

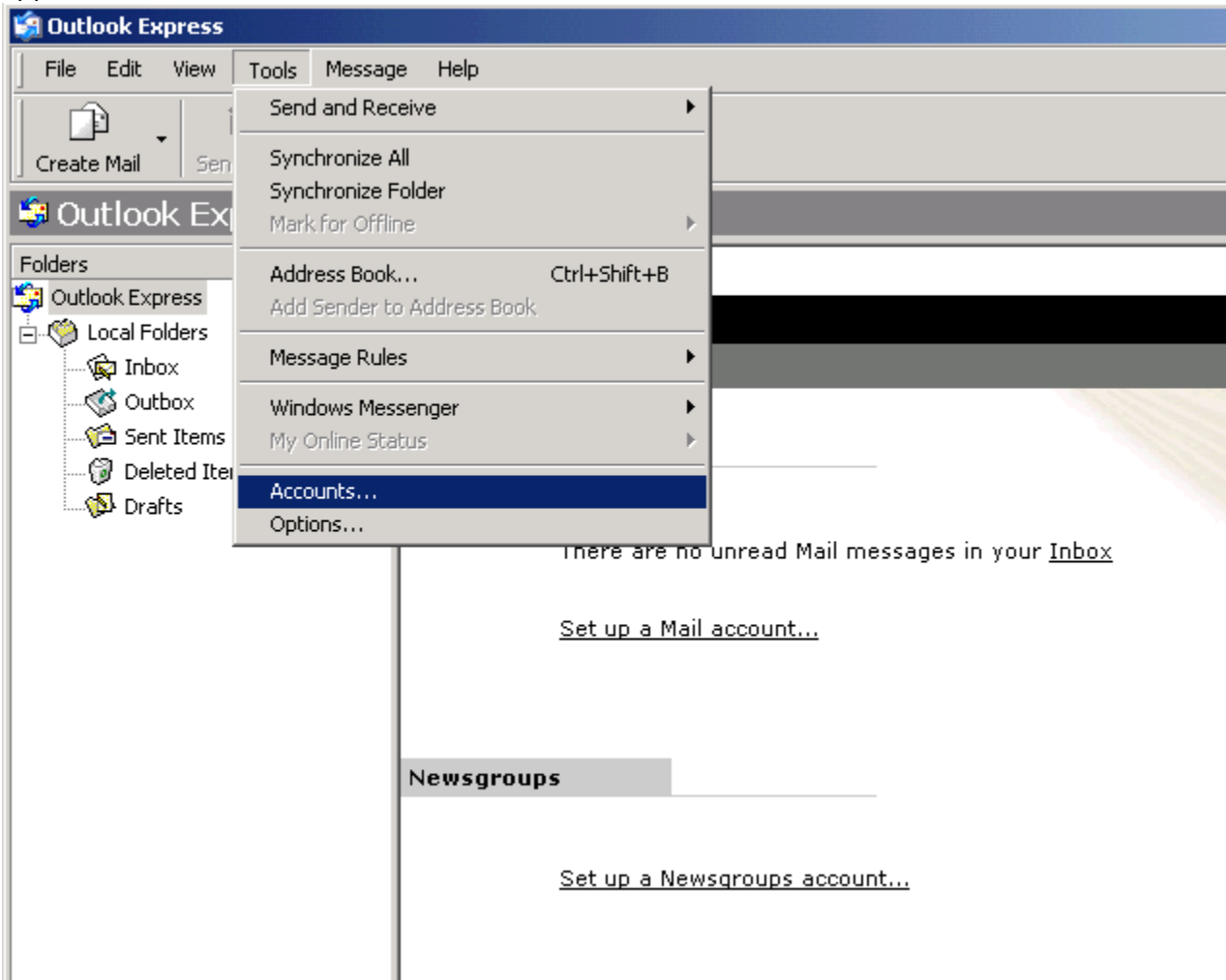
Outlook Express Settings

1. **'Incoming/POP'** server settings to **pop.olemiss.edu** .
2. **Enable SSL encryption for POP.** (Required Alternate Port) This is to enhance the security for users downloading their email.
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.

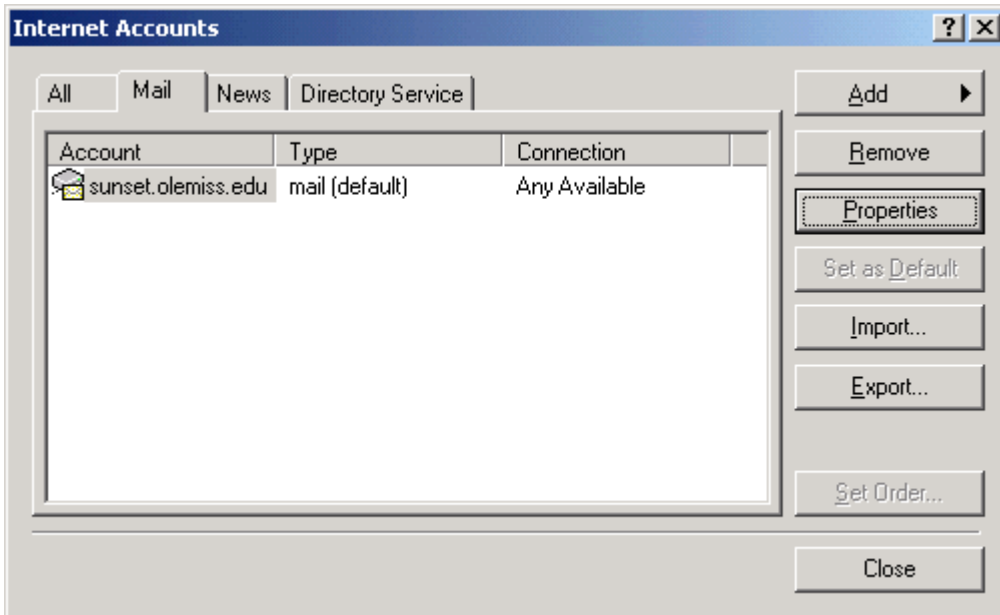
The instructions below will demonstrate how to make the appropriate changes to your email client program. If you have difficulty, please contact the IT Helpdesk at 662-915-5222.

Step 1: Open Outlook Express, then navigate to the "Tools" menu, and choose "Accounts."

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.

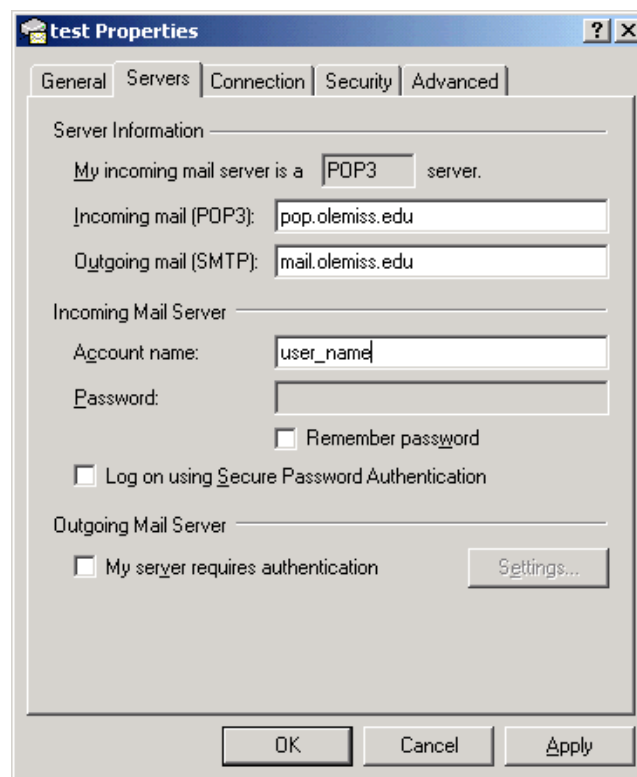


Step 2: Click the "Mail" tab, "Add" to create a new mail account, or select the appropriate existing e-mail account, and click "Properties."

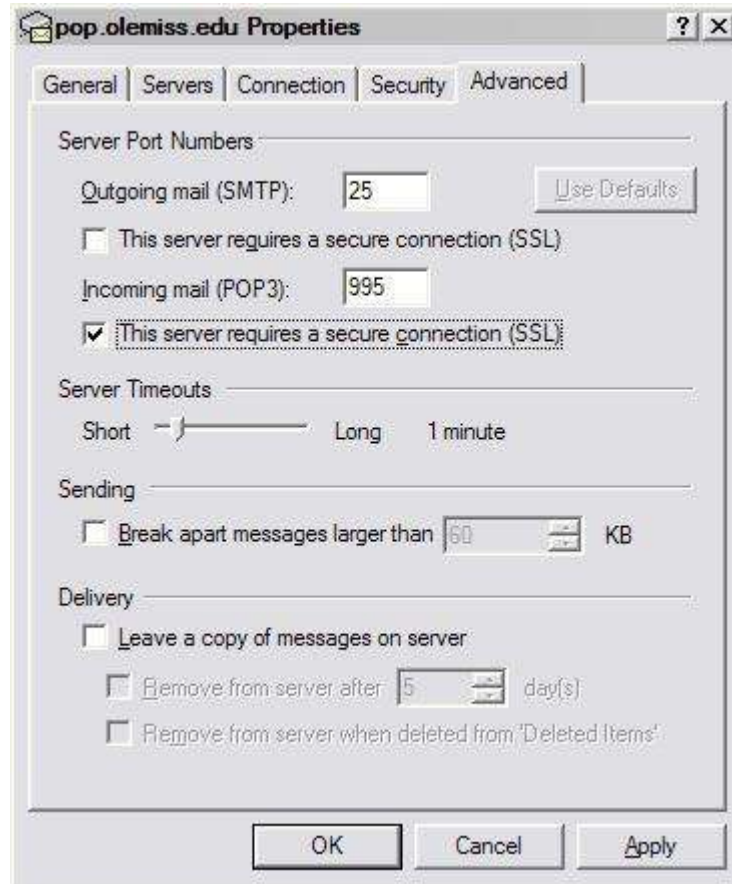


Step 3: Click the "Servers" tab, find the "Incoming Mail (POP3)" field, and type "pop.olemiss.edu"

Step 4: Next, find the "Outgoing Mail (SMTP)" field, and type "mail.olemiss.edu"



Step 5: Click the "Advanced" tab, and click the "This server requires a secure connection (SSL)" checkbox under the "Incoming mail (POP3)" field.



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

From this "Advanced" tab check "Leave a copy of messages on 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 6: Click "OK" and then click "Close." Your new mail server settings are now in place!