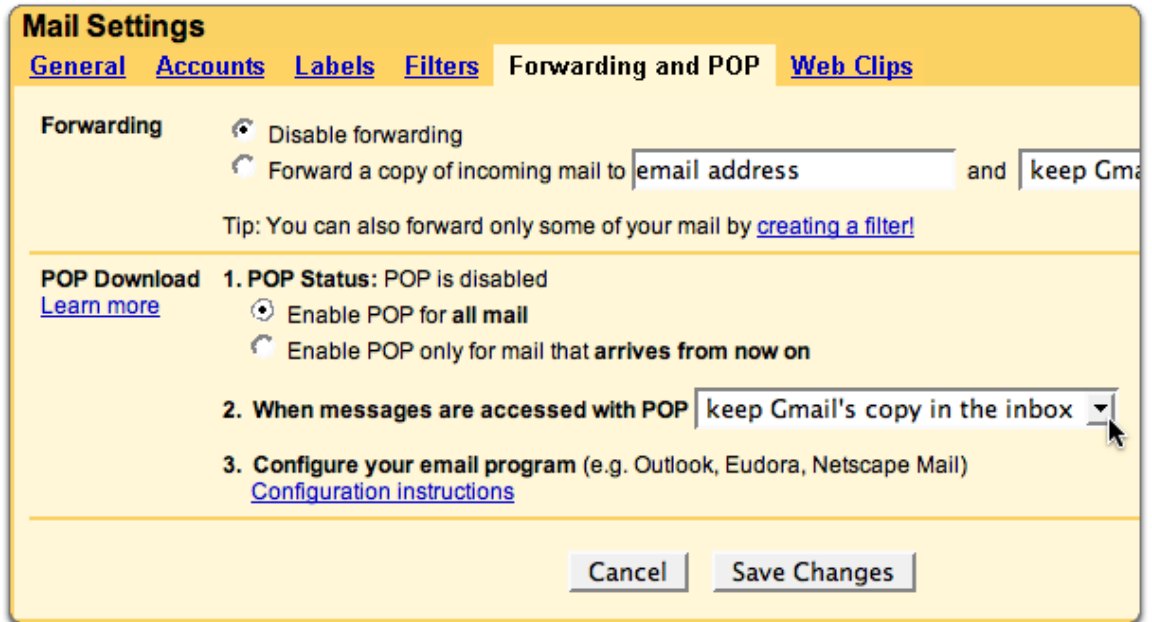1. Enable POP in your Email account.

    a) Log in to your Email account.
    b) Click **Settings** at the top of any Email page.
   c) Click **Forwarding and POP** in the orange **Mail Settings** box.

Mail Settings
General   Accounts   Labels   Filters   **Forwarding and POP**   Web Clips

Forwarding   ⦿ Disable forwarding
   ○ Forward a copy of incoming mail to [email address]   and [keep Gma
   Tip: You can also forward only some of your mail by creating a filter!

POP Download   **1. POP Status:** POP is disabled
Learn more   ⦿ Enable POP for **all mail**
   ○ Enable POP only for mail that **arrives from now on**

   2. When messages are accessed with POP [keep Gmail's copy in the inbox ▾]

   3. Configure your email program (e.g. Outlook, Eudora, Netscape Mail)
   Configuration instructions

[Cancel]   [Save Changes]

    d) Select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
    e) Choose the action you'd like your Email messages to take after they are accessed with POP.
    f) Configure your POP client* and click **Save Changes**.
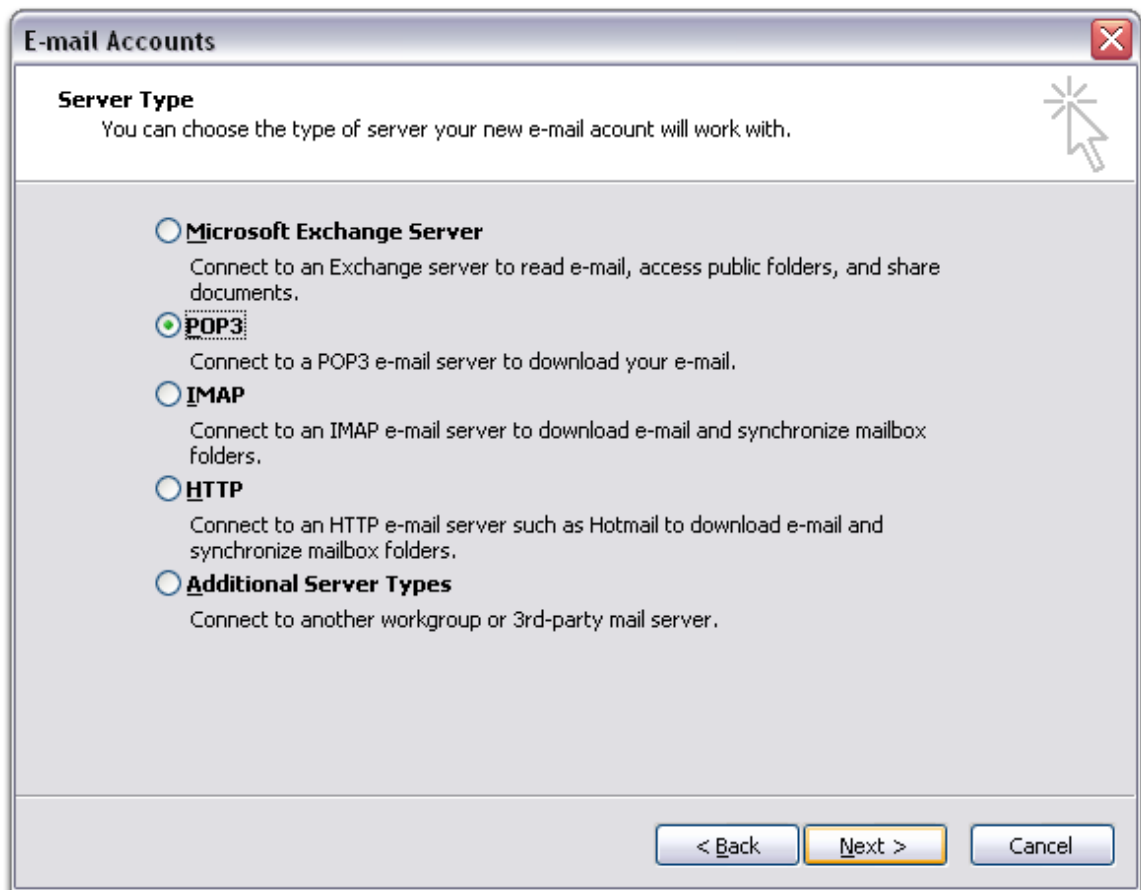
2. Open Outlook 2003.

3. Click the **Tools** menu, and select **E-mail Accounts...**
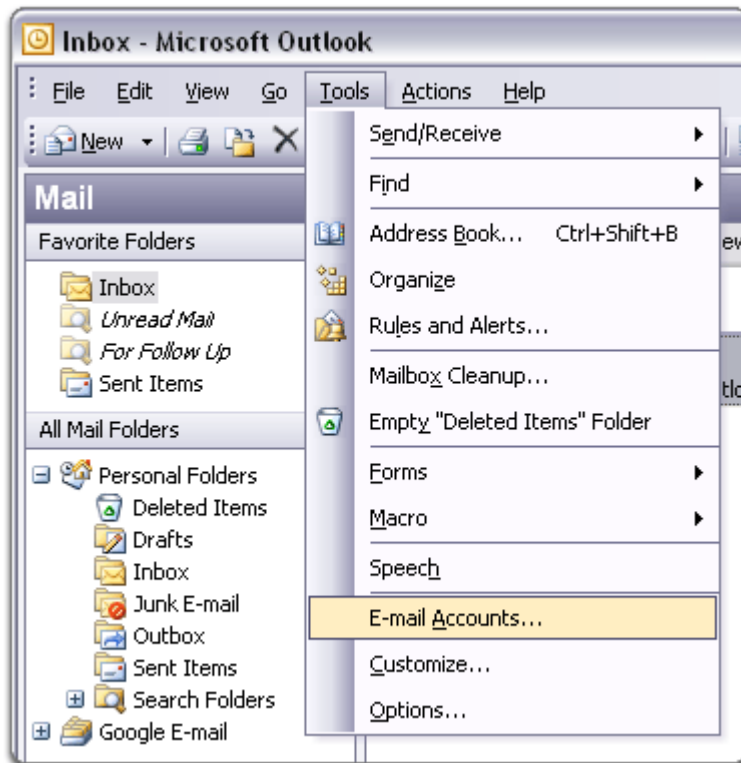
4. Select **Add a new e-mail account**, and click **Next**.
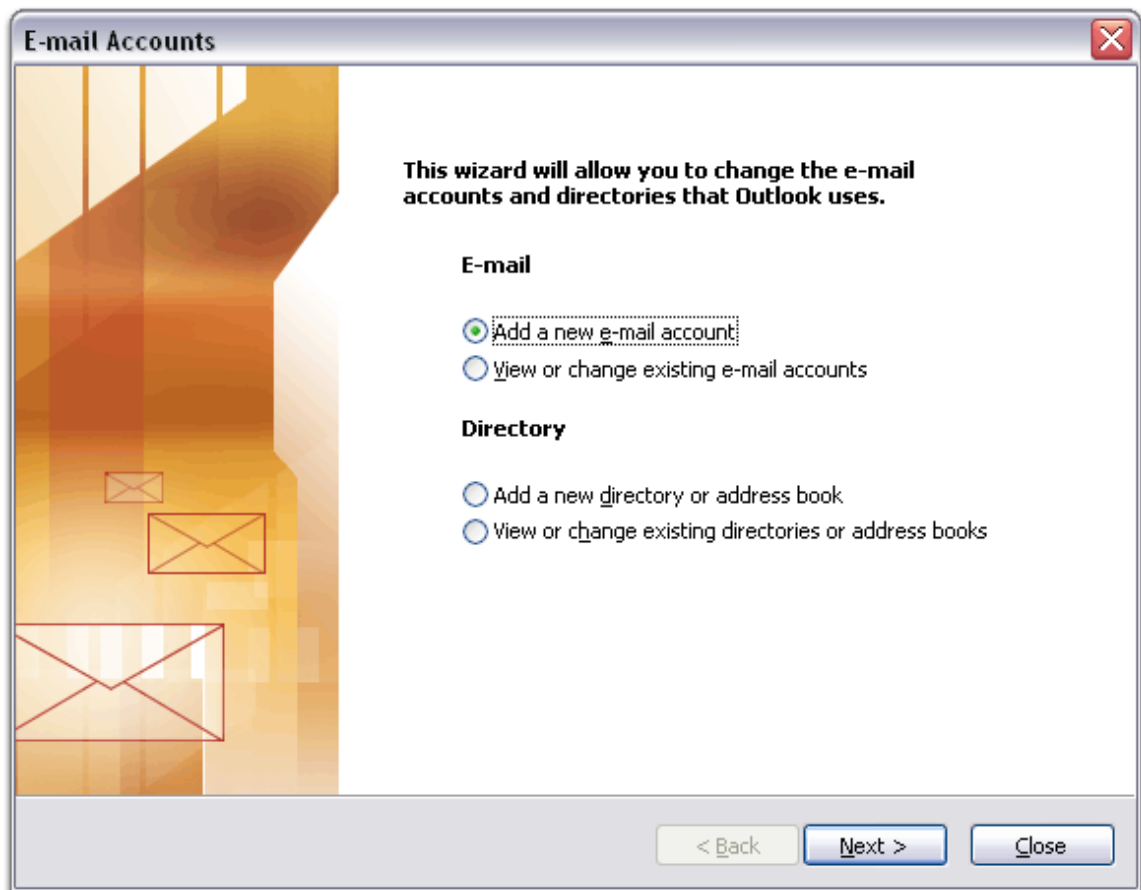
5. Choose **POP3** as your server type by clicking the radio button, and click **Next**.

6. Fill in all necessary fields to include the following information:

> **User Information**
> **Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.
> **Email Address:** Enter your full email address (*username@smjk.edu.my*)
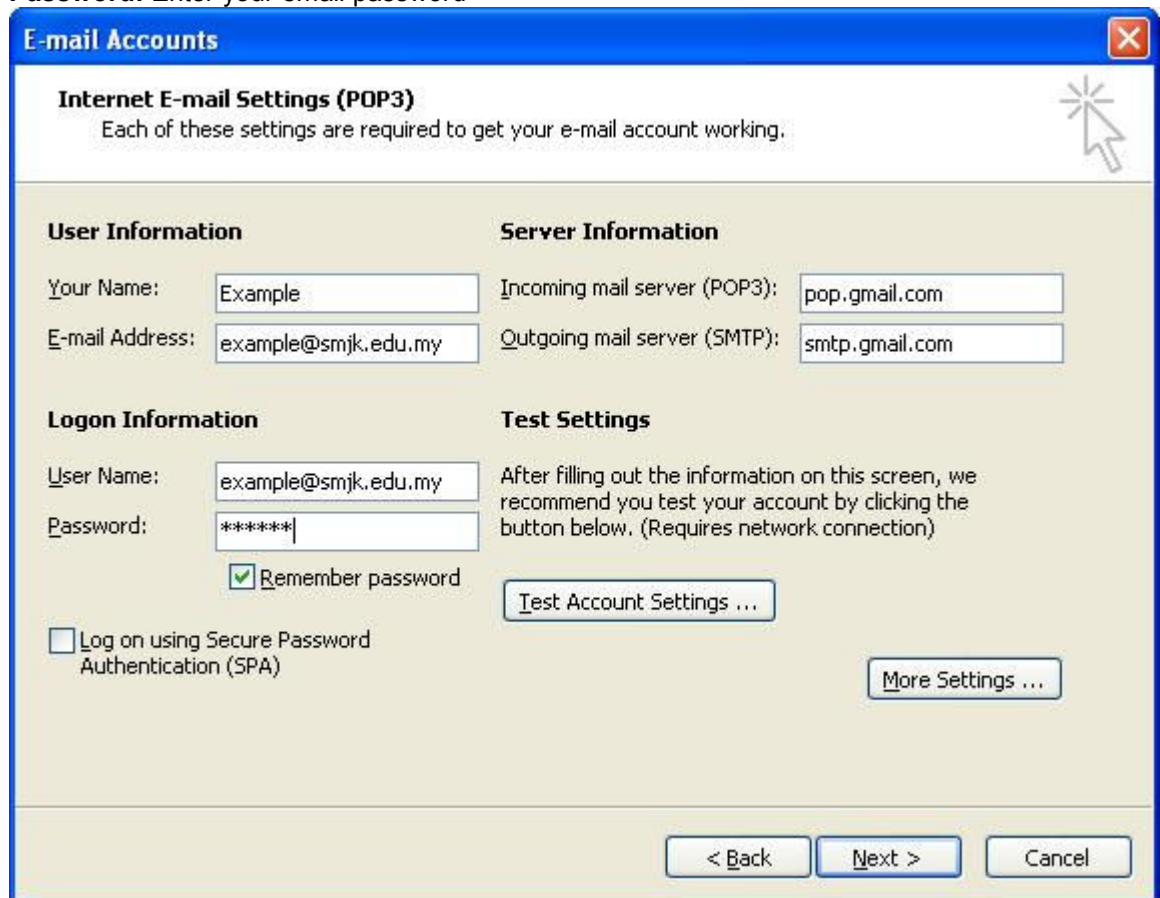>
> **Server Information**
> **Incoming mail server (POP3):** pop.gmail.com
> **Outgoing mail server (SMTP):** smtp.gmail.com
>
> **Login Information**
> **User Name:** Enter your email username (including *@smjk.edu.my*)
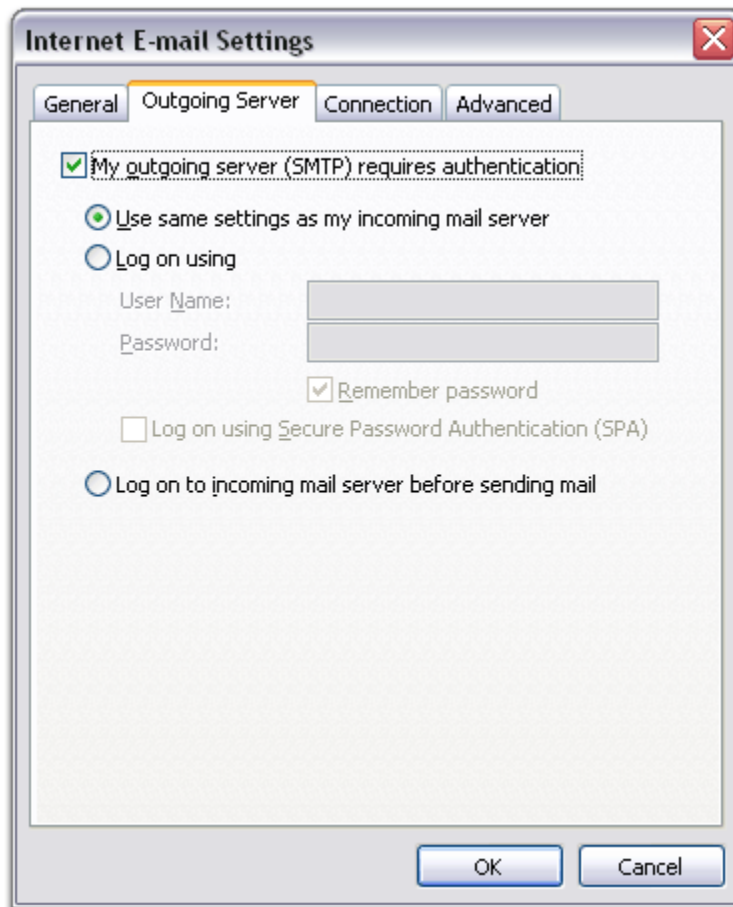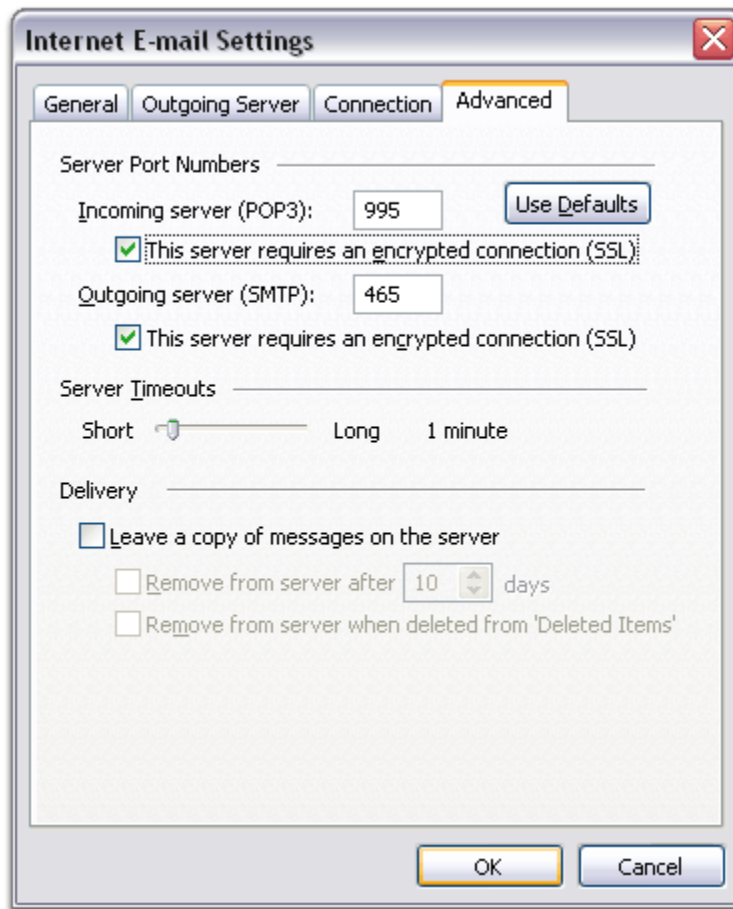
Password: Enter your email password

7. Click **More Settings...** and then click the **Outgoing Server** tab.

8. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server.**

9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3).**

10. Check the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP),** and enter 465 in the **Outgoing server (SMTP)** box.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
13. Click **Next**, and then click **Finish**.
14. Congratulations! You're done configuring your client to send and retrieve email messages.