Configuring Microsoft Outlook 2007 for CS Mail Server POP access

To set up an account, start the account wizard by selecting Tools/Account Settings. If starting Outlook 2007 for the first time, this may start automatically. Click on the E-mail tab (should be the default) and select New...

For IMAP Services:

Choose Microsoft Exchange, POP3, IMAP, or HTTP and click Next

On the next screen, leave everything blank and select Manually configure server settings...

![Add New E-mail Account](image)
Select **Internet E-mail**

Click on Next

On the next screen, fill in your User Information and set these fields accordingly:
Account Type: POP3

Incoming mail server: earth.cs.uml.edu

Outgoing mail server (SMTP): earth.cs.uml.edu

User Name: Your linux username

Password: Your linux password

DO NOT check ‘Require logon using Secure Password Authentication (SPA)’

Click on More Settings...

Select the Outgoing Server tab and fill in as pictured:
Select the **Advanced** tab and fill in as follows:
POP3 port number of 995, and SSL
SMTP port number of 587, and TLS

If you want to read these messages on other computers, make sure you select **Leave a copy of messages on the server** and **Remove from server after X days**, where you specify how many days.

Also select **Remove from server when deleted from ‘Deleted Items’**

Click OK