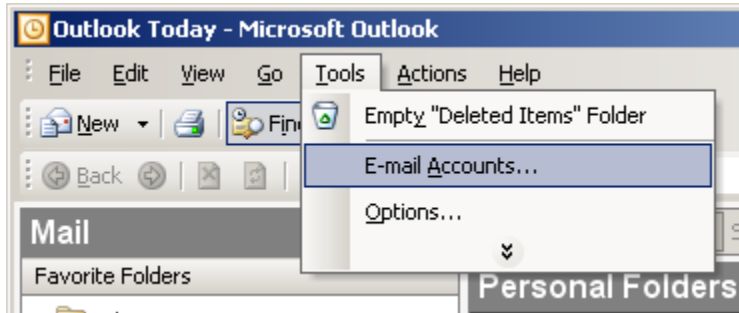


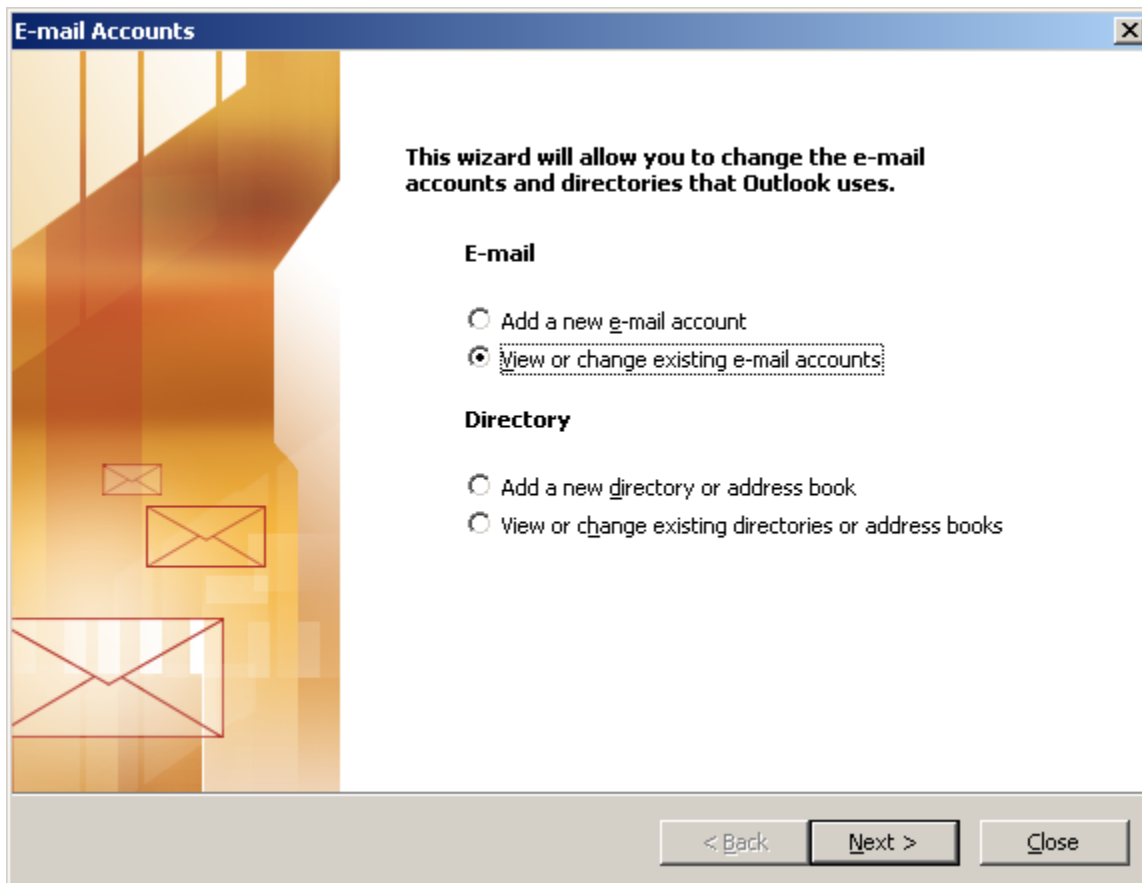
## Outlook 2002/2003 Modify POP3

On the Toolbar, **click Tools** and **select E-mail Accounts** from the menu.

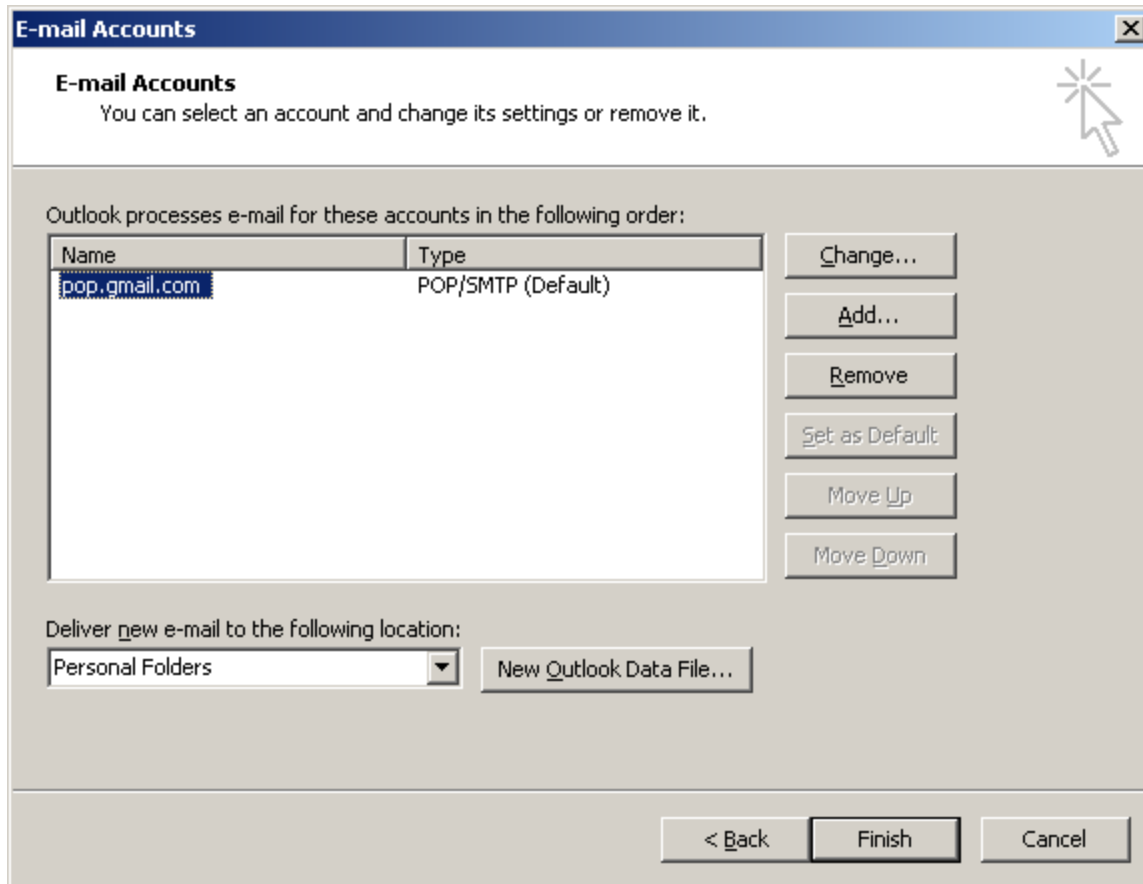


**Select View or change** existing e-mail accounts.

**Click Next** to continue.



**Highlight the account** you'd like to edit and **click Change**.



User Information:

Your Name = **Enter your name.**

E-mail Address = **Enter your e-mail address.** (username@ispname.com)

Server Information:

Incoming mail server (POP3) = **pop.gmail.com**

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

Logon Information:

User Name = **Enter your full email address.** (username@ispname.com)

Password = **Enter the password to the e-mail account.**

**Important:** Passwords are case-sensitive. Ensure your Caps Lock is disabled.

Check the box **Remember password.**

Click the **More Settings** button.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Select the **Outgoing Server tab**.

SMTP authentication is required to send e-mail.

**Check the box** My outgoing server (SMTP) requires authentication.

Select Log on using, and enter

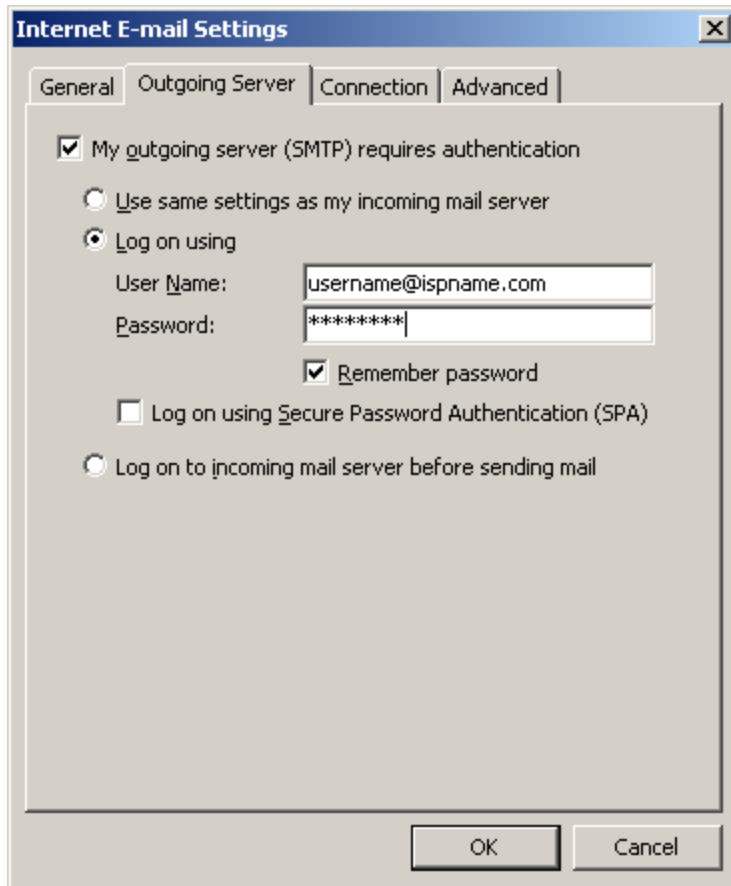
User Name = **Enter your full e-mail address.** (username@ispname.com)

Password = **Enter the password of the e-mail account.**

**Important:** Passwords are case-sensitive. Ensure the Caps Lock is disabled.

Check the box **Remember password**.

Select the **Advanced tab**.

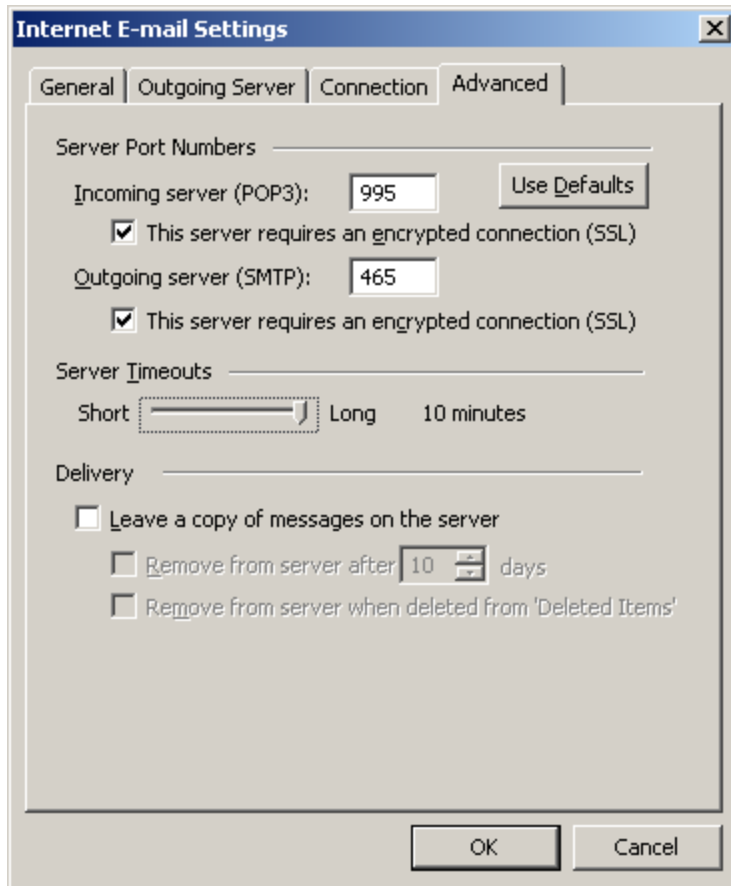


Outgoing mail (SMTP): make sure it is **set to 465 and SSL is checked**

Incomming mail (POP3): make sure it is **set to 995 and SSL is checked**

Server Timeouts: **Set all the way to long (5 minutes)**

**Click OK.**



We return to the **E-mail Accounts** window.

**Click Next** to continue.

**E-mail Accounts** [X]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Click Finish** to complete the wizard.

## E-mail Accounts

### E-mail Accounts

You can select an account and change its settings or remove it.



Outlook processes e-mail for these accounts in the following order:

Name	Type
pop.gmail.com	POP/SMTP (Default)

Change...

Add...

Remove

Set as Default

Move Up

Move Down

Deliver new e-mail to the following location:

Personal Folders

New Outlook Data File...

< Back

Finish

Cancel