

# Outlook Settings

1. **'Incoming/POP'** server settings to *pop.olemiss.edu* .
2. **Enable SSL encryption for POP.** This is to enhance the security for users downloading their e-mail.
3. **'Outgoing/SMTP'** server settings: *mail.olemiss.edu*. Note that this only applies to computers located on the campus network and **will NOT work for off-campus ISPs.** Off campus users should use their ISP's e-mail server for outgoing e-mail.

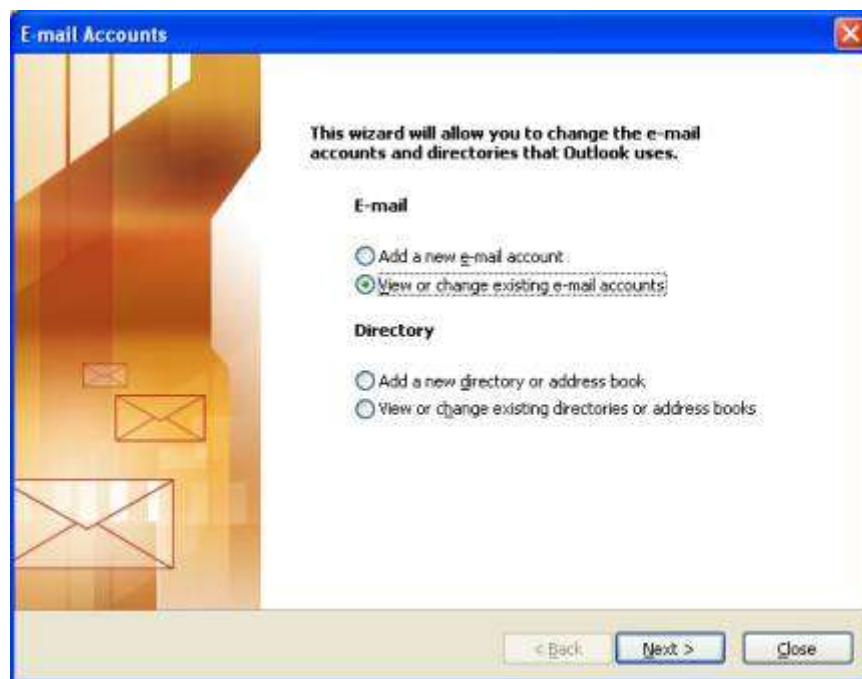
The instructions below will demonstrate how to make the appropriate changes to your email client program. If you have difficulty, please contact the IT Helpdesk at 662-915-5222.

To change your settings for Outlook:

**Please note** that your email application may be a different version than appears in the screen shots on this webpage. The IT Helpdesk recommends that you always use the most current version of your email application.

**Step 1:** Click on the tools menu, then in the drop-down box, click on E-mail Accounts.

**Step 2:** You will get a screen prompting you to add an account or view an existing account. Click on "Add a new e-mail account."



**Step 3:** Create an account name for this account (..maybe pop.olemiss.edu), then click “Next”

**Step 4:** This should be your POP3 settings. Change your Incoming mail server (POP3) to “pop.olemiss.edu” and your Outgoing mail server (SMTP) to “mail.olemiss.edu”

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: IT Helpdesk  
E-mail Address: helpdesk@olemiss.edu

**Server Information**

Incoming mail server (POP3): pop.olemiss.edu  
Outgoing mail server (SMTP): mail.olemiss.edu

**Logon Information**

User Name: helpdesk  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

**Step 5:** Click on the "More Settings" button.

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

Mail Account: \_\_\_\_\_  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

sunset.olemiss.edu

Other User Information: \_\_\_\_\_

Organization: \_\_\_\_\_  
Reply E-mail: \_\_\_\_\_

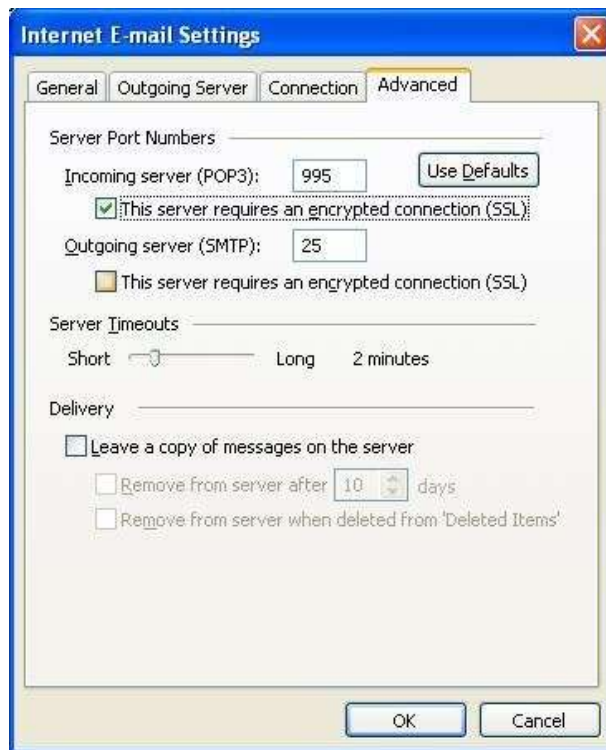
OK   Cancel

**Step 6:** Click on the "Advanced" tab and click the "This server requires an encrypted connection (SSL)" checkbox under the "Incoming server (POP3)" field. Then click "OK".

**Optional:** When using Outlook as your e-mail client, you'll often want to have access to recent e-mails in WebMail. By default, Outlook will remove all messages from your WebMail INBOX, however we can set Outlook to leave messages in WebMail for a specified amount of time. To do this, please follow the directions below.

From this "Advanced" tab click the checkbox to "Leave a copy of messages on the server" and selecting "Remove from server after XX day(s)". The IT Helpdesk does not recommend setting the timeframe much higher than 7 days.

(If you set the time frame too high, you could exceed your WebMail quota). See the [WebMail Quotas](http://www.olemiss.edu/helpdesk/webmail-quotas.html) page (<http://www.olemiss.edu/helpdesk/webmail-quotas.html>) for more information.



**Step 7:** Click the Next button. This will take you back to the E-mail accounts screen. Click "Finish" and your settings will be saved.