

Configuring Your Email Client: Outlook XP/2002

Quick Reference

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What is an Email Client?

An email client is an application that allows you to view and send email. The manual will describe how to configure the following email client:

- Outlook XP/2002

Who Should Read This Manual?

This manual is intended for all users and System Administrators who must configure email clients.

This manual assumes you understand the basics of email, including POP, SMTP, and SSL.

- Note:** After reading this chapter, you should be able to determine which type of configuration is best for you. After determining your configuration, you need to read only the chapter on that configuration..

POP, IMAP, and SSL: Which Protocol Should I Use?

- POP

- 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.
- Downloads message to your computer, so you don't have to worry about exceeding the size of your mailbox.
- When you access your email account through a web browser, you may not see previous messages that were downloaded to Outlook 2002.



IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders in Outlook 2002. These folders will appear in each Outlook 2002 client you use to access your account. For example, the Outlook 2002 client for 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.

SSL

- You can use SSL with either a POP email client or an IMAP email client.
- Allows you to send and receive secure, encrypted email.

Note: Not all accounts support SSL. To determine if your account includes SSL access, contact Customer Support.

What's In This Manual?

This manual is organized as follows:

- Chapter 2. *Configuring Outlook XP/2002 for POP.*** Perform the steps in this chapter if you will be using the POP protocol, without SSL. You can skip the other two chapters.
- Chapter 3. *Configuring Outlook XP/ 2002 for IMAP.*** Perform the steps in this chapter if you will be using the IMAP protocol, without SSL. You can skip the other two chapters.
- Chapter 4. *Configuring Outlook XP/200 for SSL.*** Perform the steps in this chapter if you will be using SSL. You can skip the other two chapters.

Typographical Conventions


The following typographical conventions are used throughout this manual:


<i>Italics</i>	Used for proper titles of documents and chapters/sections in documents; also used to emphasize a word or phrase.
Bold	Used for menu names, commands, and options; for example, “the Edit command.”
Courier New	Used to denote text that is displayed at the command line.
Courier New Bold	Used to denote text that must be entered at the command line.
<>	Used when referring to a key on your keyboard. For example, “press <F3>” means to press the F3 function key.





[]	Used when referring to a button on your screen. For example “select [Cancel]” means to select the button called “cancel.”
SMALL CAPS	Used for window and dialog box names. For example “From the INSERT HYPERLINK dialog box.”

Special Components

 **Note:** This icon means that the information that follows is in addition to the information contained in the main text. It is important, but not urgent.

 **Help:** This icon means that a helpful hint follows.

 **Caution:** This icon means that you should stop and think carefully before proceeding; otherwise, you could lose some or all of your work.

 **Warning:** This icon means that an action can result in significant loss of data or corruption of your software.



Configuring Outlook XP/2002 for POP

Overview

This chapter will describe how to configure Outlook 2002 (XP Version) for POP. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.

Prerequisites

Before performing the steps in this chapter, you must:

- Install Outlook 2002.
- Sign-up for an email account.
- Know your email address and password.

Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Outlook 2002.
3. Select the **Tools** menu and choose **E-mail Accounts**.



4. The **EMAIL ACCOUNTS** dialog box will appear.
5. In the **EMAIL ACCOUNTS** dialog box,
 - Select **Add a new email account**.
 - Select the **[Next]** button.

6. The **SERVER TYPE** dialog box will appear.
7. In the **SERVER TYPE** dialog box:
 - Select **POP3**.
 - Select the **[Next]** button.

8. The **INTERNET E-MAIL SETTINGS (POP3)** dialog box will appear.
9. In the **INTERNET E-MAIL SETTINGS (POP3)** dialog box, supply the following information:
 - **Your Name**. Enter your first and last name.
 - **Email Address**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - **User Name**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - **Password**. Enter the password for your email account. If you do not know your password, contact Customer Support.
 - **Incoming mail server (POP3)**. Enter **mail.home.co.uk**
 - **Outgoing mail server (SMTP)**. Enter **mail.home.co.uk**



Caution: Do not select **Log on using Secure Password Authentication (SPA)**.

- Select the **[More Settings]** button.
-
10. The **INTERNET E-MAIL SETTINGS** dialog box appears.
 11. Select the **Outgoing Server** tab.
 12. In the **Outgoing Server** tab:
 - Select **My outgoing server requires authentication**
 - Select **Use same settings as my incoming mail server**.
 - Select the **[OK]** button.

 13. If you will frequently be accessing your email from a web browser, select the **Advanced** tab.
 14. In the **Advanced** tab:
 - Select **Leave a copy of messages on the server**.





Caution: This option will store copies of all your messages on the email server. This allows you to see all past messages through your browser. However, be aware your mailbox size, because eventually this option could cause your mailbox to exceed the storage capacity limit of your mailbox. You will have to periodically delete messages to stay within your mailbox size.

- To periodically remove messages from the server, select the ***Remove from server after*** check box, and then enter a number of days in the box.
- To delete messages from the server when you empty your **Deleted Items** folder, select ***Remove from server when deleted from Deleted Items***.
- Select the **[OK]** button.

15. In the **INTERNET E-MAIL SETTINGS (POP3)** dialog box, select the **[Next]** button.

16. The **CONGRATULATIONS** dialog box appears.

17. Select the **[Finish]** button.

18. You should now be able to use your Outlook 2002 client to access your email account!



Note: Most DSL, Cable and Dial-up ISPs no longer allow their customers to use third-party SMTP servers. There is an alternate SMTP port that can be used instead of the standard port 25 in order to get around this limitation. If you have trouble using our SMTP server, go back to the **Advanced** tab and enter **587** for the ***Outgoing server (SMTP)*** port.



Configuring Outlook XP/2002 for IMAP

The sections in this chapter will describe how to configure your email client for IMAP.

- Note:** Currently, any folders you create in an IMAP email client will not appear when you access your email through a web-browser, and any folders you create when accessing your email through a web-browser will not appear in your IMAP email client.

Overview

This chapter will describe how to configure Outlook 2002 (XP Version) to use the IMAP protocol. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.


Prerequisites

Before performing the steps in this chapter, you must:

- Install Outlook XP/2002.
- Sign-up for an email account.
- Know your email address and password.



Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Outlook XP/2002.
3. Select the **Tools** menu and choose **E-mail Accounts**.
4. The **EMAIL ACCOUNTS** dialog box will appear.
5. In the **EMAIL ACCOUNTS** dialog box,
 - Select *Add a new email account*.
 - Select the [Next] button.
6. The **SERVER TYPE** dialog box will appear.
7. In the **SERVER TYPE** dialog box:
 - Select *IMAP*.
 - Select the [Next] button.
8. The **INTERNET E-MAIL SETTINGS (IMAP)** dialog box will appear.
9. In the **INTERNET E-MAIL SETTINGS (IMAP)** dialog box, supply the following information:
 - **Your Name**. Enter your first and last name.
 - **Email Address**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - **User Name**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - **Password**. Enter the password for your email account. If you do not know your password, contact Customer Support.
 - **Incoming mail server (IMAP)**. Enter **mail.home.co.uk**
 - **Outgoing mail server (SMTP)**. Enter **mail.home.co.uk**
-  **Caution:** Do not select *Log on using Secure Password Authentication (SPA)*.
 - Select the [More Settings] button.
10. The **INTERNET E-MAIL SETTINGS** dialog box appears.
11. Select the **Outgoing Server** tab.
12. In the **Outgoing Server** tab:
 - Select *My outgoing server requires authentication*.
 - Select *Use same settings as my incoming mail server*.
 - Select the [OK] button.



13. In the **INTERNET E-MAIL SETTINGS (IMAP)** dialog box, select the **[Next]** button.
 14. The **CONGRATULATIONS** dialog box appears.
 15. In the **CONGRATULATIONS** dialog box, select the **[Finish]** button.
 16. You should now be able to use your Outlook XP/2002 client to access your email account!
- Note:** Most DSL, Cable and Dial-up ISPs no longer allow their customers to use third-party SMTP servers. There is an alternate SMTP port that can be used instead of the standard port 25 in order to get around this limitation. If you have trouble using our SMTP server, go back to the **Advanced** tab and enter **587** for the ***Outgoing server (SMTP)*** port.



Configuring Outlook XP/2002 for SSL

SSL stands for **Secure Sockets Layer**. SSL is a protocol for sending secure messages over the Internet. To send secure messages, Outlook 2002 will communicate with a *secure* server. This secure server performs the POP/IMAP and SMTP functions.

Overview

This chapter will describe how to configure Outlook XP/2002 for SSL. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.


Prerequisites

Before performing the steps in this chapter, you must:

- Install Outlook XP/2002.
- Sign-up for an email account.
- Know your email address and password.
- Ensure that your account includes SSL access. Contact Customer Support if you are not sure.



Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Outlook 2002.
3. Select the **Tools** menu and choose **E-mail Accounts**.
4. The **EMAIL ACCOUNTS** dialog box will appear.
5. In the **EMAIL ACCOUNTS** dialog box,
 - Select *Add a new email account*.
 - Select the [Next] button.
6. The **SERVER TYPE** dialog box will appear.
7. In the **SERVER TYPE** dialog box:
 - Select either *POP3* or *IMAP*.
 - Select the [Next] button.
- Note:** This chapter describes how to configure SSL for use with a POP account. However, you can also use SSL with an IMAP account. To use SSL with IMAP, select **IMAP** in the field *Server Type*. The remaining dialog boxes will display your incoming mail server as an IMAP server.
8. The **INTERNET E-MAIL SETTINGS (POP3)** dialog box will appear.
9. In the **INTERNET E-MAIL SETTINGS (POP3)** dialog box, supply the following information:
 - *Your Name*. Enter your first and last name.
 - *Email Address*. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - *User Name*. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - *Password*. Enter the password for your email account. If you do not know your password, contact Customer Support.
 - *Incoming mail server (POP3)*. Enter **secure.emailsrvr.com**
 - *Outgoing mail server (SMTP)*. Enter **secure.emailsrvr.com**
-  **Caution:** Do not select *Log on using Secure Password Authentication (SPA)*.
 - Select the [More Settings] button.
10. The **INTERNET E-MAIL SETTINGS** dialog box appears.
11. Select the **Outgoing Server** tab.



12. In the **Outgoing Server** tab:

- Select *My outgoing server requires authentication*.
- Select *Use same settings as my incoming mail server*.
- Select the **[OK]** button.

13. Select the **Advanced** tab.

14. In the **Advanced** tab, perform the following:

- *Incoming server (POP3)*. Enter **995**
- Select *This server requires a secure connection (SSL)*.
- *Outgoing server (SMTP)*. Enter **465**
- Select *This server requires a secure connection (SSL)*.



Note: If you selected **IMAP** in step 7, enter **993** for *Incoming server (IMAP)*.

- If you will frequently be accessing your account through your web browser, select *Leave a copy of messages on the server*.



Caution: This option will store copies of all your messages on the email server. This allows you to see all past messages through your browser. However, be aware your mailbox size, because eventually this option could cause your mailbox to exceed the storage capacity of your mailbox. You will have to periodically delete messages to stay within your mailbox size.

- To periodically remove messages from the server, select the *Remove from server after* check box, and then enter a number of days in the box.
- To delete messages from the server when you empty your **Deleted Items** folder, select *Remove from server when deleted from Deleted Items*.
- Select the **[OK]** button.

15. In the **INTERNET E-MAIL SETTINGS (POP3)** dialog box, select the **[Next]** button

16. The **CONGRATULATIONS** dialog box appears.

17. In the **CONGRATULATIONS** dialog box, select the **[Finish]** button.

18. You should now be able to use your Outlook XP/2002 client to access your email account!

