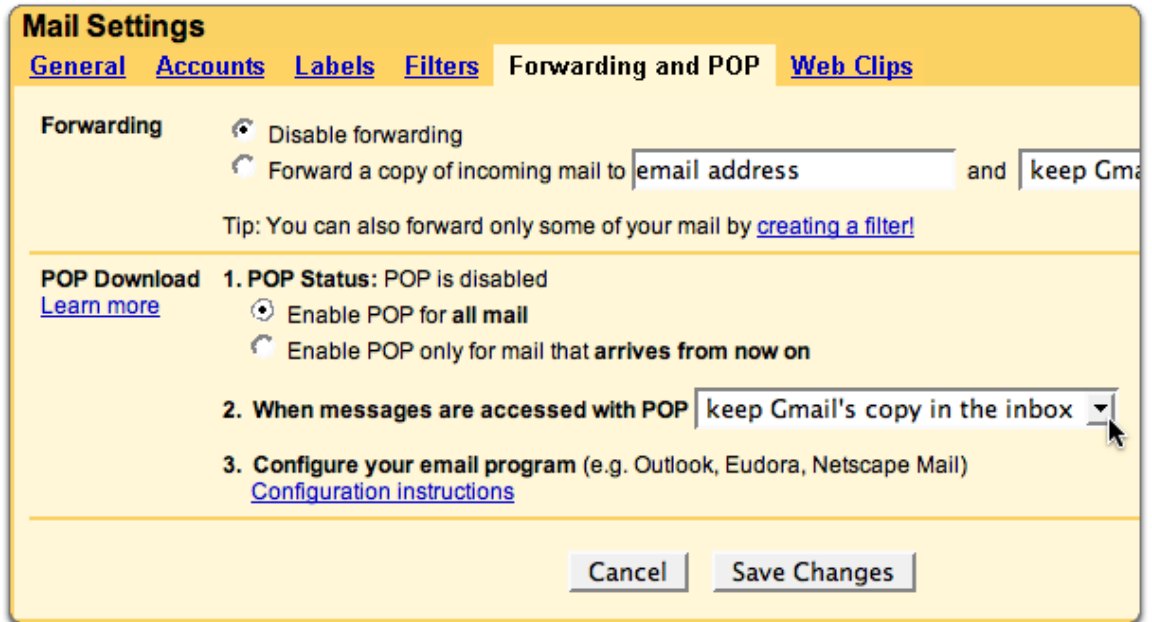


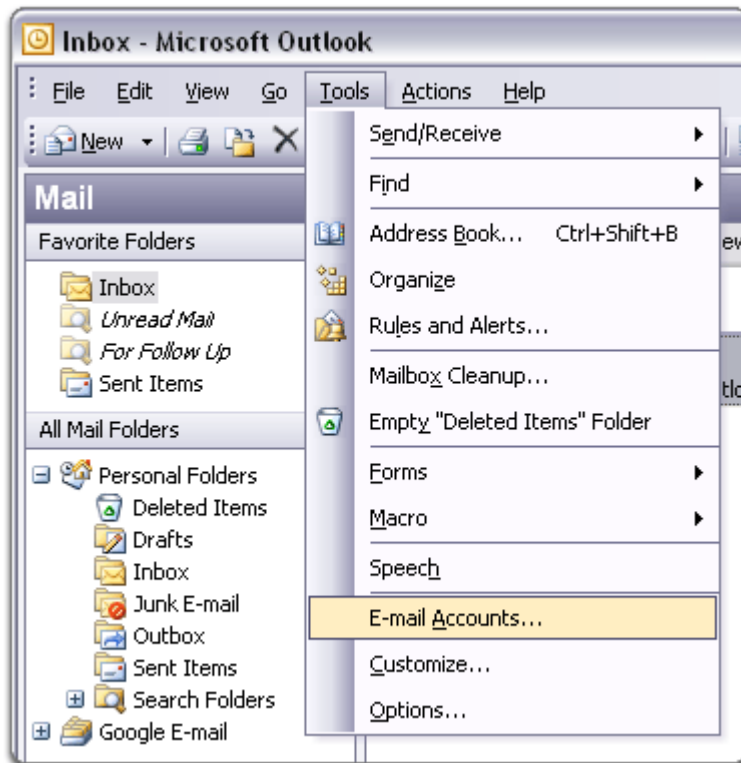
1. Enable POP in your Email account.
 - a) Log in to your Email account.
 - b) Click **Settings** at the top of any Email page.
 - c) Click **Forwarding and POP** in the orange **Mail Settings** box.



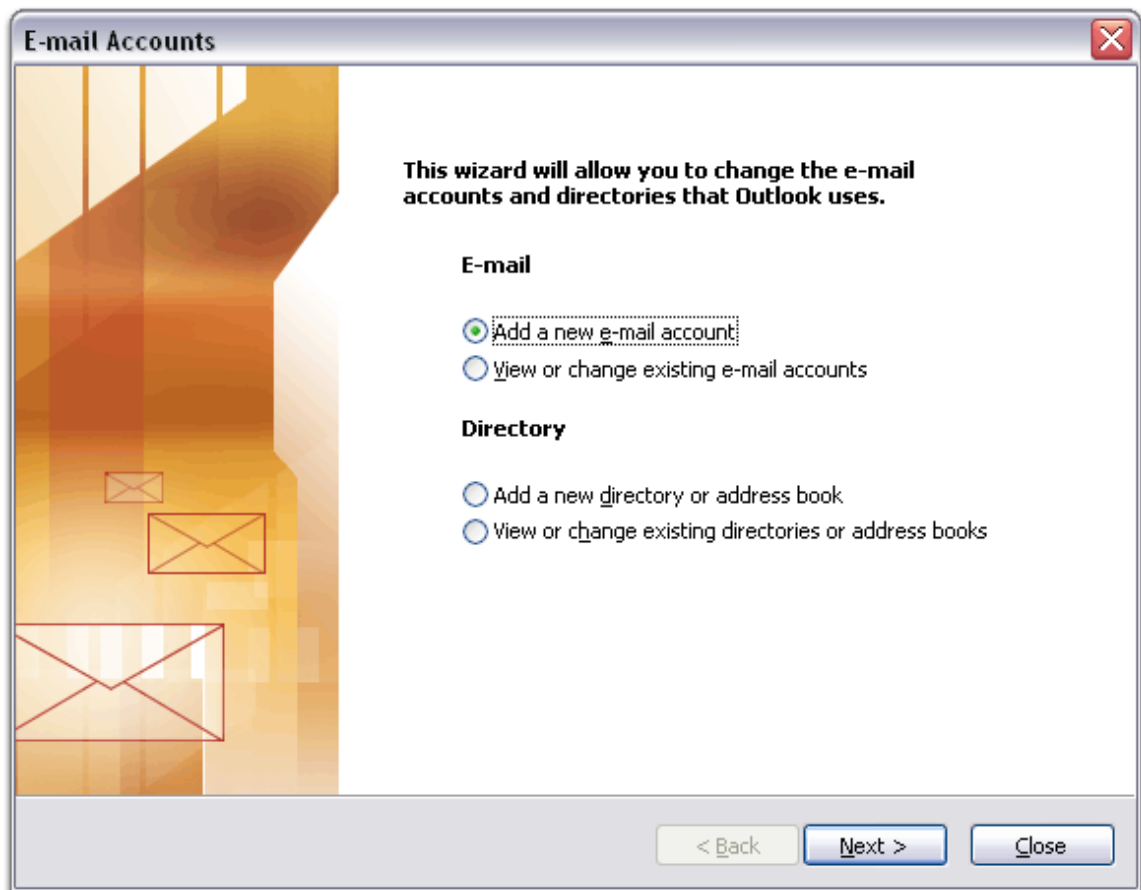
The image shows a 'Mail Settings' dialog box with a yellow header and tabs for 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP', and 'Web Clips'. The 'Forwarding and POP' tab is selected. Under 'Forwarding', there are two radio buttons: 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to [email address] and [keep Gmail's copy in the inbox]'. A tip below says 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. Under 'POP Download', there is a link 'Learn more'. The 'POP Status' section shows 'POP is disabled' with two radio buttons: 'Enable POP for all mail' (selected) and 'Enable POP only for mail that arrives from now on'. The 'When messages are accessed with POP' section has a dropdown menu set to 'keep Gmail's copy in the inbox'. The 'Configure your email program' section lists 'e.g. Outlook, Eudora, Netscape Mail' with a link 'Configuration instructions'. At the bottom are 'Cancel' and 'Save Changes' buttons.

- 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.

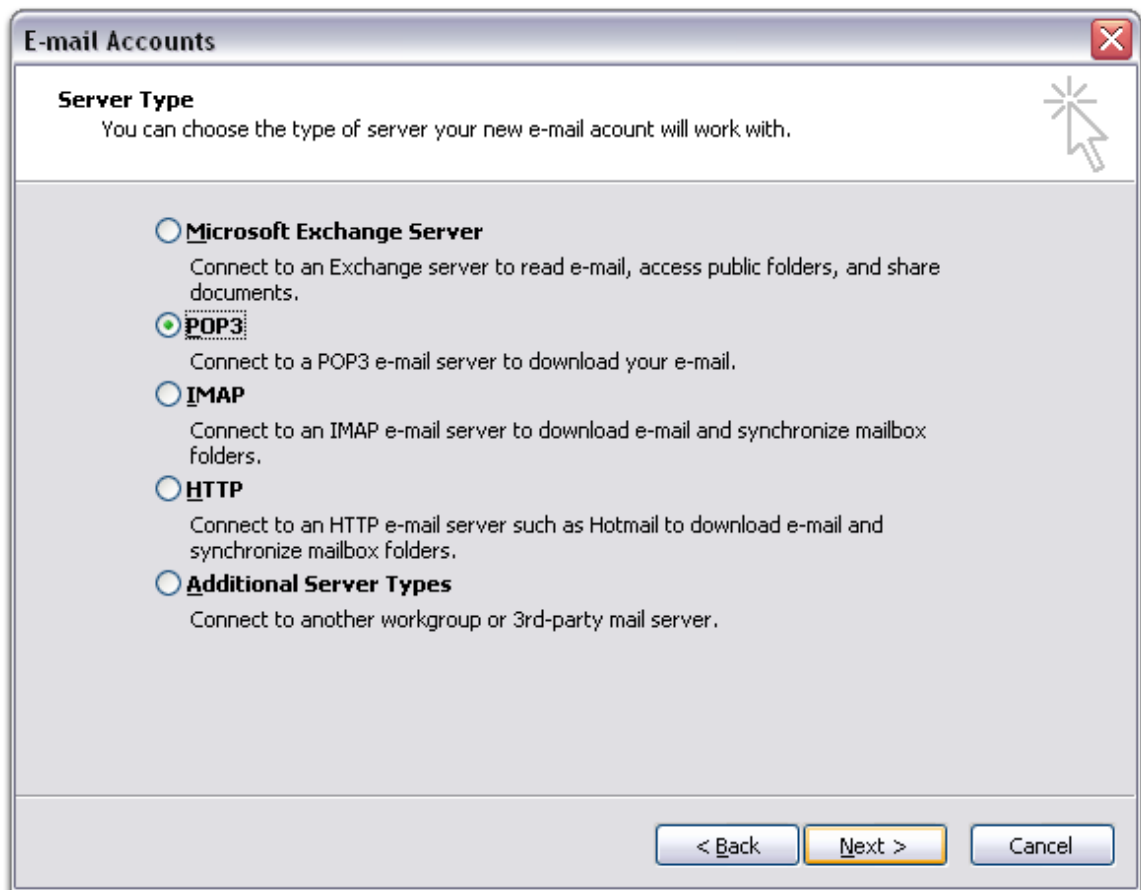
3. Click the **Tools** menu, and select **E-mail Accounts...**



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

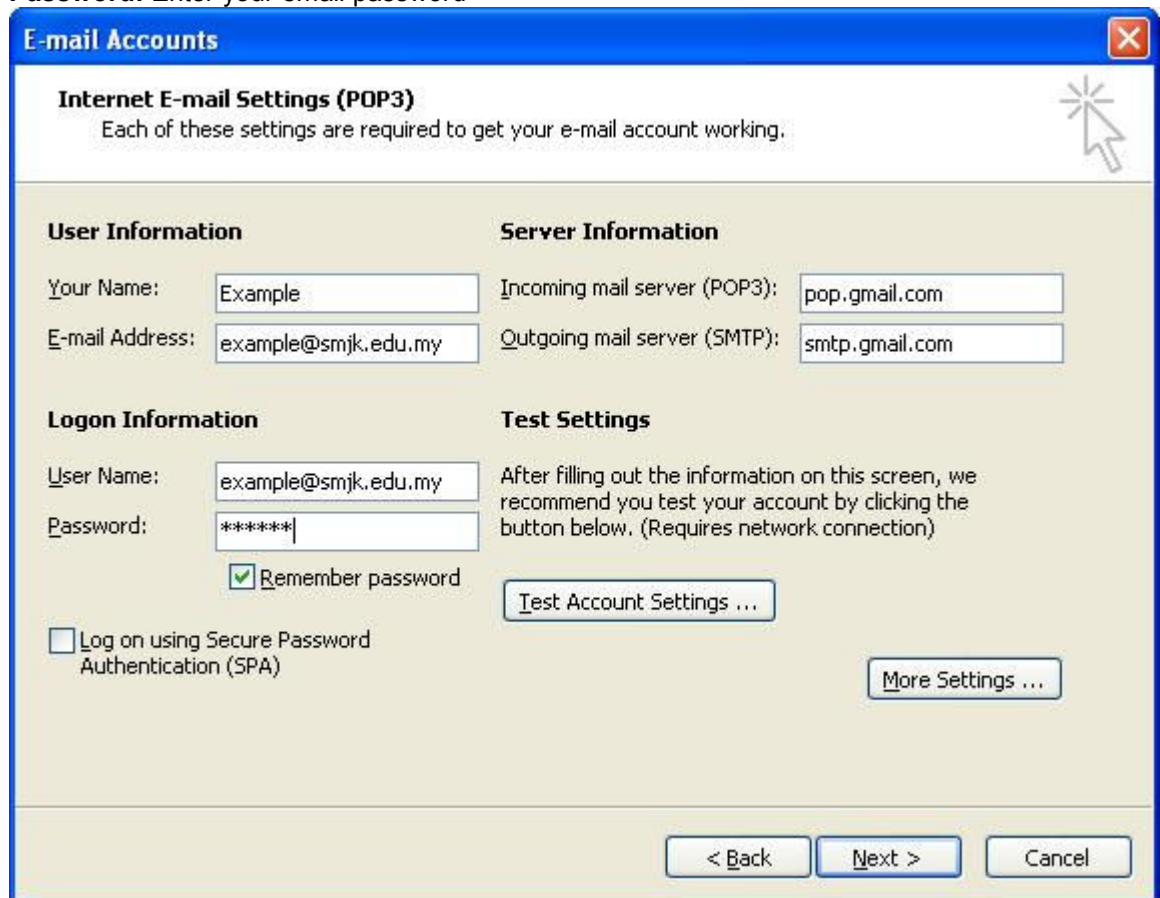
Incoming mail server (POP3): pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Login Information

User Name: Enter your email username (including *@smjk.edu.my*)

Password: Enter your email password



E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

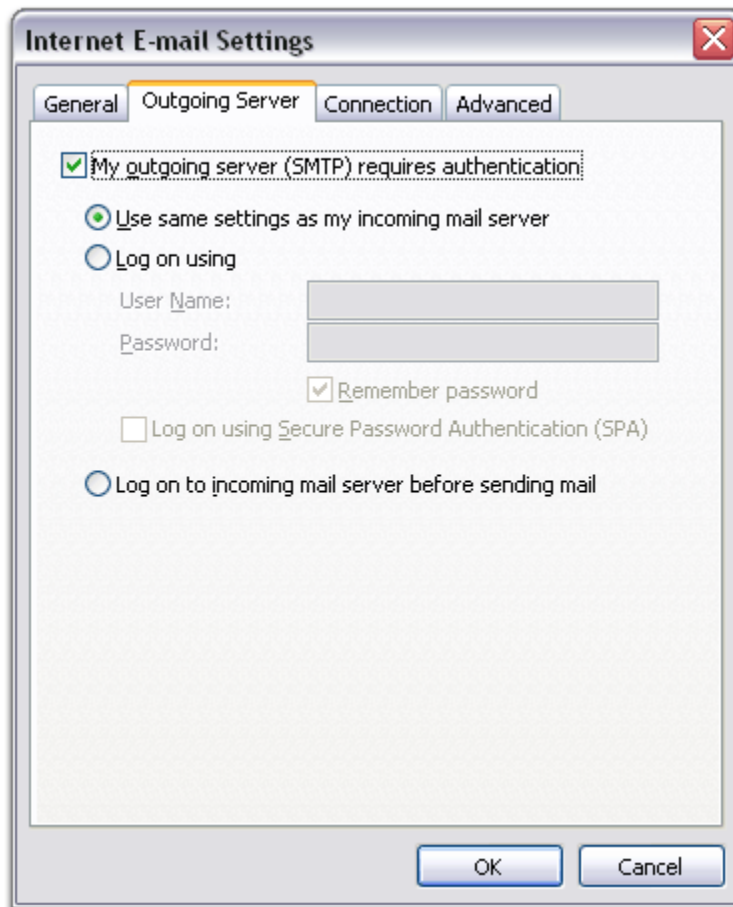
☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

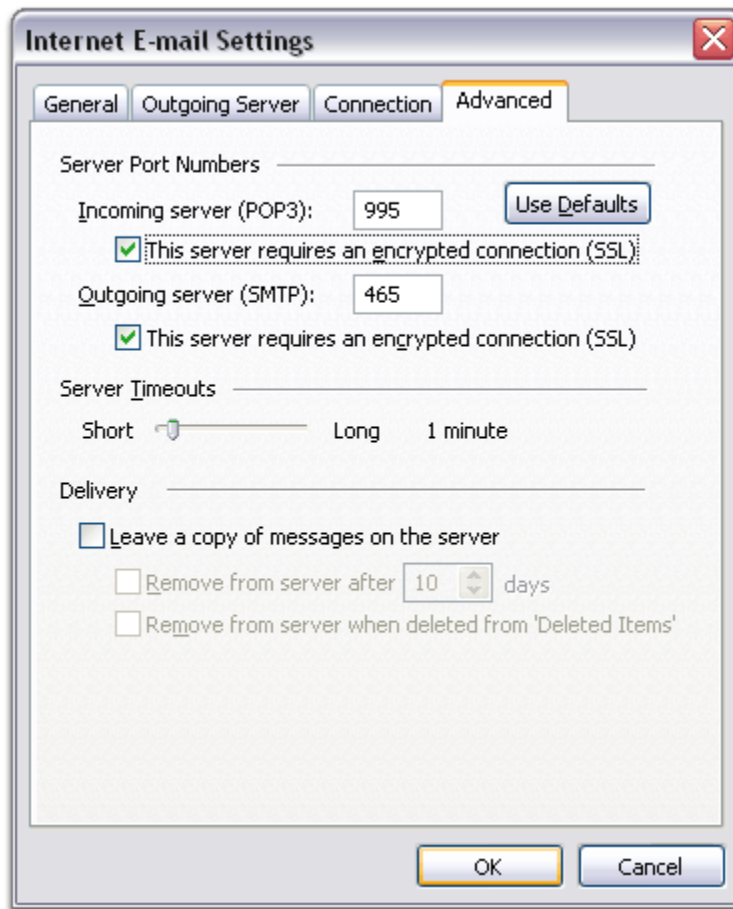
7. Click **More Settings...** and then click the **Outgoing Server** tab.

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



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is currently selected. Inside the dialog, the checkbox "My outgoing server (SMTP) requires authentication" is checked. Below this, there are three radio button options: "Use same settings as my incoming mail server" (which is selected), "Log on using" (with sub-fields for "User Name:" and "Password:"), and "Log on to incoming mail server before sending mail". There is also an unchecked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)". At the bottom right of the dialog are "OK" and "Cancel" buttons.

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.