manual: Configuration and Setup** 

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# **Setting Up a POP3 or IMAP Email Account**

- 1. In Outlook Express, select Tools / Accounts.
- 2. Click the Mail tab.
- 3. Click the Add button.
- 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*), using all lowercase letters.

#### **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, IMAP, or HTTP) server box, enter the name of the POP server: pop.emailsrvr.com



Or, to use an IMAP server:

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



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



#### **Internet Mail Logon Window**

- In the Account name box, enter your entire email address (e.g., myname@mydomain.com), using all lowercase letters.
- 2. In the Password box, enter your password.

#### **Congratulations Window**

Click the Finish button. You must complete the remaining steps to configure your account.

#### **Turning On Server Authentication (Important!)**

- In the Internet Accounts window, click once on your email account. You may need to first click the Mail tab to display your email accounts.
- 2. Click the Properties button.
- 3. Click the Servers tab.
- 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 Advanced tab.
- 7. In the Outgoing mail (SMTP) box, enter the default outgoing port *587* or the alternate port *8025*.
- 8. Click the OK button.
- 9. Click the Close button.

Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.

# **Comparing POP and IMAP**

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- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

#### **IMAP**

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account.
   Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you
  must monitor your mailbox size and delete messages to avoid
  exceeding your mailbox size.

# **Account Preferences**

# **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.
- Click once on the email 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.
- Check the first This server requires a secure connection (SSL) box.
- 10. In the Outgoing mail
  (SMTP) box, enter the
  secure outgoing port 465
  (or alternate ports 587 or 8025).



- Check the second This server requires a secure connection (SSL) box.
- 12. 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



 If the Incoming mail label says, Incoming mail (IMAP), enter the secure IMAP server port: 993



- 13. Click the OK button.
- 14. Click the Close button.

# **Leaving a Copy of Messages on the Server (POP3 Only)**

- 1. Select Tools / Accounts.
- 2. Click the Mail tab.
- 3. Click once on your POP3 email account.
- 4. Click the Properties button.
- 5. Click the Advanced button.
- 6. Check the Leave a copy of messages on the server box.

7. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days, or if the server should delete messages

when you manually delete them from the Deleted Items folder.

- 8. Click the OK button.
- 9. Click the Close button.

### **Importing Messages**

Outlook Express enables you to import messages that are stored on your computer.

- In Outlook Express, select File / Import / Messages. The Import Wizard will appear.
- Select the email program from which you want to import messages. Then click the Next button.
- Outlook Express will attempt to locate the selected email program and its messages. Or, it may prompt you to select the folder containing the email messages.
- 4. Follow the directions provided for selecting the specific folders you want to import. Click the Next button.
- You will receive a confirmation message, indicating that your messages were imported into Outlook Express. Click the Finish button.

# **Importing an Address Book**

# To import a Windows Address Book (.wab) file:

- 1. Select File / Import / Address Book.
- 2. Locate and select the .wab file.
- 3. Click the Open button.
- You will receive a confirmation message, indicating that your address book was imported into Outlook Express. Click the OK button.

#### To import a non-Windows Address Book:

- 1. Select File / Import / Other Address Book
- 2. Do one of the following:
  - Select the address book or file type you want to import.
  - If your address book type is not listed, select LDIF-LDAP
     Data Interchange Format or Text File (Comma Separated
     Values) to import the address book into Outlook Express
     as a LDIF or .csv file. (You will need to first create a LDIF
     or .csv file from the application storing your address book.)
- 3. Click the Import button.
- 4. If prompted, locate and select the LDIF or .csv file. Click the Open button.
- You will receive a confirmation message, indicating that your address book was imported into Outlook Express. Click the OK button.