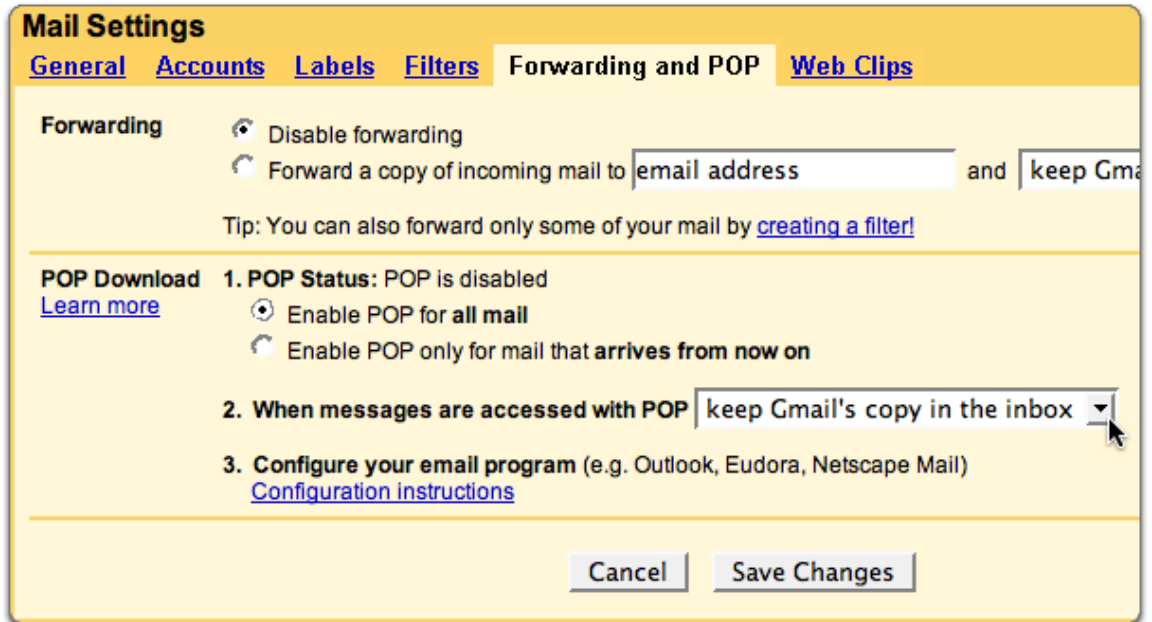
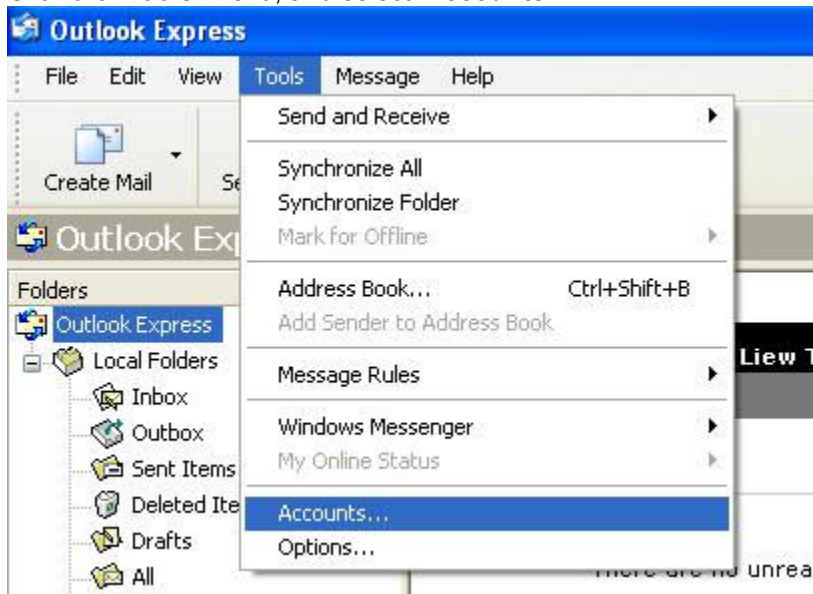


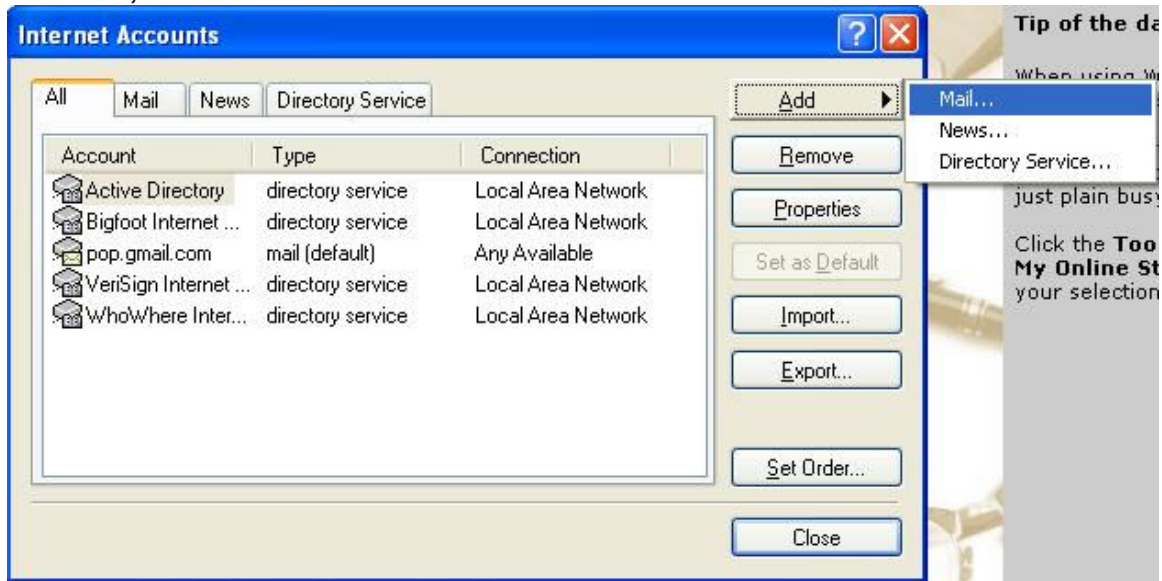
1. Enable POP in your Email account.
 - a) Log in to your Email account.
 - b) Click **Settings** at the top of any Email page.
 - c) Click **Forwarding and POP** in the orange **Mail Settings** box.



- 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** or **Outlook Express**.
 3. Click the **'Tools'** menu, and select **'Accounts...'**



- Click **'Add,'** and then click **'Mail...'**



- Enter your name in the **'Display name:'** (John Smith) field, and click **'Next.'**



- Enter your full email address (username@smjk.edu.my) in the **'Email address:'** field, and click **'Next.'**



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a mouse cursor icon. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing "example@smjk.edu.my". Underneath the input field is a smaller text example: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. Enter '**pop.gmail.com**' in the '**Incoming mail (POP3, IMAP or HTTP) server:**' field. Enter '**smtp.gmail.com**' in the '**Outgoing mail (SMTP) server:**' field.
8. Click '**Next.**'

Internet Connection Wizard ✕

E-mail Server Names ☛

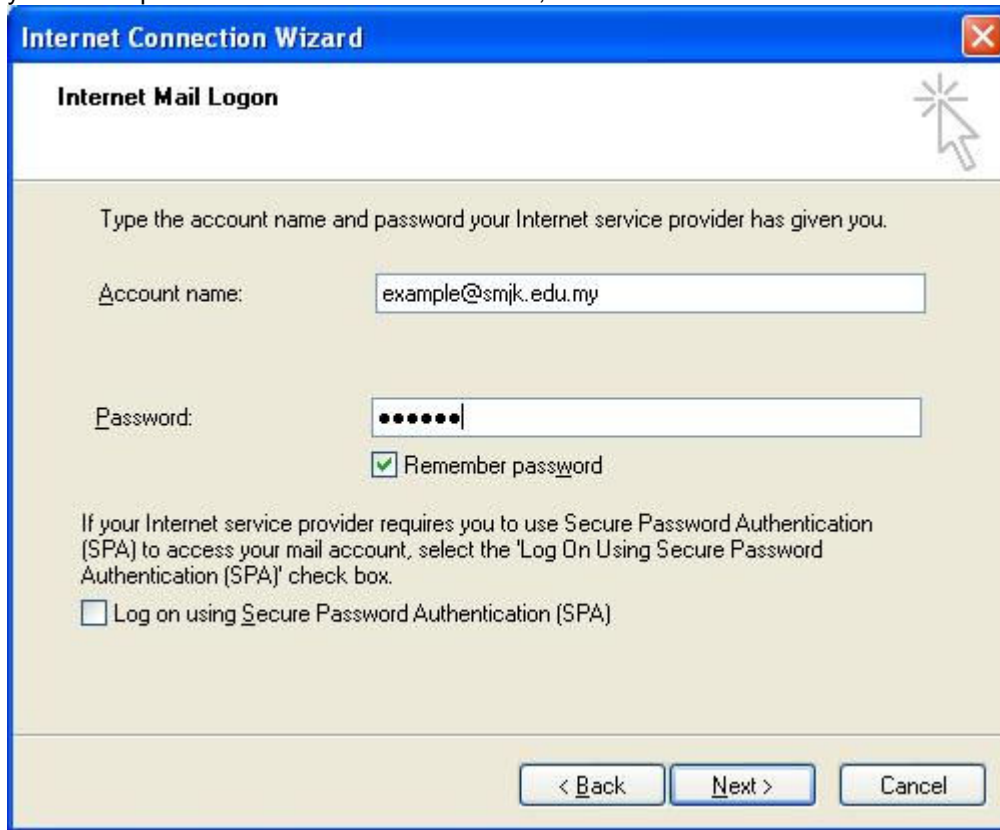
My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

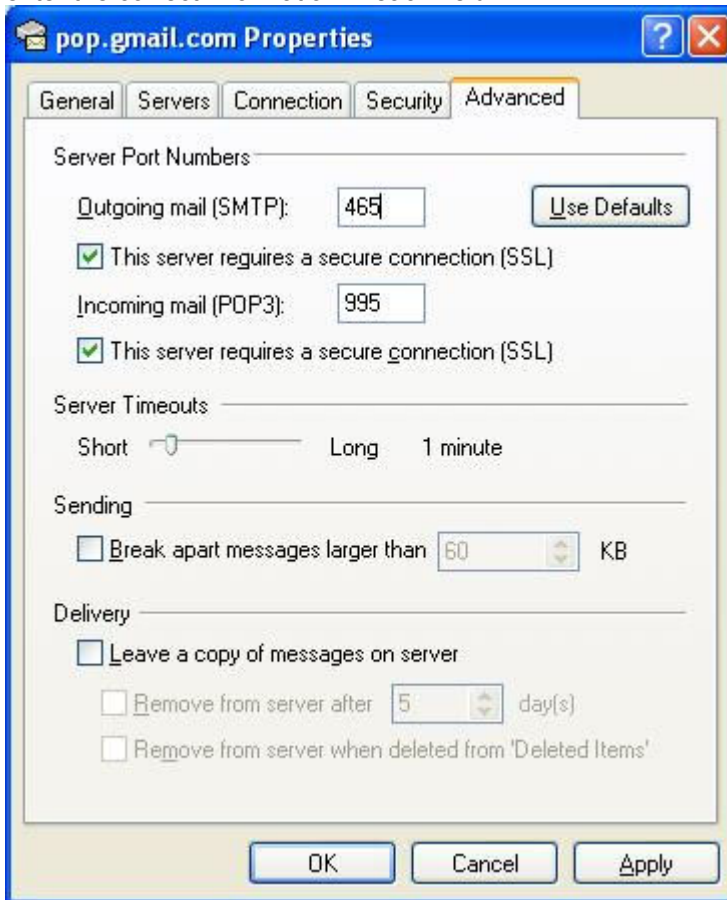
9. Enter your Email username (including '@smjk.edu.my') in the '**Account name:**' field. Enter your Email password in the '**Password:**' field, and click '**Next.**'



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "example@smjk.edu.my" and "Password:" containing a masked password "••••••". A checked checkbox labeled "Remember password" is located below the password field. Further down, there is a paragraph: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this paragraph is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

10. Click '**Finish.**'
 11. Highlight '**pop.gmail.com**' under '**Account,**' and click '**Properties.**'
 12. Click the '**Advanced**' tab.
 13. Check the box next to '**This server requires a secure connection (SSL)**' under '**Outgoing Mail (SMTP).**'
 14. Enter '**465**' in the '**Outgoing mail (SMTP):**' field.
 15. Check the box next to '**This server requires a secure connection (SSL)**' under '**Incoming mail (POP3).**' The port will change to **995**.
- *The order of '**Outgoing**' and '**Incoming**' mail server fields varies by version. Make sure you

enter the correct information in each field.



The image shows a screenshot of the 'pop.gmail.com Properties' dialog box, specifically the 'Advanced' tab. The dialog box has a blue title bar with a question mark and a close button. Below the title bar are five tabs: 'General', 'Servers', 'Connection', 'Security', and 'Advanced'. The 'Advanced' tab is selected and highlighted in orange. The main content area is divided into several sections:

- Server Port Numbers:** This section contains two input fields. The first is labeled 'Outgoing mail (SMTP):' and contains the value '465'. To its right is a 'Use Defaults' button. Below this is a checked checkbox labeled 'This server requires a secure connection (SSL)'. The second input field is labeled 'Incoming mail (POP3):' and contains the value '995'. Below this is another checked checkbox labeled 'This server requires a secure connection (SSL)'.
- Server Timeouts:** This section features a slider control. The 'Short' end is marked with a radio button and is selected. The 'Long' end is marked with '1 minute'.
- Sending:** This section contains a checkbox labeled 'Break apart messages larger than' followed by a spinner box containing the value '60' and the unit 'KB'.
- Delivery:** This section contains three checkboxes. The first is 'Leave a copy of messages on server', which is checked. The second is 'Remove from server after' followed by a spinner box containing the value '5' and the unit 'day(s)'. The third is 'Remove from server when deleted from 'Deleted Items'', which is unchecked.

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Apply'.

16. Click the **'Servers'** tab, and check the box next to **'My server requires authentication.'**



17. Click **'OK.'**
18. **Congratulations! You're done configuring your client to send and retrieve email messages.**