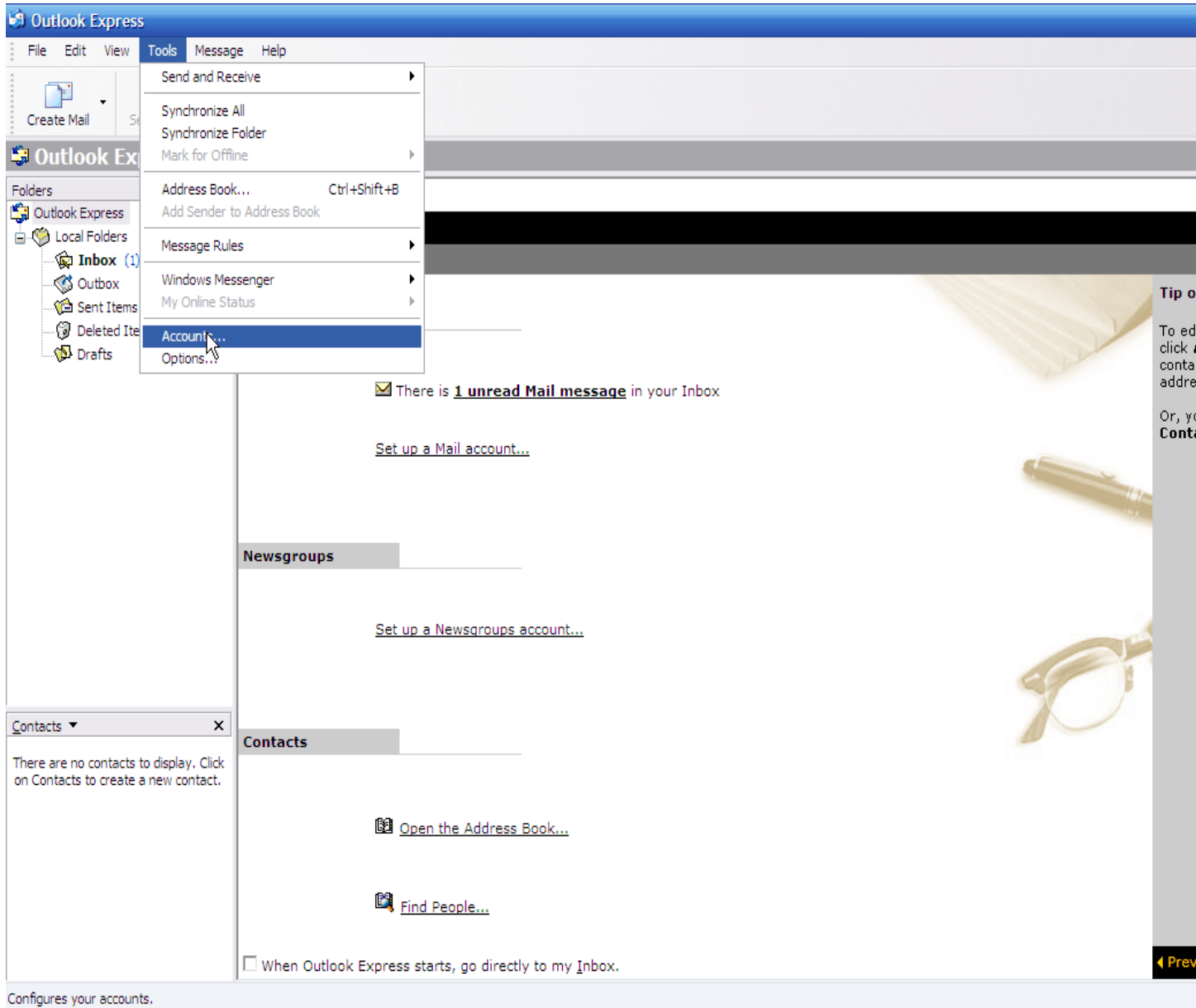
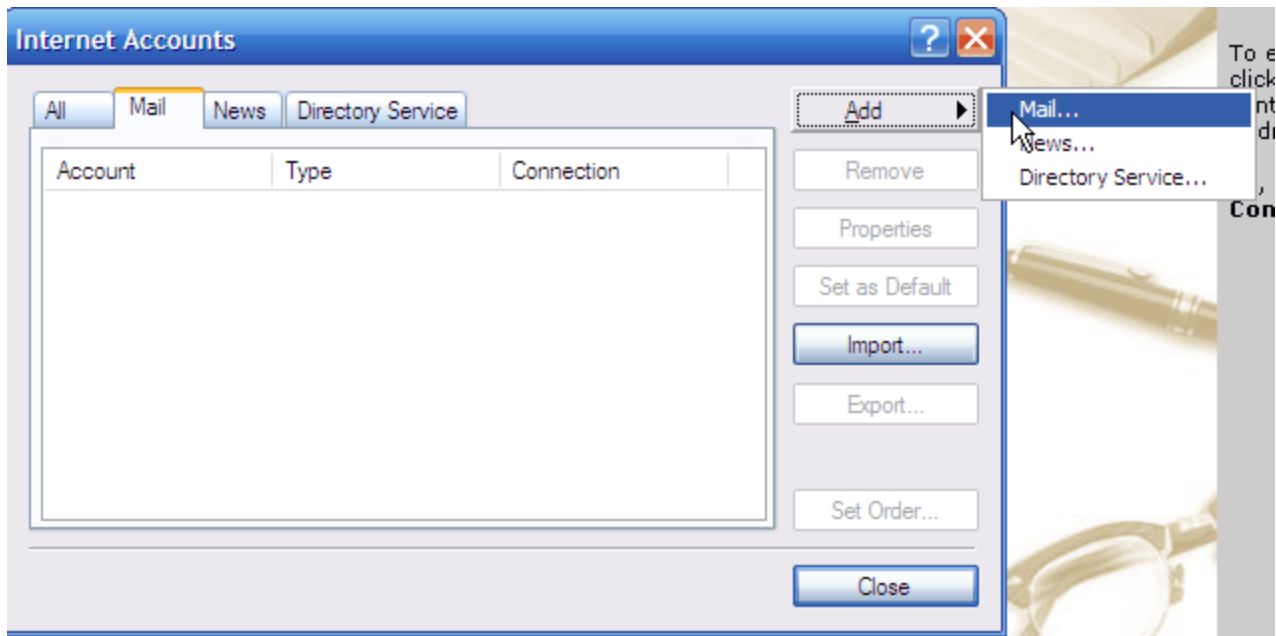


Outlook Express IMAP/POP Configuration

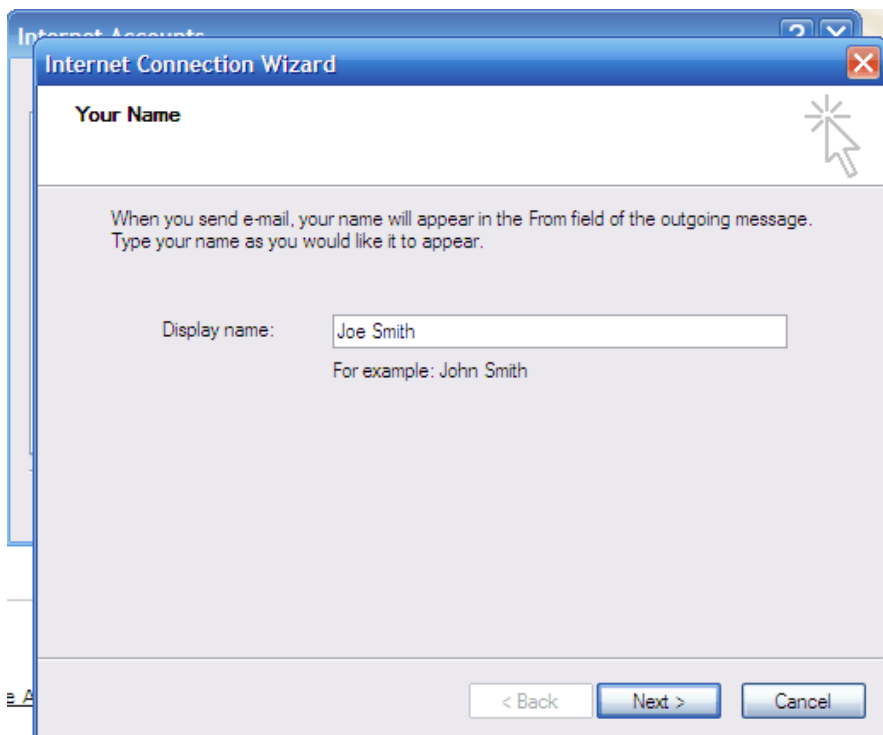
1. Tools → Accounts



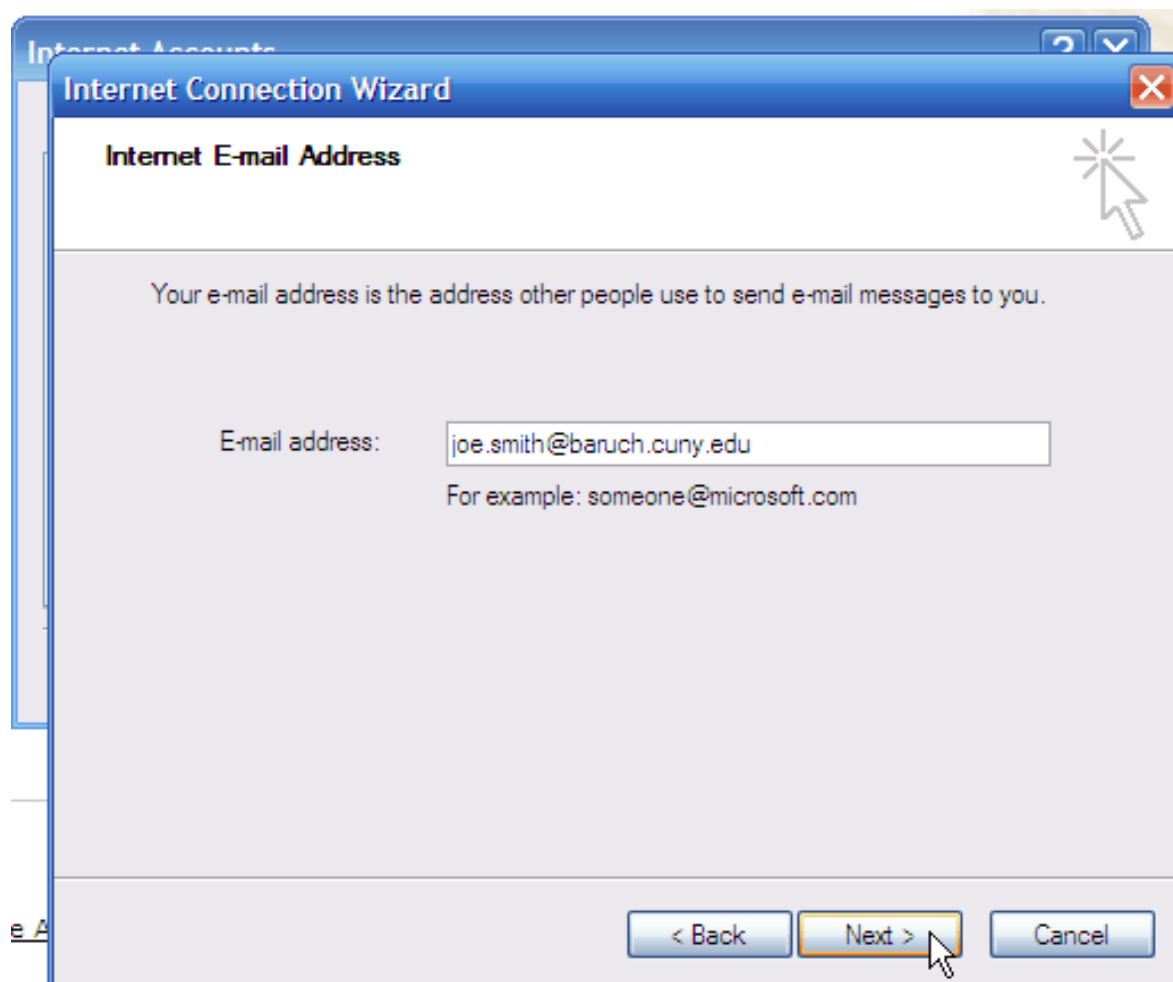
2. Switch to the Mail Tab
Add → Mail



3. Enter your Name → Next

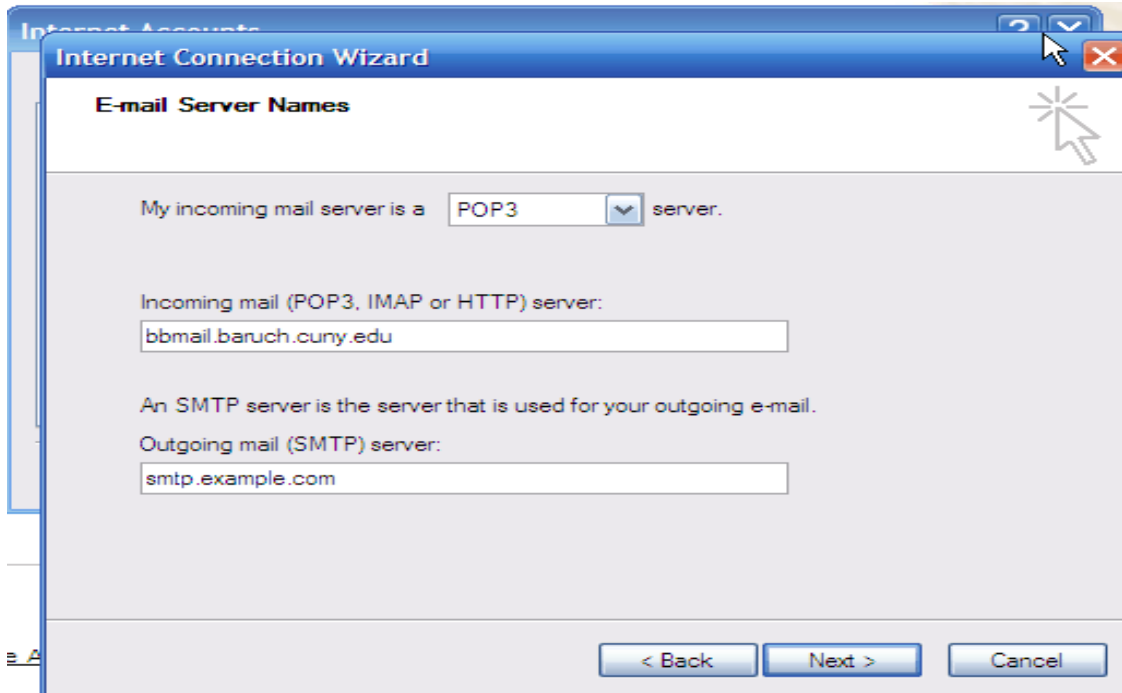


4. Enter your Email address → Next



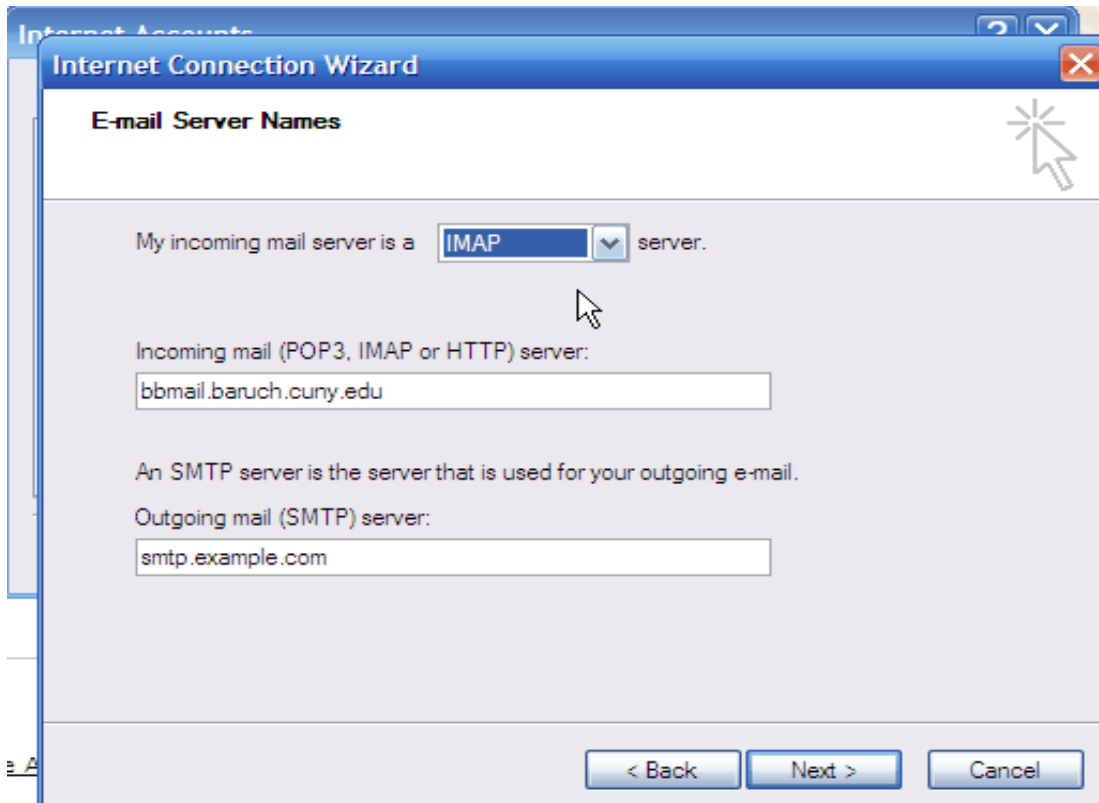
5. Select POP3 or IMAP from “**My incoming mail server is a...**”
Incoming Server: **bbmail.baruch.cuny.edu**
Outgoing Server: (**Provide your ISP’s outgoing SMTP server**)

POP3



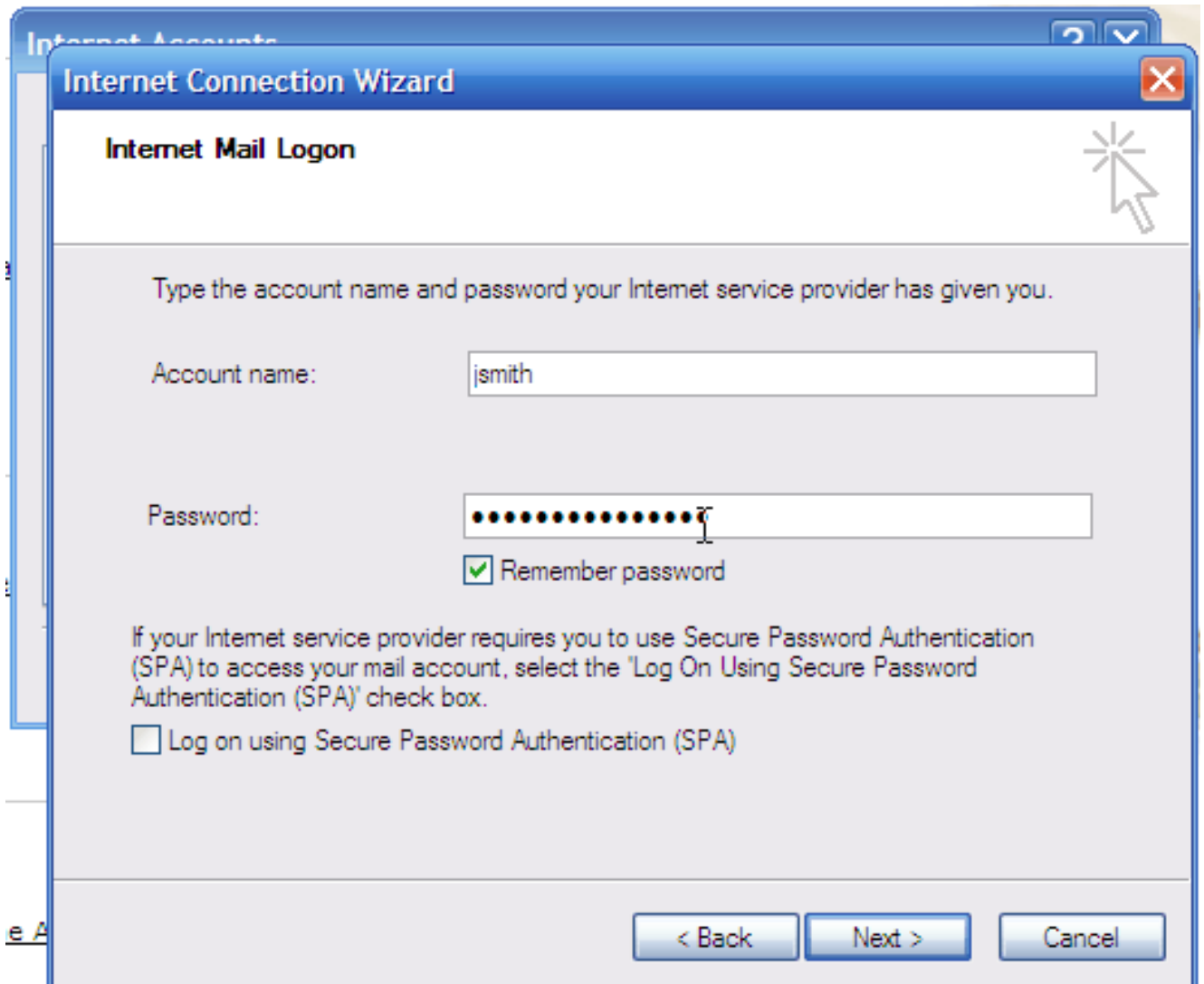
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Accounts' and the subtitle is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below this, there is a dropdown menu with 'POP3' selected. The text reads: 'My incoming mail server is a POP3 server.' Below this, there is a text input field containing 'bbmail.baruch.cuny.edu'. The text reads: 'Incoming mail (POP3, IMAP or HTTP) server: bbmail.baruch.cuny.edu'. Below this, there is another text input field containing 'smtp.example.com'. The text reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server: smtp.example.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

IMAP



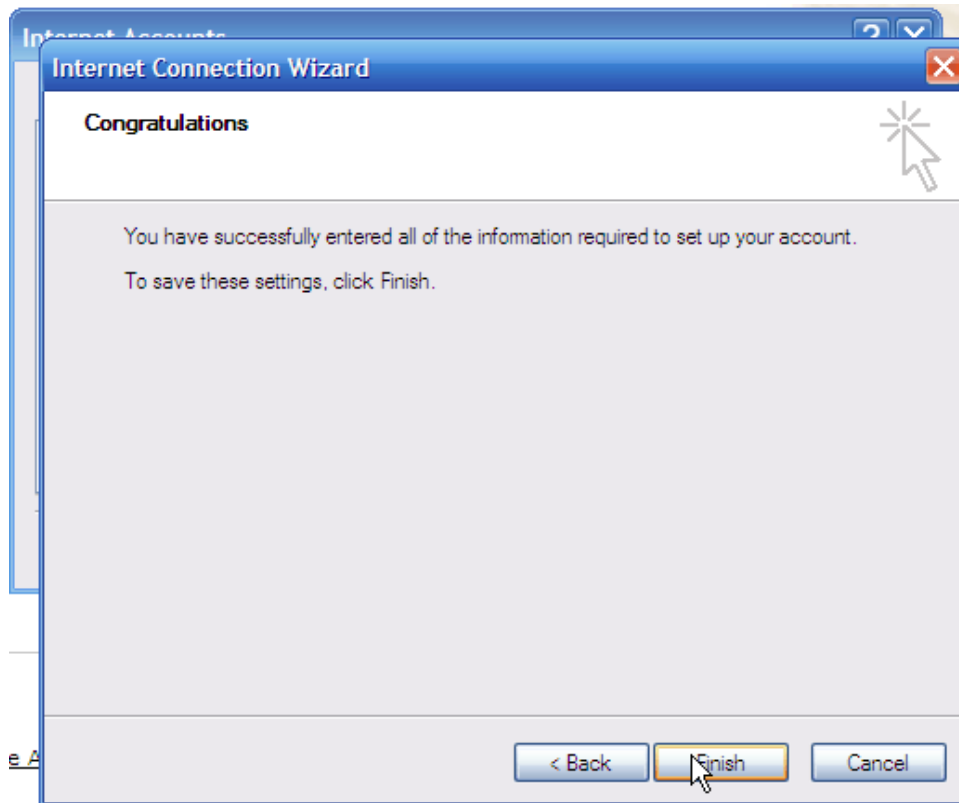
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Accounts' and the subtitle is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below this, there is a dropdown menu with 'IMAP' selected. The text reads: 'My incoming mail server is a IMAP server.' Below this, there is a text input field containing 'bbmail.baruch.cuny.edu'. The text reads: 'Incoming mail (POP3, IMAP or HTTP) server: bbmail.baruch.cuny.edu'. Below this, there is another text input field containing 'smtp.example.com'. The text reads: 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server: smtp.example.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. **Account name and Password** is the same as your BCTC or ACAD login that you would use for your office PC.
Outgoing User Name: **(User Name provided by your ISP)**



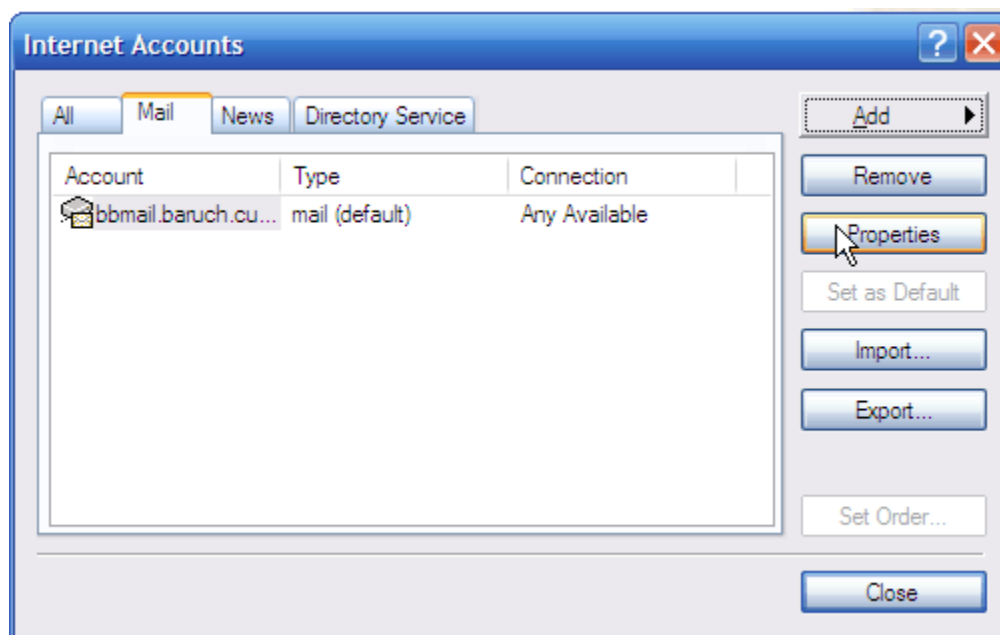
The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main instruction reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'jsmith' and 'Password:' with a masked password represented by 12 black dots. Below the password field is a checked checkbox labeled 'Remember password'. A paragraph of text explains: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below this is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is visible over a help icon in the top right corner of the dialog box.

7. Confirm settings and click → Finish



*One more step to enable Security protocol

8. Select the account → Properties

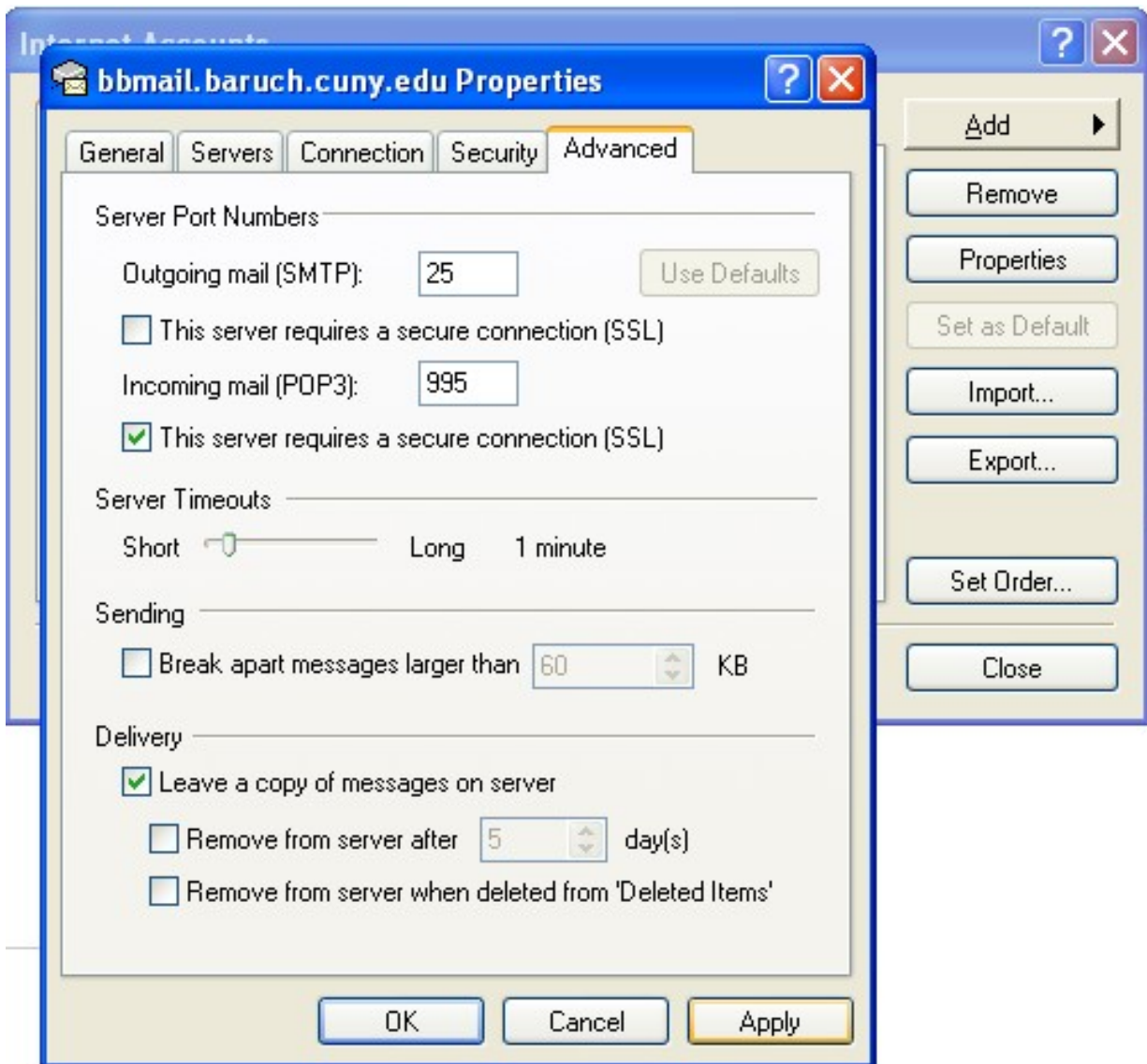


9. Under “Server Port Number” Incoming Mail(POP3) check the box for “This server requires a secure connection (SSL)”

For POP3 the port will automatically change to “995”

Under the “Delivery” section check “Leave a copy of messages on server” and uncheck “Remove from server after...”

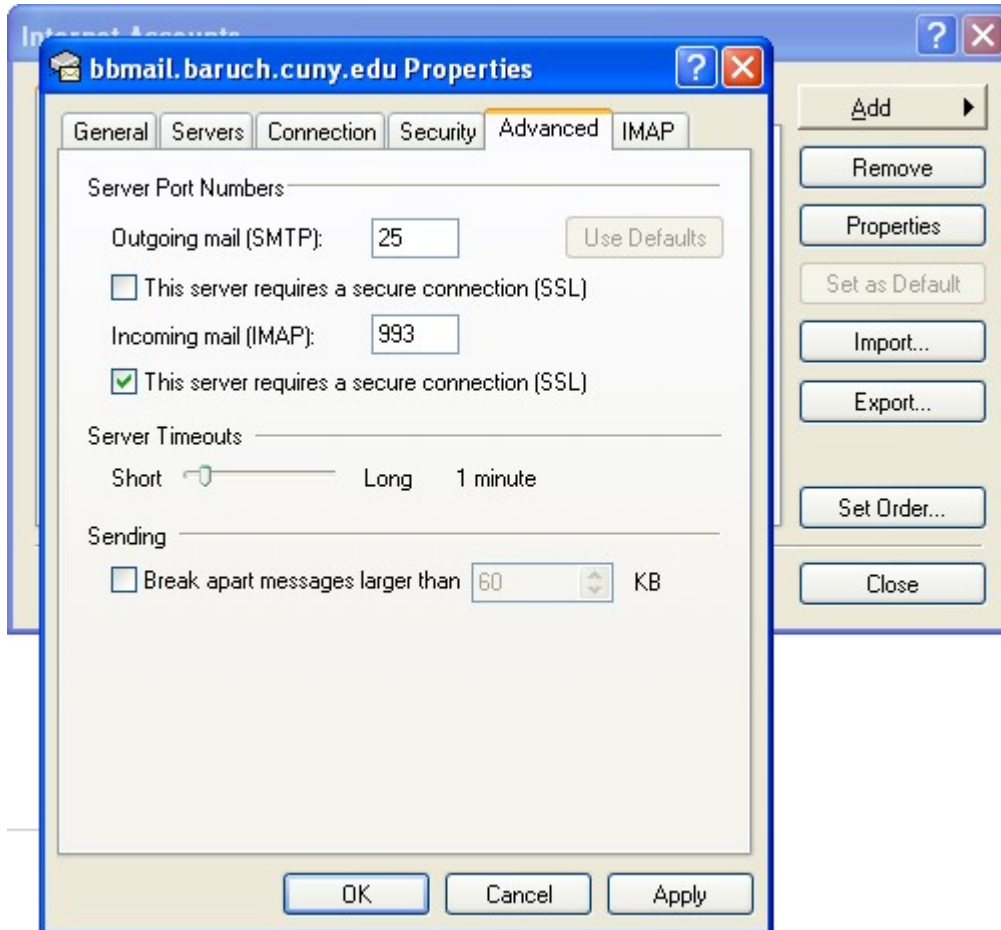
POP3



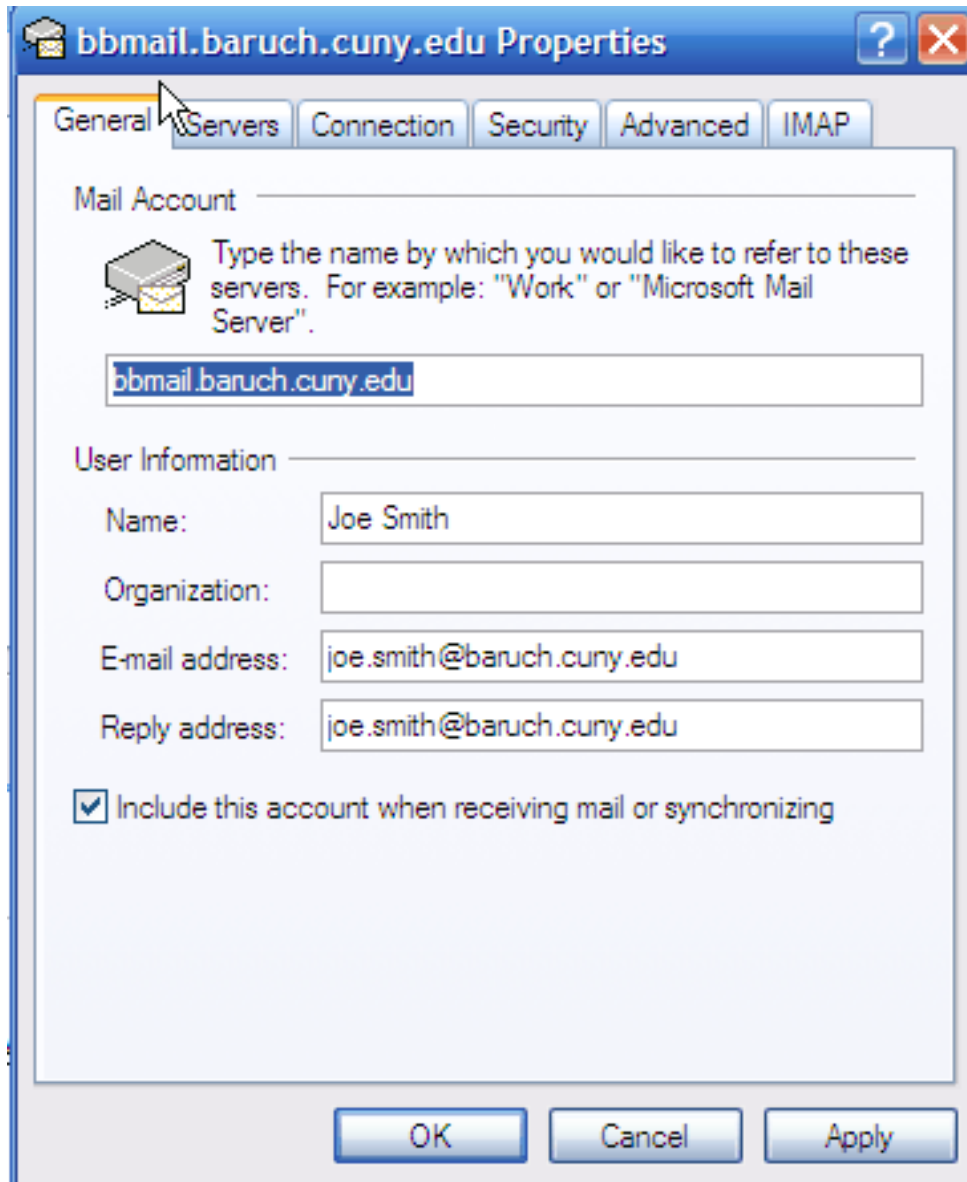
10. Under “**Server Port Number**” **Incoming Mail(IMAP)** check the box for “**This server requires a secure connection (SSL)**”

For IMAP the port will automatically change to “**993**”

IMAP



11. To ensure email delivery, on the “**General Tab**” check the “**Include this account when receiving mail or synchronizing**”



12. Click “**Apply**” and then “**Close**” to exit the Accounts window.
13. Watch the bottom right of your screen for a progress bar or error messages.