Overview

Outlook Express is a free e-mail client that comes with the Windows operating system. The following instructions will assist you in setting up Outlook Express v6 to securely send and receive e-mail using your Polytechnic account from anywhere.

First-Time Setup Instructions

- Open Outlook Express.
- Go to Tools > Accounts. The “Internet Accounts” window will open.
- Click Add and then choose Mail. The “Internet Connection Wizard” will open.
- On the “Your Name” page, specify your name as you wish it to appear to recipients of your e-mails in the Display name field. Click Next.
- On the “Internet E-mail Address” page, provide your e-mail address (e.g. pperson@poly.edu). Click Next.
On the “E-mail Server Names” page, specify the following:

- Your incoming mail server is a POP3 server.
- Your incoming mail server as provided by the Information Systems Department (e.g., duke.poly.edu)
- Your outgoing mail server as provided by the Information Systems Department (e.g., duke.poly.edu)
Click **Next**. On the “Internet Mail Logon” page, specify the following:

- Your e-mail **account name** as provided by the Information Systems Department
- Your e-mail account **password**.
- Select the **Remember password** option.

Click **Next**. On the “Congratulations” screen, click **Finish**.

You’ll be returned to the “Internet Accounts” window. At this point, your basic e-mail account settings have been established in Microsoft Outlook. You now need to modify these settings to send and receive e-mail securely.

Within the mail tab of the “Internet Accounts” window, select your Poly e-mail account and then click **Properties**.

Your e-mail account’s properties window will open.
• Select the **Servers** tab. In the “Outgoing Mail Server” area, elect the *My server requires authentication* option.

![Screenshot of the Microsoft Outlook Express properties window showing the Servers tab with options set for authentication and port numbers.]

• Next, click the **Advanced** tab. Within the “Server Port Numbers” area, do the following:

  o For **Outgoing mail (SMTP)**, change the port from 25 to **465**.
  o For both outgoing & incoming mail, elect: **This server requires a secure connection (SSL)**
   - The incoming mail (POP3) port should change from 110 to 995.
  o Using the slider bar, set **Server Timeouts** to **5 minutes**.

![Screenshot of the Microsoft Outlook Express properties window showing the Advanced tab with options set for port numbers and server timeouts.]

For assistance, please call 718.260.3123 or e-mail help@poly.edu
Click **OK** to close the “Properties” dialog.

Click **Close** to close the “Internet Accounts” window.

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.