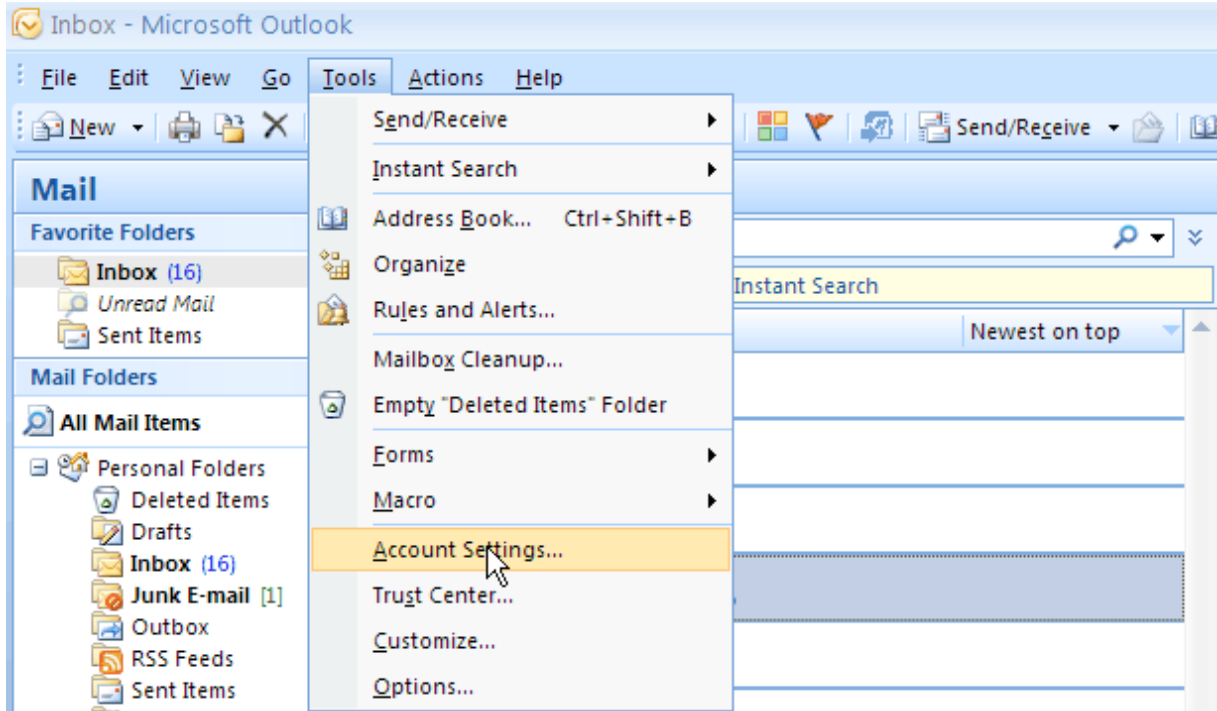
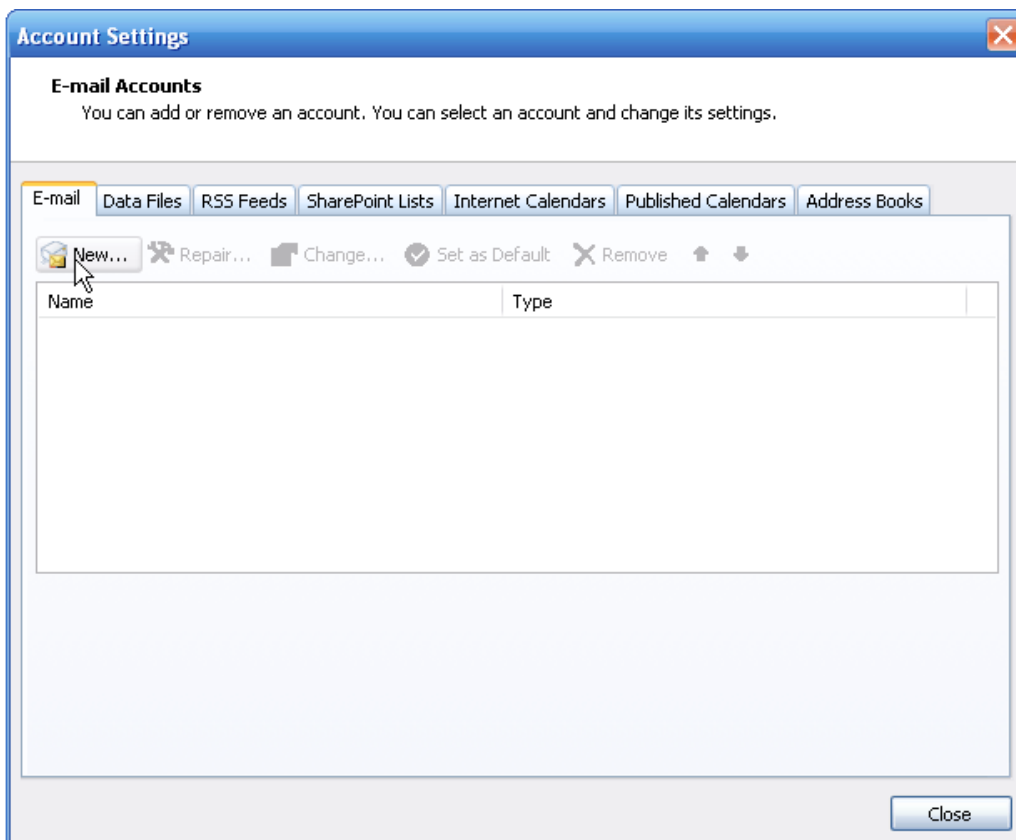


# Outlook 2007 IMAP/POP3 Configuration

1. Tools --> Account Settings



2. Email Tab --> "New"



3. **Add New E-mail Account:**

E-mail Address: In the following format [FirstName.LastName@baruch.cuny.edu](mailto:FirstName.LastName@baruch.cuny.edu)

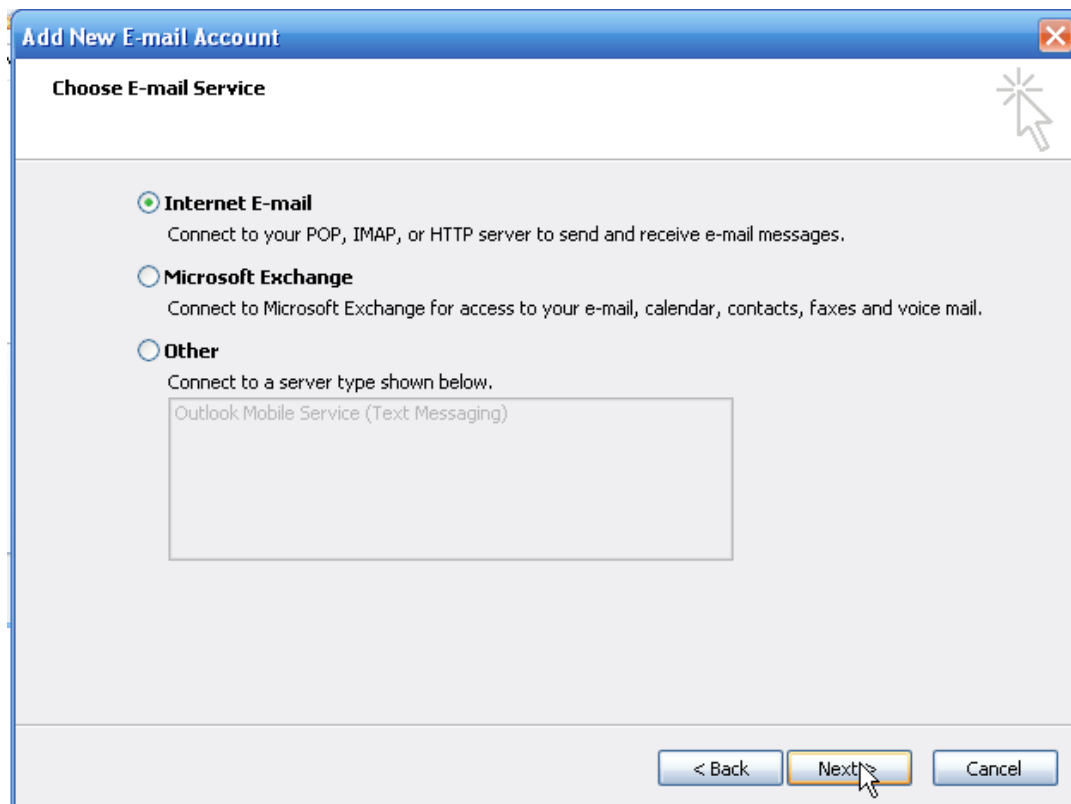
Password: your **ACAD** or **BCTC** password to login to office/lectern PC

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' section active. The text reads: 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' Below this are four input fields: 'Your Name' (containing 'Joe Smith'), 'E-mail Address' (containing 'joe.smith@baruch.cuny.edu'), 'Password' (containing '\*\*\*\*\*'), and 'Retype Password' (containing '\*\*\*\*\*'). A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom left, the checkbox 'Manually configure server settings or additional server types' is unchecked. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Check the box to “**Manually configure server settings...**” and select “Next >”

This screenshot is identical to the one above, but the checkbox 'Manually configure server settings or additional server types' at the bottom left is now checked. The rest of the dialog box, including the input fields and buttons, remains the same.

5. **Choose E-mail Service:** Select **Internet E-mail** for **POP3/IMAP** and select “Next >”



6. **Internet E-mail Settings:**

E-mail Address: [FirstName.LastName@baruch.cuny.edu](mailto: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 "Add New E-mail Account". The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** Includes fields for "Your Name" (filled with "Joe Smith") and "E-mail Address" (filled with "joe.smith@baruch.cuny.edu").
- Server Information:** Includes a dropdown for "Account Type" (set to "POP3"), and text boxes for "Incoming mail server" (filled with "bbmail.baruch.cuny.edu") and "Outgoing mail server (SMTP)" (filled with "smtp.example.com").
- Logon Information:** Includes fields for "User Name" (filled with "jsmith") and "Password" (filled with "\*\*\*\*\*"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A section on the right with a note: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". It contains a button labeled "Test Account Settings ...".

At the bottom right, there is a button labeled "More Settings ..." which is highlighted with a yellow border and a mouse cursor. At the bottom center, there are three buttons: "< Back", "Next >", and "Cancel".

7. **Advanced Settings: IMAP**

Incoming server: **Port 993**

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

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



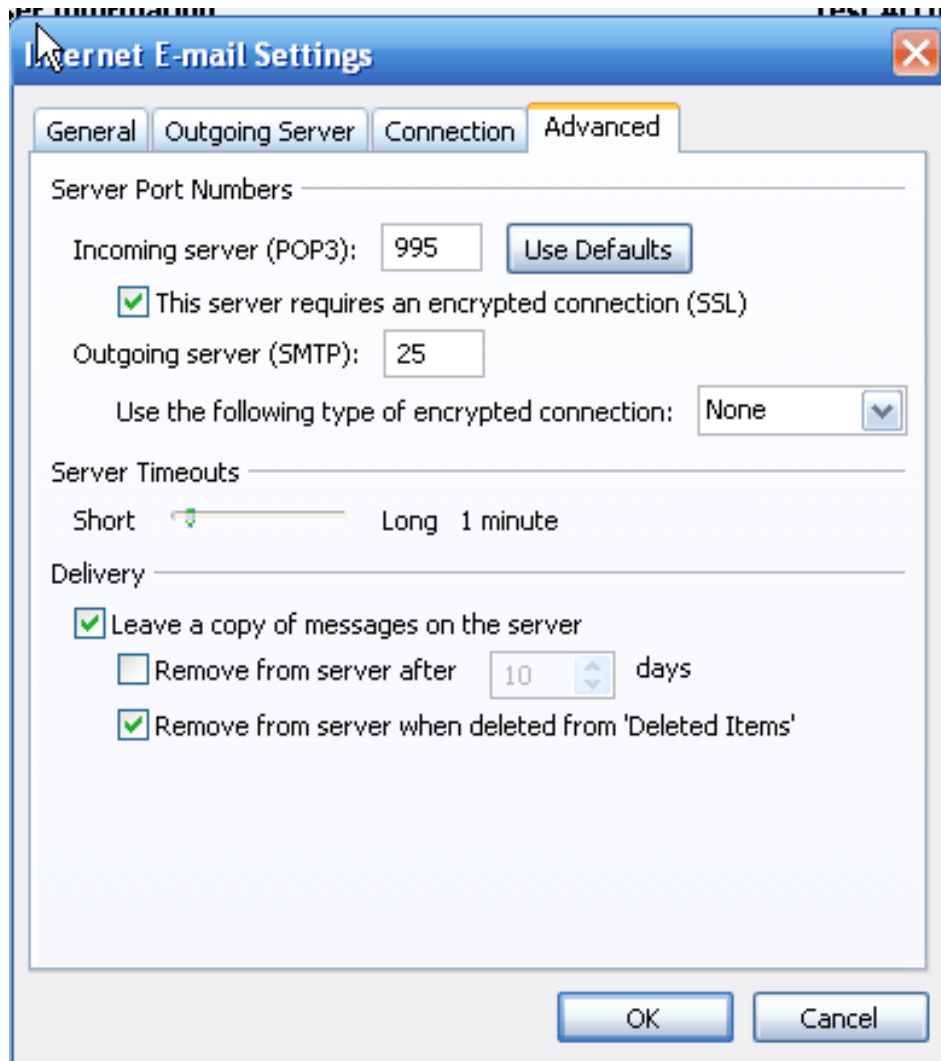
8. **Advanced Settings: POP3**

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

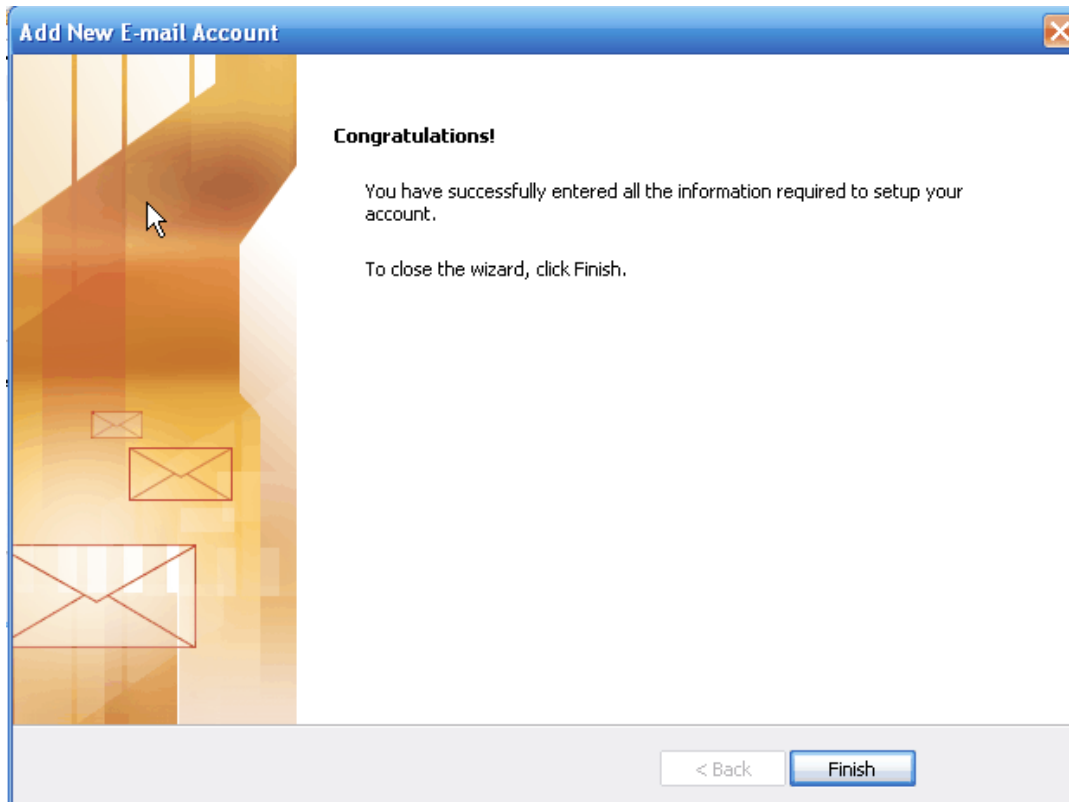
Check **“This server requires an encrypted connection (SSL)”**

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

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



9. Select "Next" --> Then select "Finish" to complete Account setup.



10. Finally select "Close" and watch the bottom right of the Outlook 2007 client to watch for progress or errors.

