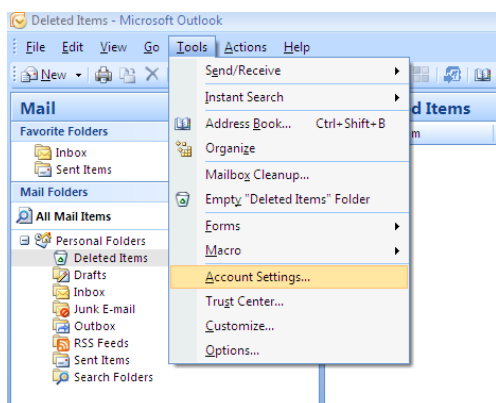
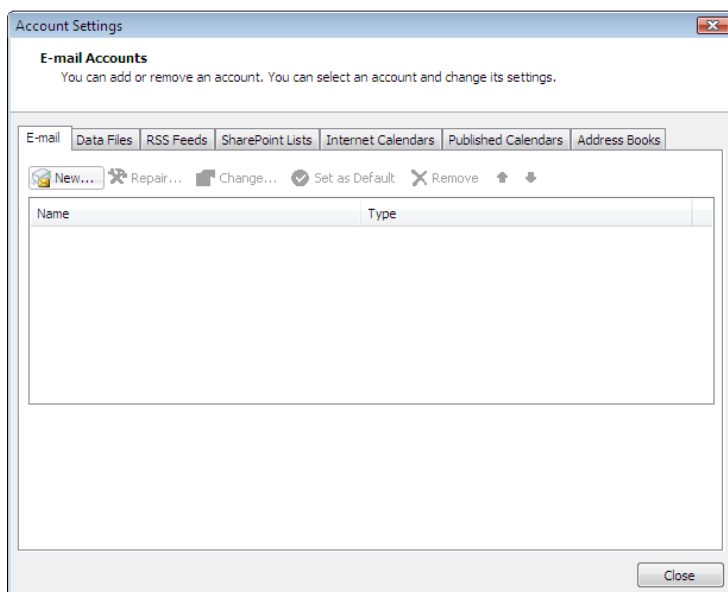


How to configure MS Outlook 2007 at your home computer to connect to @acg.edu (POP3). (Same settings may also be used for the IMAP protocol)

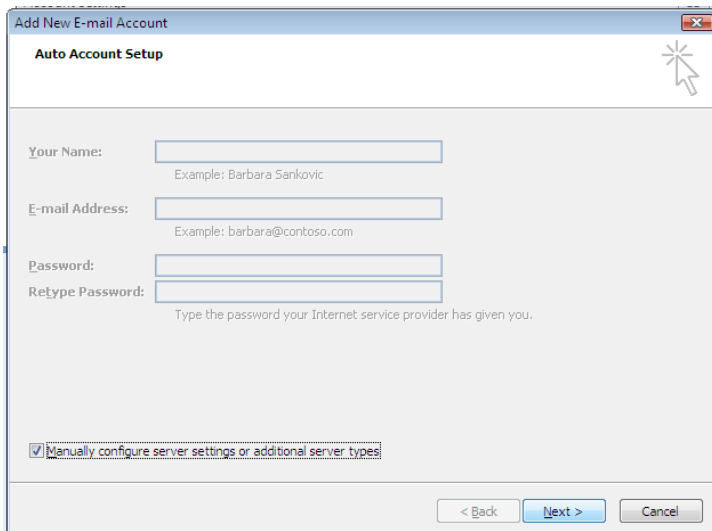
Step 1: Run MS Outlook 2007 and choose **Tools, Account Settings**



Step 2: At the E-Mail Accounts main screen choose **New**



Step 3: Check *manually configure server settings or additional server types* and click **Next**



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

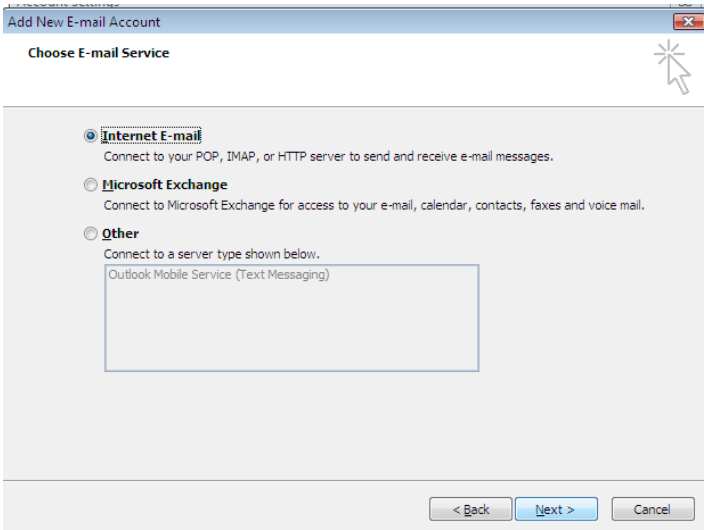
E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Step 4: Choose *Internet E-Mail* and click **Next**



Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

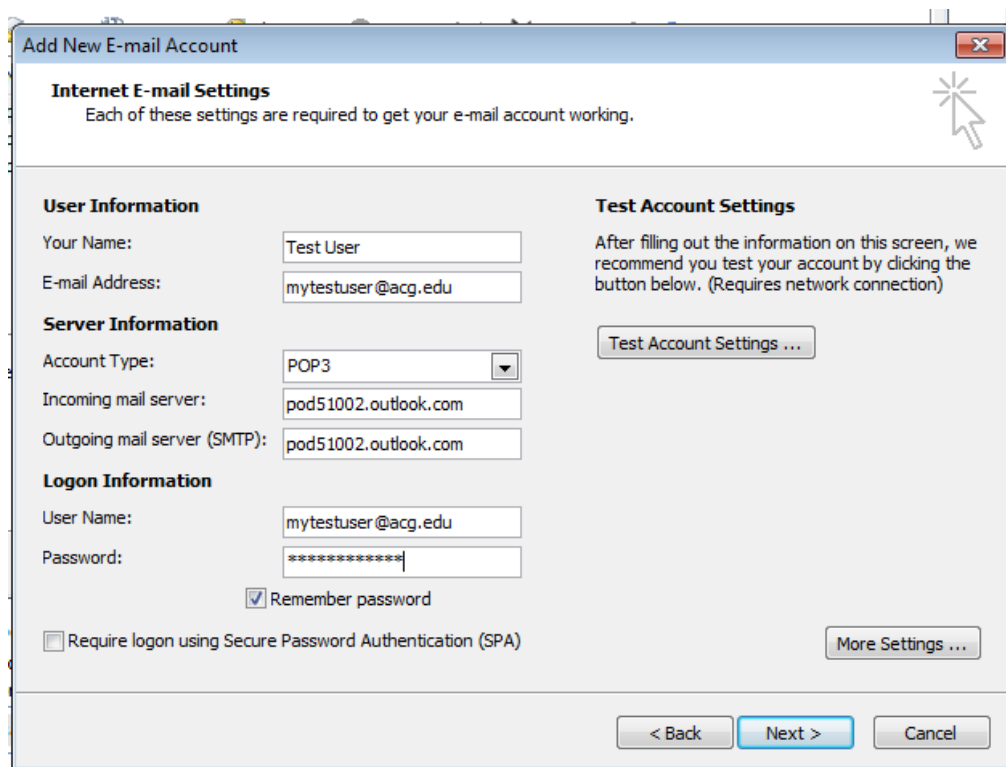
< Back Next > Cancel

Step 5: At the **User Information** section, type **Your Name** and **E-mail Address**. At the **Server Information** section enter the following

Account Type	:	POP3
Incoming mail server	:	pod51002.outlook.com
Outgoing mail server (SMTP)	:	pod51002.outlook.com

At the **Logon Information** type your full e-mail address at the **User Name** and your **Password** at the Password field. You may choose to check the **“Remember password”** option.

Click **More Settings**



Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

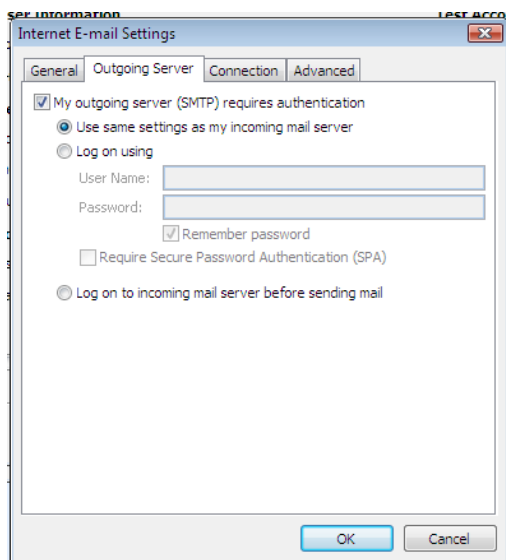
Require logon using Secure Password Authentication (SPA)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

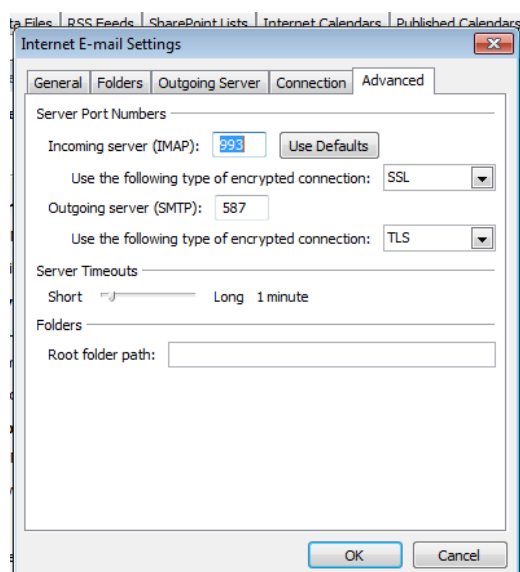
Step 6: From the **Internet E-Mail Settings** window choose the **Outgoing Server** Tab. Select the **“My outgoing Server (SMTP) requires authentication”** option. Make sure that the **“Use same settings as my incoming mail server”** option is selected. Leave all other options as they appear.



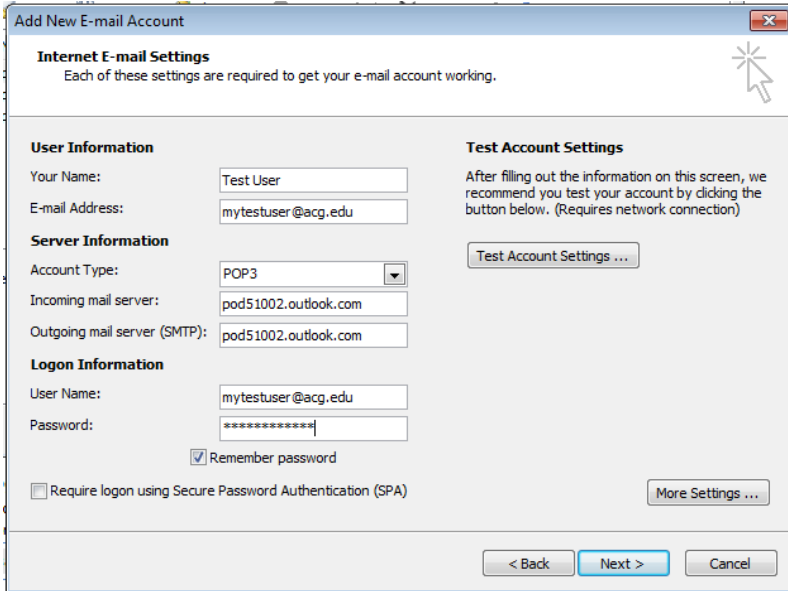
Step 7: From the **Internet E-Mail Settings** window choose the **Advanced Tab**. Select the **“This server requires an encrypted connection (SSL)”** option. The **Incoming server (POP3)** port number should change to **993**. The **Outgoing server (SMTP)** port number should change to **587**. The **“Use the following type of encrypted connection”** option should be **TLS**.

It is up to you whether you want to check the **“Leave a copy of messages on the server”**.

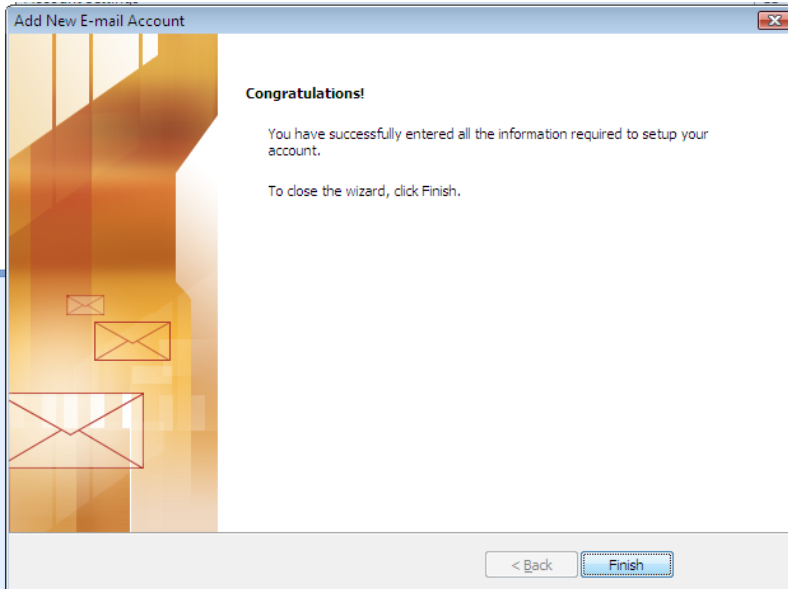
Click **OK**



Step 8: Click next at the **Add New E-Mail Account Window**.



Step 9: Click **Finish**



Step 10: Close the **Account Settings** window

