

- 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					
<u>General</u> <u>Acco</u>	ounts <u>Labels</u>	<u>Filters</u>	Forwarding and POP	Web Clips	
Forwarding	 Disable for Forward a c Tip: You can als 	warding copy of inc o forward	oming mail to email addre only some of your mail by <u>c</u>	ss reating a filter!	and keep Gma
POP Download Learn more	1. POP Status: Enable Po Enable Po	POP is dis OP for all r OP only fo	abled nail r mail that arrives from now	/ on	aba tabaya 🚽
	2. When messa 3. Configure yo <u>Configuration</u>	ages are a pur email p instructio	program (e.g. Outlook, Eudo ns	Gmail's copy in ora, Netscape Mai	il)
			Cancel Sav	e 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 or Outlook Express.
- 3. Click the 'Tools' menu, and select 'Accounts...'

File Edit View	Tools Message Help	
-	Send and Receive	۲
Create Mail Se	Synchronize All Synchronize Folder	
Outlook Exp	Mark for Offline	h.
jers Outlook Express	Address Book Ctrl- Add Sender to Address Book	+Shift+B
Local Folders	Message Rules	•
Outbox	Windows Messenger My Online Status) }
- 💮 Deleted Ite	Accounts	
	Options	



4. Click 'Add,' and then click 'Mail...'

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All	Mail N	ews	Directory Service		<u></u> dd →	Mail
Accour	nt		Туре	Connection	<u>R</u> emove	News Directory Service
	/e Director	y F	directory service	Local Area Network	Properties	just plain bus
Repop.	gmail.com		mail (default)	Any Available	Set as <u>D</u> efault	Click the Too My Online St
Sea Vens Sea Who	oign Intern Where Int	et er	directory service	Local Area Network Local Area Network	Import	your selection
					Export	
					Set Order	
					Close	

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

Internet Connection Wiza	rd	
Your Name		s.
When you send e-mail, yo Type your name as you w	our name will appear in the From field of the outgoing message would like it to appear.	э.
<u>D</u> isplay name:	Example	
	For example: John Smith	
	< Back Next > Car	ncel

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



Internet Connection Wiza	rd	
Internet E-mail Address		×
Your e-mail address is the	e address other people use to send e-mail messages to you.	
<u>E</u> -mail address:	example@smjk.edu.my	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > C	ancel

- 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.
 Click 'Next.'



iternet Connection Wizard	×
E-mail Server Names	×
My incoming mail <u>s</u> erver is a POP3 server.	
pop.gmail.com	
An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:	
smtp.gmail.com	
< <u>B</u> ack <u>N</u> ext >	Cancel



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.'**

Internet Connection Wi	izard	×
Internet Mail Logon		×
Type the account nar	me and password your Internet service provider has given you.	
Account name:	example@smjk.edu.my	
Password:	•••••	
	Remember pass <u>w</u> ord	
If your Internet service p (SPA) to access your m Authentication (SPA)' cl	provider requires you to use Secure Password Authentication ail account, select the 'Log On Using Secure Password heck box.	
Log on using <u>S</u> ecure	Password Authentication (SPA)	
	< <u>B</u> ack <u>N</u> ext > C	ancel

- 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
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Server Port Numbers Qutgoing mail (SMTP): 465 Use Defaults Image: This server reguires a secure connection (SSL) Incoming mail (POP3): 995 Image: This server requires a secure connection (SSL) Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server requires a secure connection (SSL) Server Timeouts Image: This server Timeouts Short Image: This server the server than server than server than server Image: Bemove from server after Image: This server than server when deleted from 'Deleted Items'	aeneral	Servers	Connection	Security	Advanced	
Server Timeouts Short Long 1 minute Sending Break apart messages larger than 60 KB Delivery Leave a copy of messages on server Remove from server after 5 day(s) Remove from server when deleted from 'Deleted Items'	Server I Qutg V T Incor	^D ort Numb bing mail (\$ his server i ning mail (F his server i	ers SMTP): [reguires a sec POP3): [requires a sec	465 cure conne 995	LLs ction (SSL)	e Defaults
Delivery Leave a copy of messages on server Remove from server after 5 day(s) Remove from server when deleted from 'Deleted Items'	Server Short Sending	Timeouts : -0	L nessages la	ong 1 n rger than [ninute 60 🗢] КВ
		eave a cop <u>R</u> emove I Re <u>m</u> ove I	by of messag from server a	es on serve fter 5 hen delete	ar day(s) d from 'Delete	d Items'



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

Server Information My incoming mail server is a Incoming mail (POP3): pop.gmail.com Outgoing mail (SMTP): smtp.gmail.com Incoming Mail Server Account name: example@smjk.edu.my Password: Image: Password: Image: Image: Image: Image: Account name: Image: Im	aeneral Servers	Connection	Security A	dvanced	
Outgoing mail (SMTP): smtp.gmail.com Incoming Mail Server Account name: example@smjk.edu.my Password: ●●●●●● ●● W Remember password Image: Comparison of the system of the	Server Information <u>M</u> y incoming m <u>I</u> ncoming mail (n ail server is a POP3): pop	POP3 .gmail.com	server.	
Account name: example@smjk.edu.my Password: ●●●●●● Password: ●●●●●● Password Server Log on using Secure Password Authentication Outgoing Mail Server ✓ My server requires authentication Settings	Outgoing mail (Incoming Mail Se	SMTP): smt	o.gmail.com		
Password: ●●●●●● Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the sy	A <u>c</u> count name	exa	mple@smjk.eo	du.my	
Outgoing Mail Server Image: My server requires authentication Settings	Password:	●●● g <u>S</u> ecure Pas	emember pas	:s <u>w</u> ord tication	
	Outgoing Mail Se I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ver equires auther	ntication	Setting	s

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