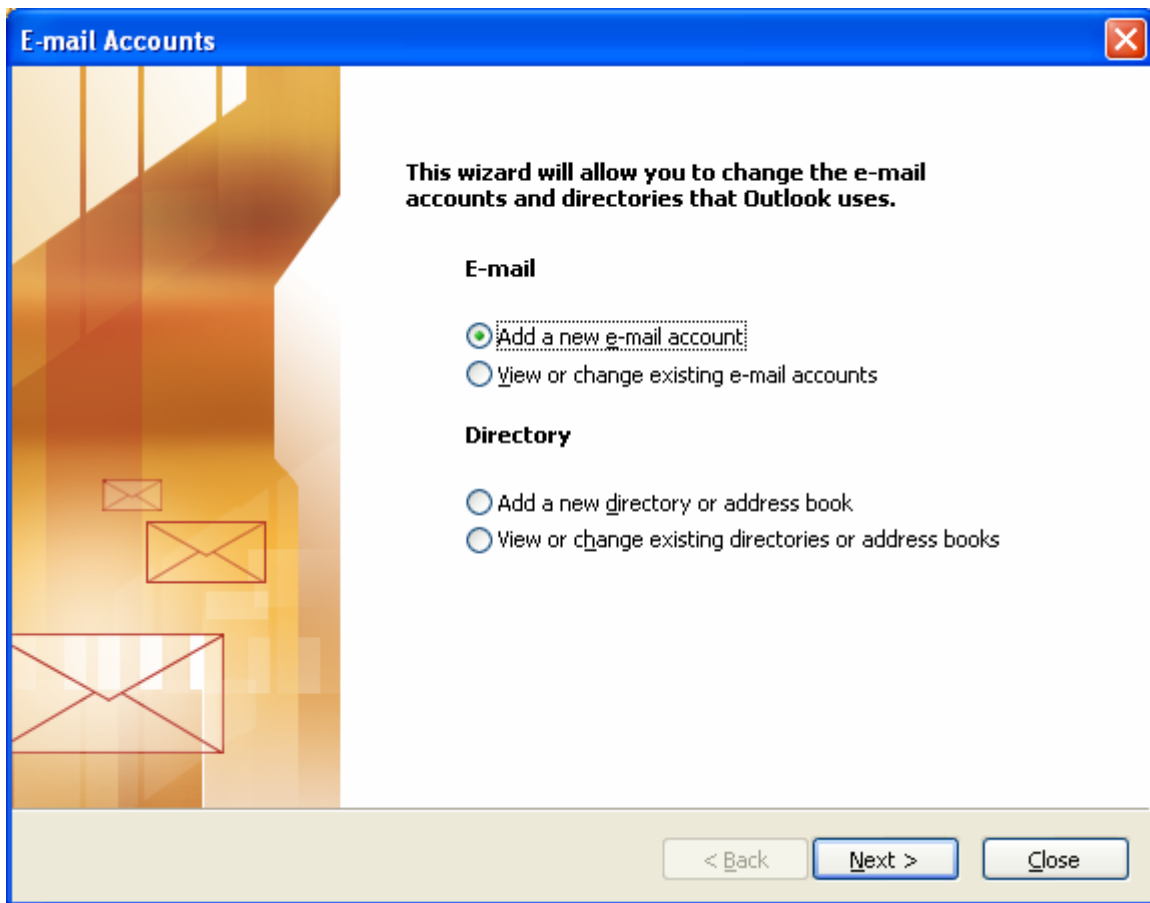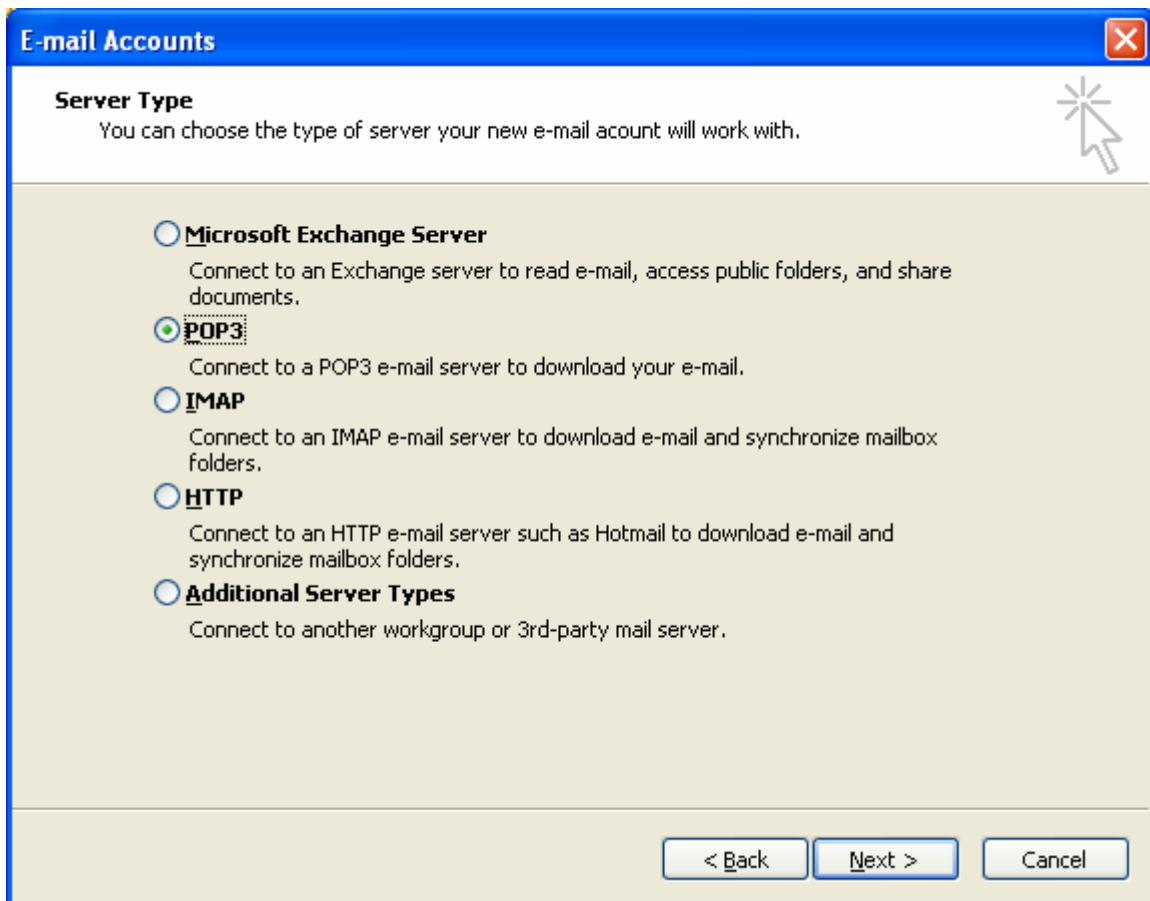1. Launch Outlook.
2. Click **Tools** on the "Menu Bar".
3. Select **E-Mail Accounts** from the "Tools" menu.

E-mail Accounts

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- ⦿ Add a new e-mail account
- ○ View or change existing e-mail accounts

Directory

- ○ Add a new directory or address book
- ○ View or change existing directories or address books

[< Back] [Next >] [Close]

4. Click on the **Add a new e-mail account** radio button.
5. Click **Next**.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail acount will work with.

○ **Microsoft Exchange Server**
   Connect to an Exchange server to read e-mail, access public folders, and share documents.

⦿ **POP3**
   Connect to a POP3 e-mail server to download your e-mail.

○ **IMAP**
   Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

○ **HTTP**
   Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

○ **Additional Server Types**
   Connect to another workgroup or 3rd-party mail server.

[< Back]   [Next >]   [Cancel]

6. From the "E-mail Accounts" dialog box, choose the **POP3** option.
7. Click **Next**.

8. Enter the following information into the text fields:
    a. **Your Name**: Your name as you would like it to appear in your e-mails.
    b. **E-mail Address**: Your entire Hofstra E-mail address Example: JSMITH1@pride.hofstra.edu)
    c. **User Name**: Your entire Hofstra E-mail address Example: JSMITH1@pride.hofstra.edu)
    d. **Password**: Your POP password.
    e. **Incoming mail server (POP3)**: pop.gmail.com
    f. **Outgoing mail server (SMTP)**: smtp.gmail.com
9. Click on the **More Settings…** button.
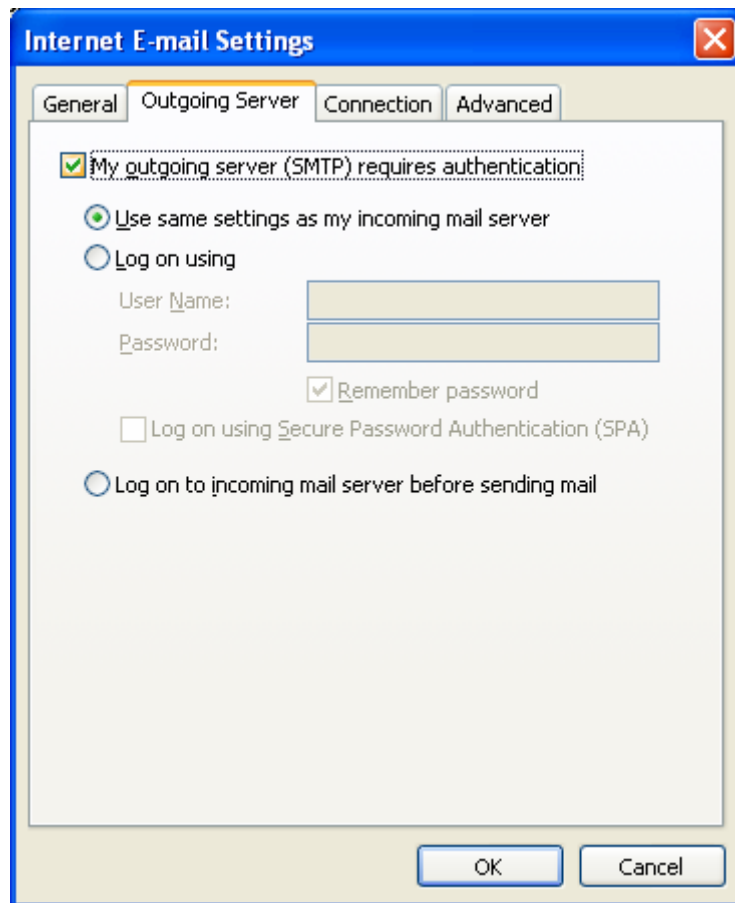
10. On the "Internet E-mail Settings" dialog box, select the "Outgoing Server" tab.
11. Click on the check box next to the "My outgoing server (SMTP) requires authentication".
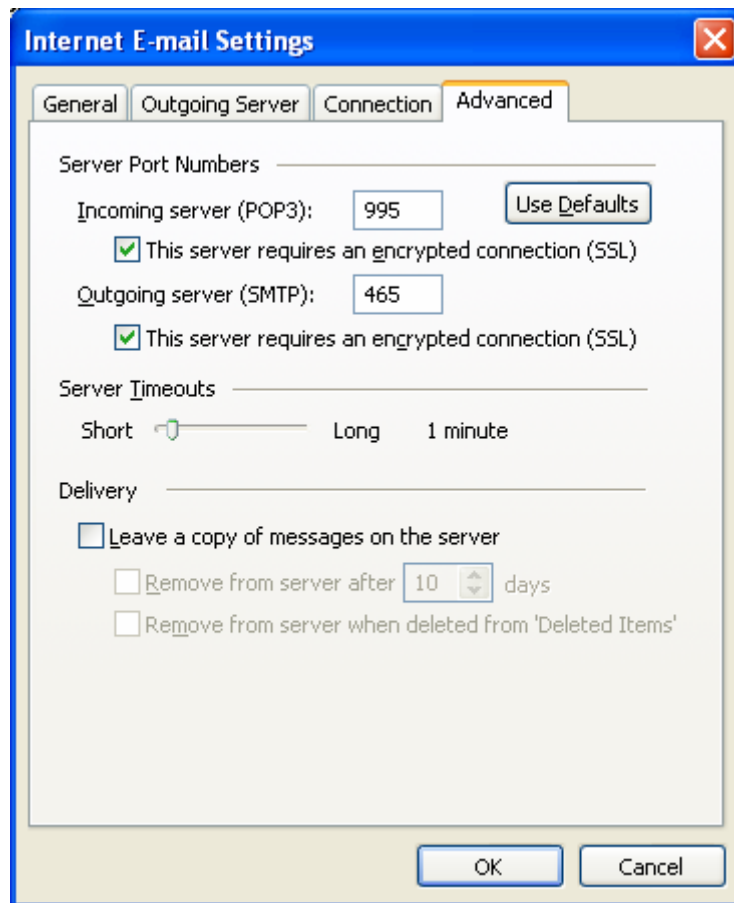
12. On the "Internet E-mail Settings" dialog box, select the "Advanced" tab.
13. Click on the check boxes next to the two "This server requires an encrypted connection (SSL)" options.
14. Verify that the:
    a. **Incoming server (POP3)** port is 995.
    b. **Outgoing server (SMTP)** port is set to 465.
    c. Click **OK**.
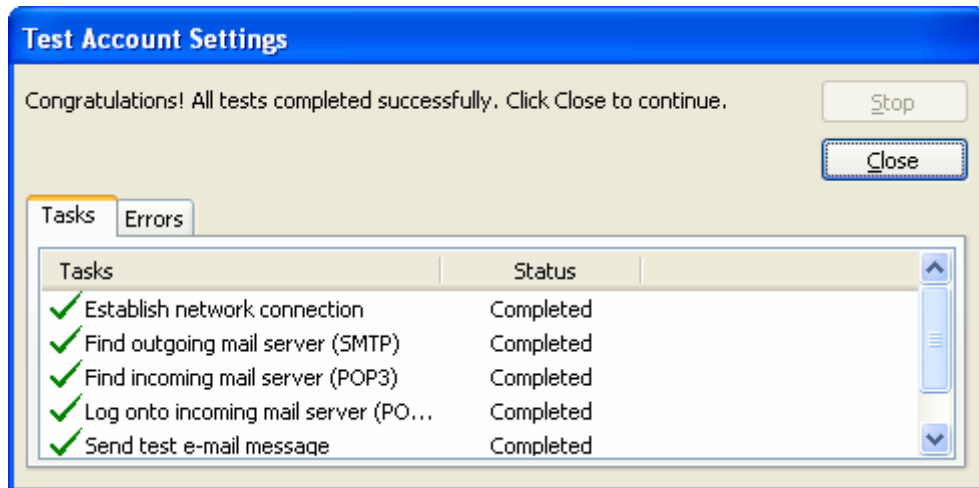
E-mail Accounts

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

User Information

Your Name: Daniel Ramirez

E-mail Address: dramir1@pride.hofstra.edu

Server Information

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

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

Logon Information

User Name: dramir1@pride.hofstra.edu

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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

15. Click on the **Test Account Settings…** button.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks | Errors

Tasks	Status
Establish network connection	Completed
Find outgoing mail server (SMTP)	Completed
Find incoming mail server (POP3)	Completed
Log onto incoming mail server (PO…	Completed
Send test e-mail message	Completed

16. If you do not get a message that says all tests have completed successfully, click close and re-check all of the settings you entered.

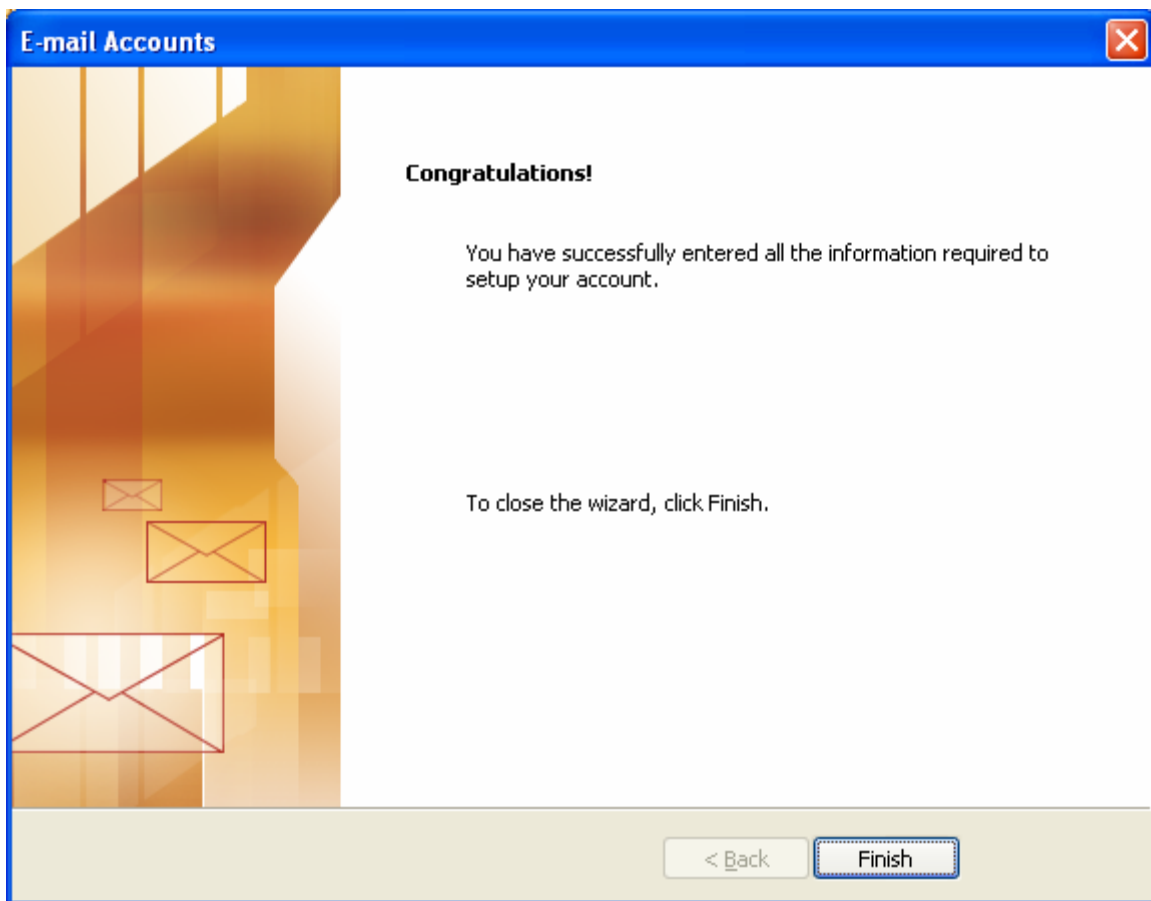17. Once all of the tests have passed, click **Close**.

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: Daniel Ramirez

E-mail Address: dramir1@pride.hofstra.edu

Logon Information

User Name: dramir1@pride.hofstra.edu

Password: *********

☑ Remember password

☐ Log on using Secure Password Authentication (SPA)

Server Information

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

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

Test Settings

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

[Test Account Settings ...]

[More Settings ...]

[< Back] [Next >] [Cancel]

18. Click the **Next** button.

19. Click **Finish**.