

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

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

The screenshot shows a window titled "My incoming mail server is a" with a dropdown menu set to "POP3" and "server." Below it, the "Incoming mail (POP3 or IMAP) server:" field contains the text "pop.emailsrvr.com".

Or, 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*

The screenshot shows a window titled "My incoming mail server is a" with a dropdown menu set to "IMAP" and "server." Below it, the "Incoming mail (POP3 or IMAP) server:" field contains the text "imap.emailsrvr.com".

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

The screenshot shows a text box labeled "Outgoing mail (SMTP) server:" with the text "smtp.emailsrvr.com" entered.

### Internet Mail Logon Window

1. 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.

### 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 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 **Advanced** tab.
7. In the **Outgoing mail (SMTP)** box, replace the default outgoing port number 25 with the alternate port 587.
8. Click the **OK** button.
9. Click the **Close** button.

## 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. Check the first **This server requires a secure connection (SSL)** box.

10. In the **Outgoing mail (SMTP)** box, enter the secure outgoing port: 465

The screenshot shows a window titled "Server Port Numbers" with an "Outgoing mail (SMTP):" field set to "465" and a "Use Defaults" button. A checkbox labeled "This server requires a secure connection (SSL)" is checked.

11. 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

The screenshot shows the "Incoming mail (POP3):" field set to "995" and a checked checkbox labeled "This server requires a secure connection (SSL)".

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

The screenshot shows the "Incoming mail (IMAP):" field set to "993" and a checked checkbox labeled "This server requires a secure connection (SSL)".

13. Click the **OK** button.