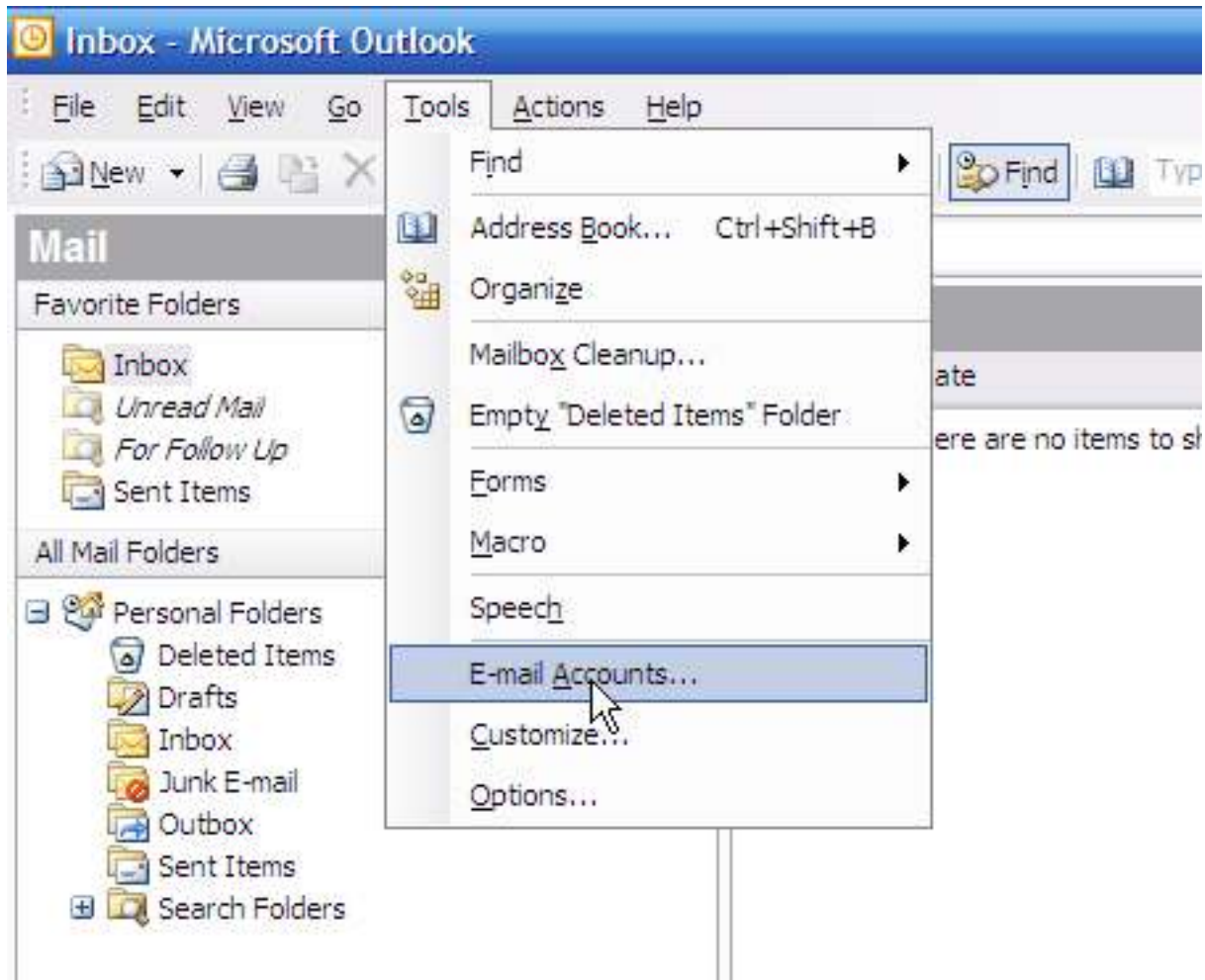
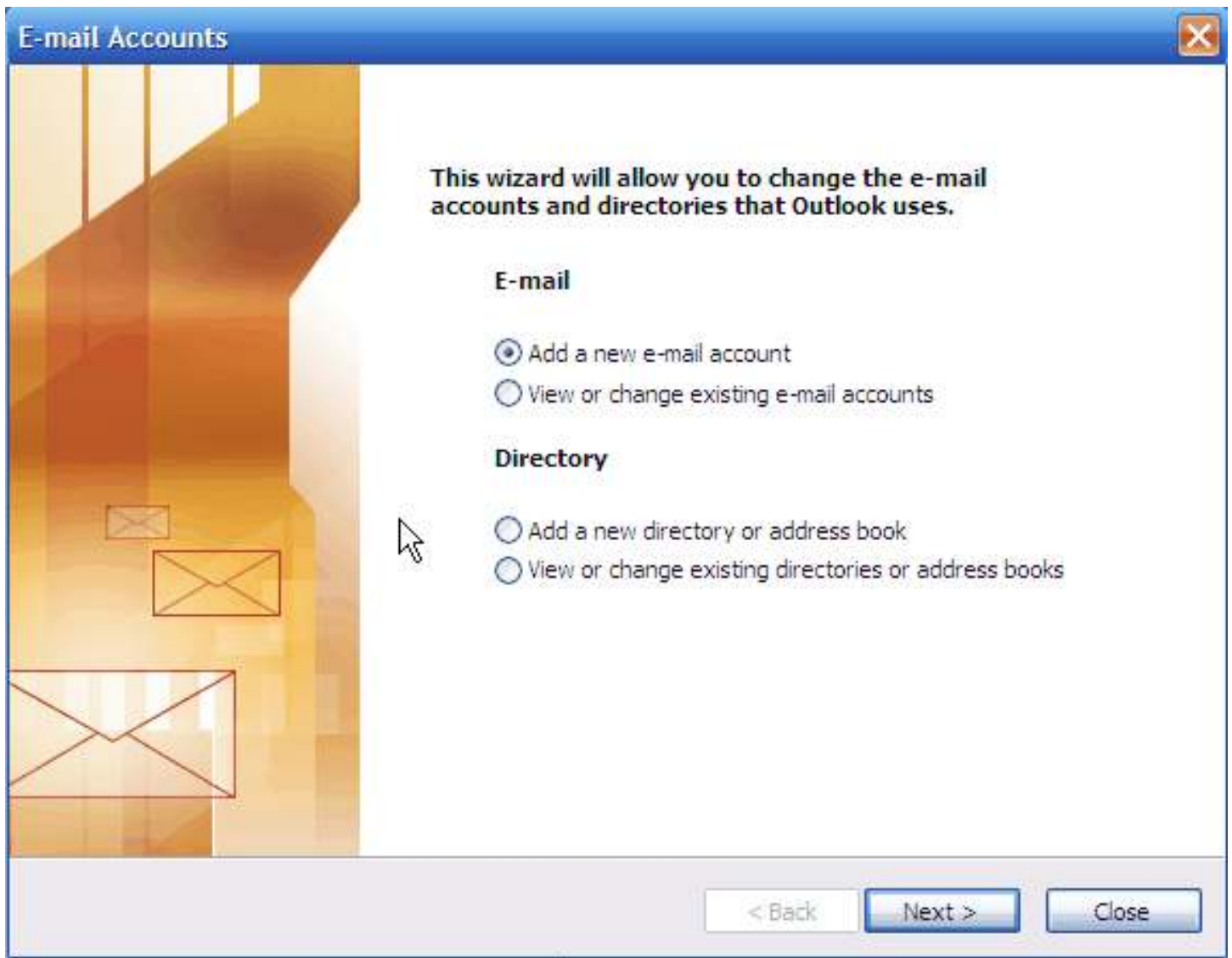


Outlook 2003 IMAP/POP 3 Configuration

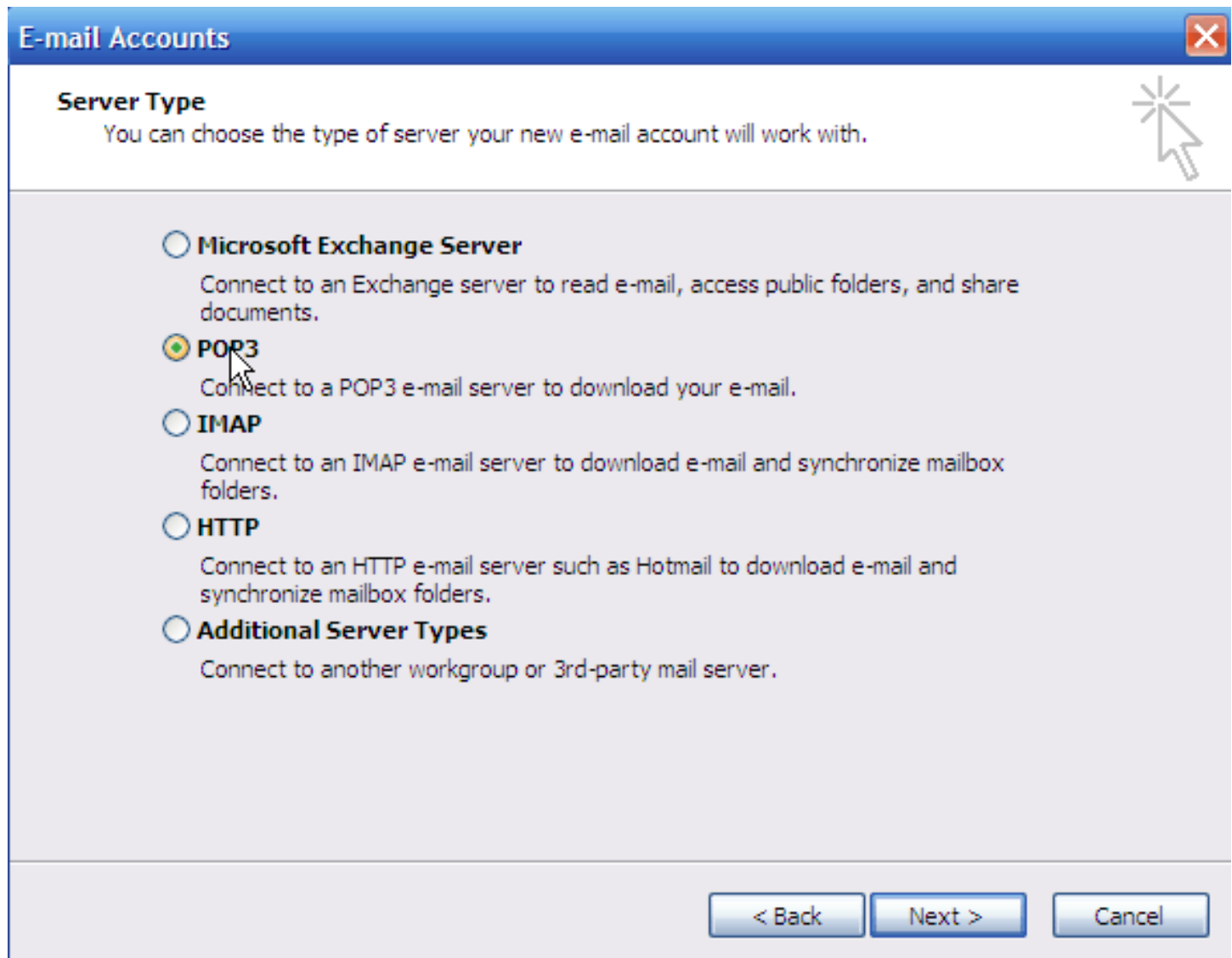
1. Tools → E-mail Accounts



2. E-mail: Add a new e-mail account → Next >



3. **Server Type:**
Select **IMAP** or **POP3** → Next >



E-mail Accounts [Close]

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

4. **Internet E-mail Settings (IMAP/POP3):**

E-mail Address: FirstName.LastName@baruch.cuny.edu

User Name: Your **ACAD** or **BCTC** username to login to office/lectern PC

Password: your **ACAD** or **BCTC** password to login to office/lectern PC

Incoming mail server (IMAP/POP3): **bbmail.baruch.cuny.edu**

Outgoing mail server: Contact your home Internet Service Provider (ISP) for the server settings.

→ Select “More Settings”

The screenshot shows a Windows-style dialog box titled "E-mail Accounts". Inside, there is a section titled "Internet E-mail Settings (IMAP)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The settings are organized into three sections:

- User Information:** "Your Name:" with the text "Joe Smith" and "E-mail Address:" with the text "joe.smith@baruch.cuny.ec".
- Server Information:** "Incoming mail server (IMAP):" with the text "bbmail.baruch.cuny.edu" and "Outgoing mail server (SMTP):" with the text "smtp.example.com".
- Logon Information:** "User Name:" with the text "jsmith", "Password:" with a masked field of asterisks, and a checked checkbox for "Remember password".

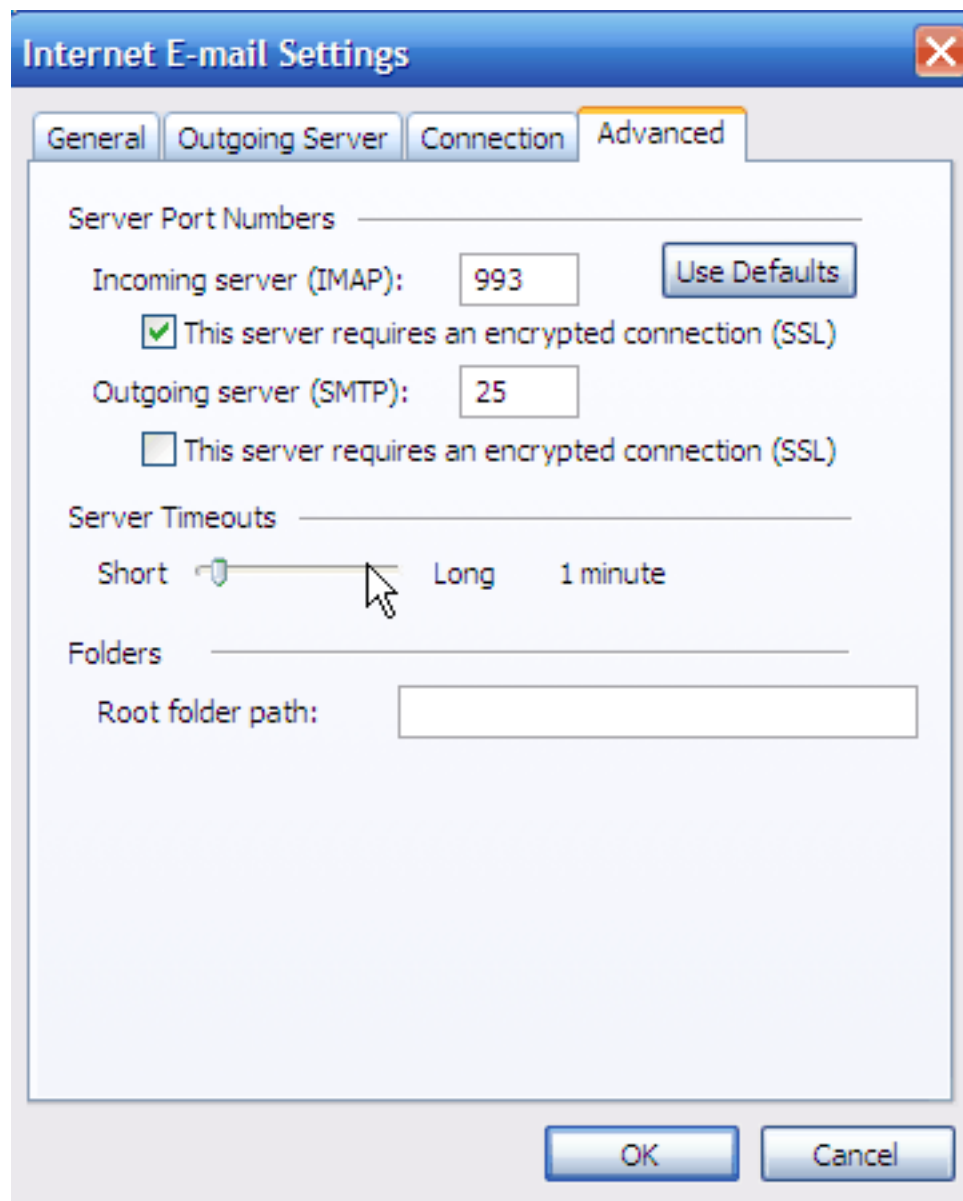
At the bottom left, there is an unchecked checkbox for "Log on using Secure Password Authentication (SPA)". At the bottom right, there is a button labeled "More Settings ...". At the very bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

5. **Advanced Settings: IMAP**

Incoming server: **Port 993**

Check **“This server requires an encrypted connection (SSL)”**

Select **“OK”** to exit Internet E-mail Settings window.



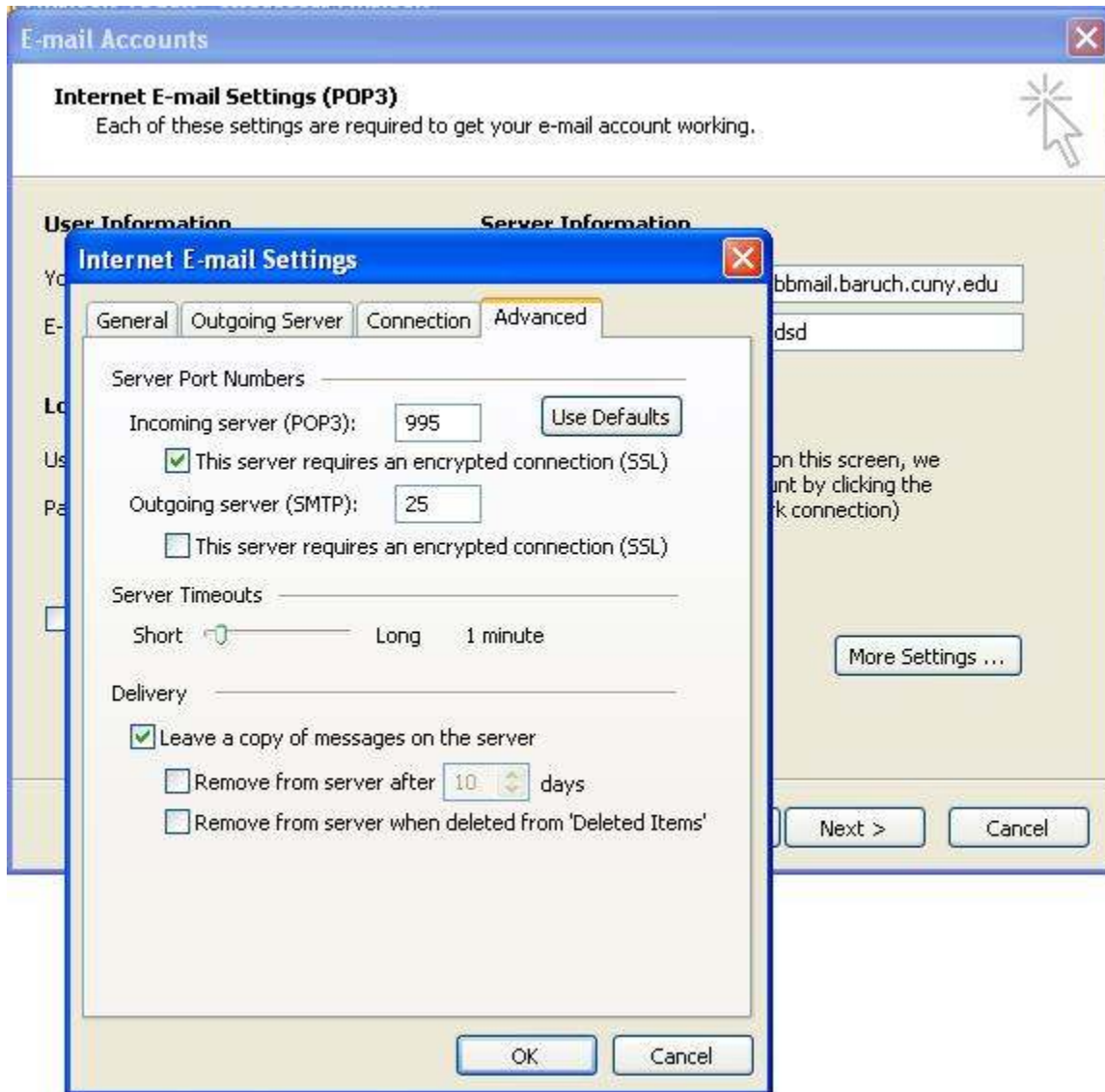
6. **Advanced Settings: POP3**

Incoming server (POP3): **Port 995**

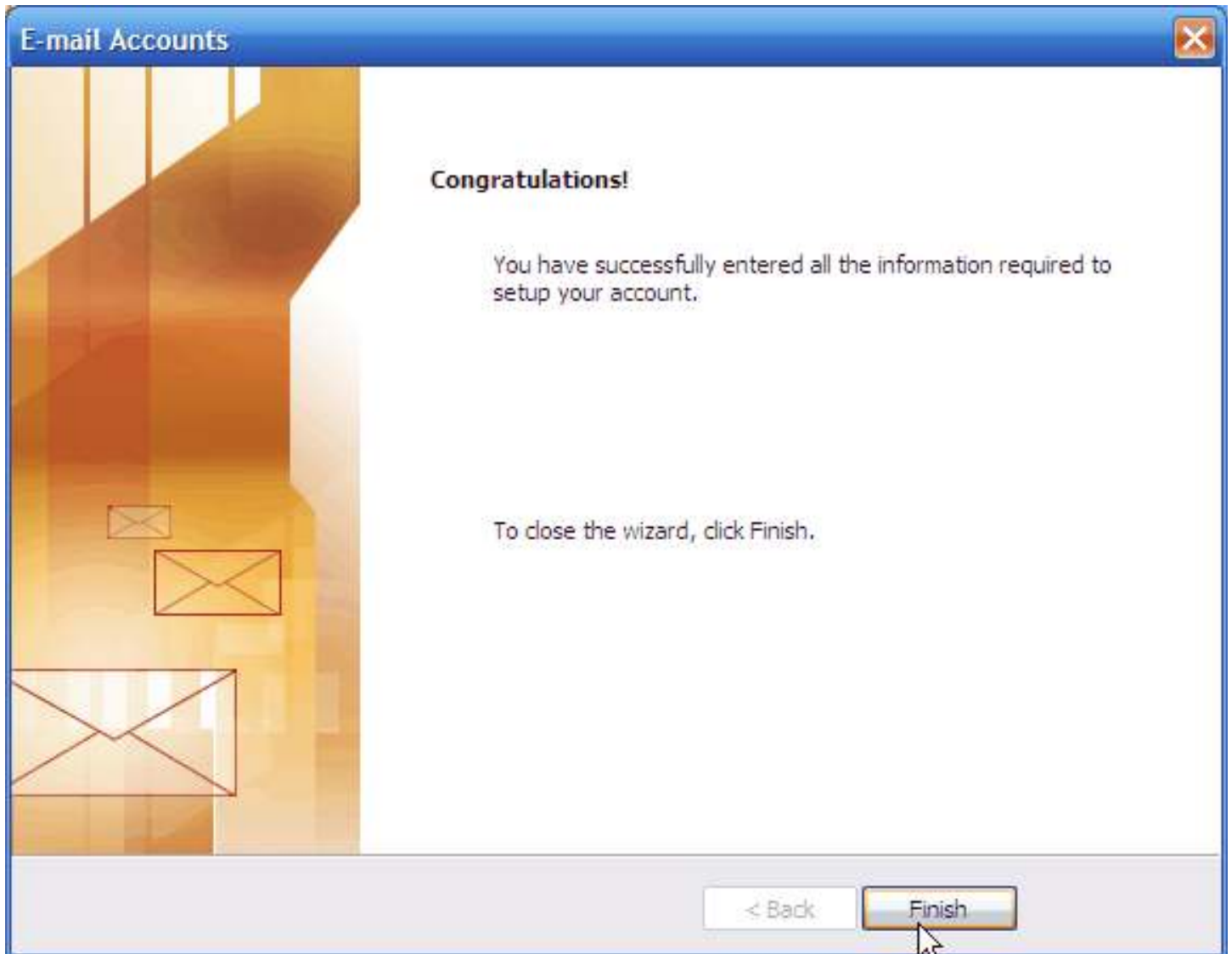
Check **“This server requires an encrypted connection (SSL)”**

****Make sure to Check “Leave a copy of messages on the server”****

Select **“OK”** to exit Internet E-mail Settings window.



7. Select “Finish” to complete account configuration.



Your messages should download in a few moments. Watch the bottom right of the screen for progress and error messages.