Overview

The following instructions will assist you in the first-time setup of Microsoft Outlook XP/2003 to work with your Polytechnic University e-mail account. These instructions assume you have installed Microsoft Outlook XP/2003.

- Faculty & staff who wish to use Outlook may obtain Outlook 2003 as part of the complete Microsoft Office 2003 Professional Suite by calling the Information Systems Helpdesk at (718) 260-3123 or by sending a request to help@poly.edu.

- Undergraduate students may obtain Outlook 2003 for a fee as part of the complete Microsoft Office 2003 Professional Suite by visiting the Laptop Helpdesk in Rogers Hall 339.

Instructions

- Open Microsoft Outlook.

- Go to Tools > E-Mail Accounts. The “E-mail Accounts” window will open.

- Under Email, select Add a new e-mail account and click Next.

- On the “Server Type” page, elect POP3 as the type of server your e-mail account will work with. Click Next.
On the “Internet E-mail Settings (POP3)” page, using information provided to you by the Information Systems Department, specify the following:

- **Your Name**: Specify your name as you wish it to appear to recipients of your e-mails.
- **E-mail Address**: Specify your e-mail address (e.g. pperson@poly.edu)
- **Incoming mail server (POP3)**: Specify your incoming mail server (e.g. duke.poly.edu)
- **Outgoing mail server (POP3)**: Specify your outgoing mail server (e.g. duke.poly.edu)
- **User Name**: Specify the username of your e-mail account
- **Password**: Specify the password of your e-mail account
- **Remember password**: Select this option
First-Time Setup of Microsoft Outlook XP/2003 for Polytechnic University’s E-mail Systems

- Click More Settings. An “Internet E-mail Settings” dialog will open.

- Click the Outgoing Server tab.
  - Elect the My outgoing server (SMTP) requires authentication option.
  - Select the Use same settings as my incoming mail server radio button.

- Click the Advanced tab.
  - Beneath “Incoming Server (POP3)”, elect the This server requires an encrypted connection (SSL) option.
    - Ensure the “Incoming Server (POP3)” port changes from 110 to 995.
  - For Outgoing server (SMTP), change the port from 25 to 465.
  - Beneath “Outgoing server (SMTP)”, elect the This server requires an encrypted connection (SSL) option.
  - Using the slider bar, set Server Timeouts to 5 minutes.
• Click **OK** to close the “Internet E-mail Settings” window. You’ll be returned to the “E-mail Accounts” window.

• Click **Next** within this window.

• Click **Finish** to complete the process of setting up Microsoft Outlook.

You should now be able to securely send and receive e-mail through your Polytechnic e-mail account from anywhere.

If you require further assistance, please contact the Information Systems Help Desk by calling (718) 260-3123 or sending an e-mail to help@poly.edu.