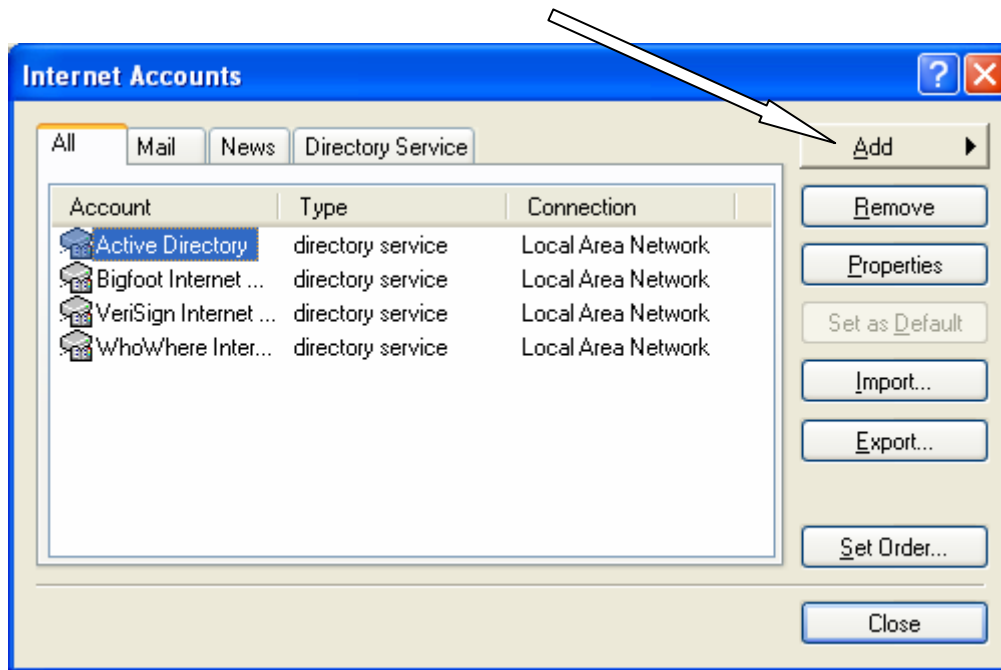
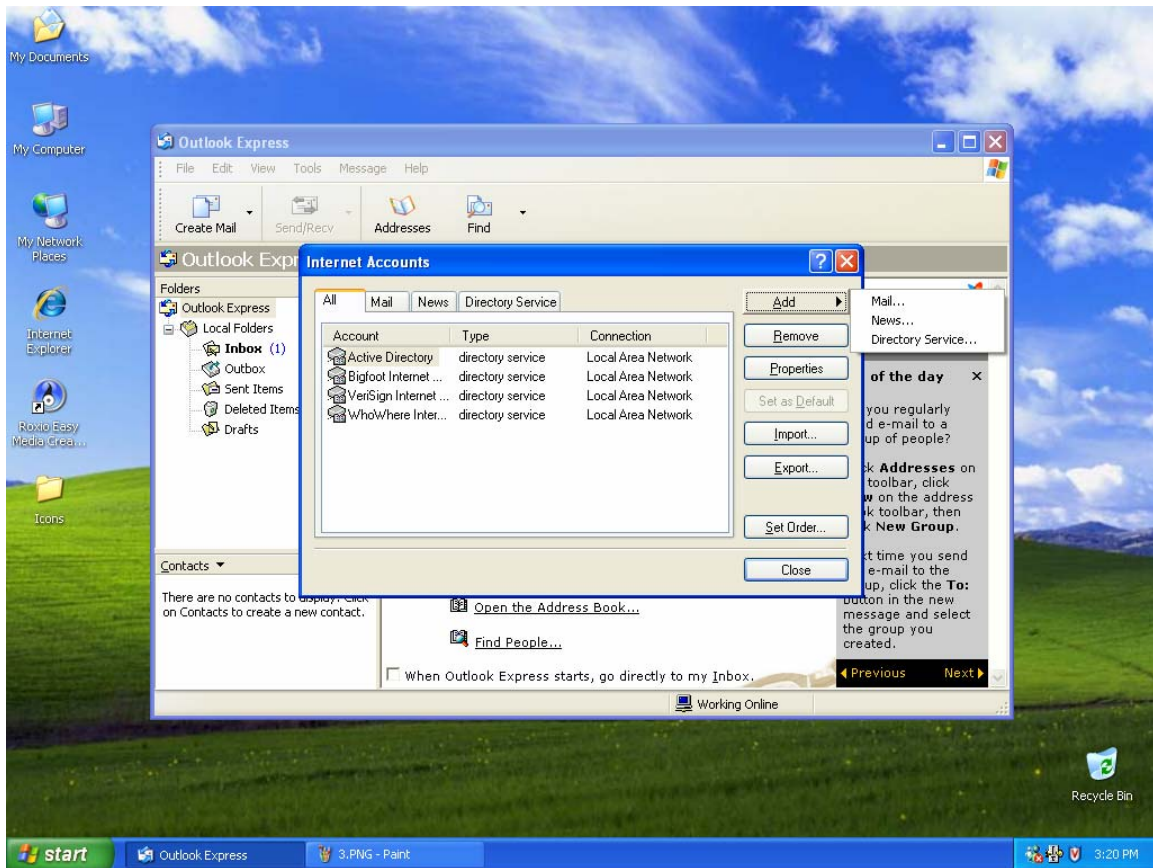


1. Launch Outlook Express.
2. Click **Tools** on the “Menu Bar”.
3. Select **Accounts** from the “Tools” menu.



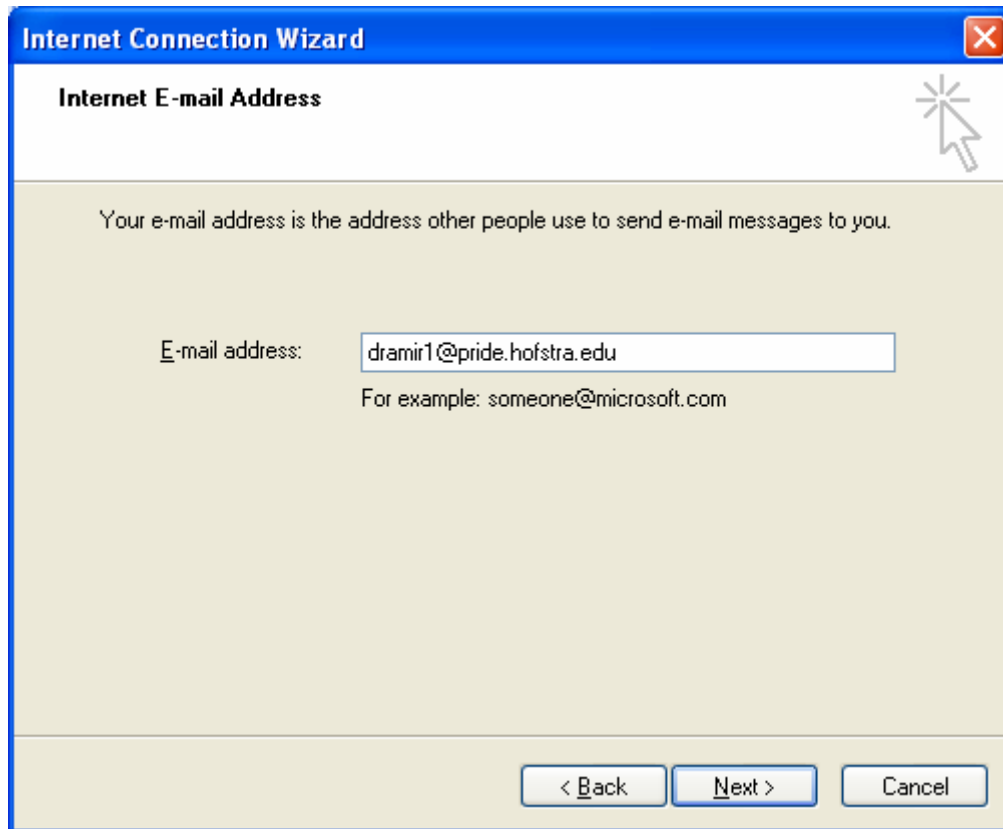
4. In the "Internet Accounts" dialog box, click on the **Add** button located on the right



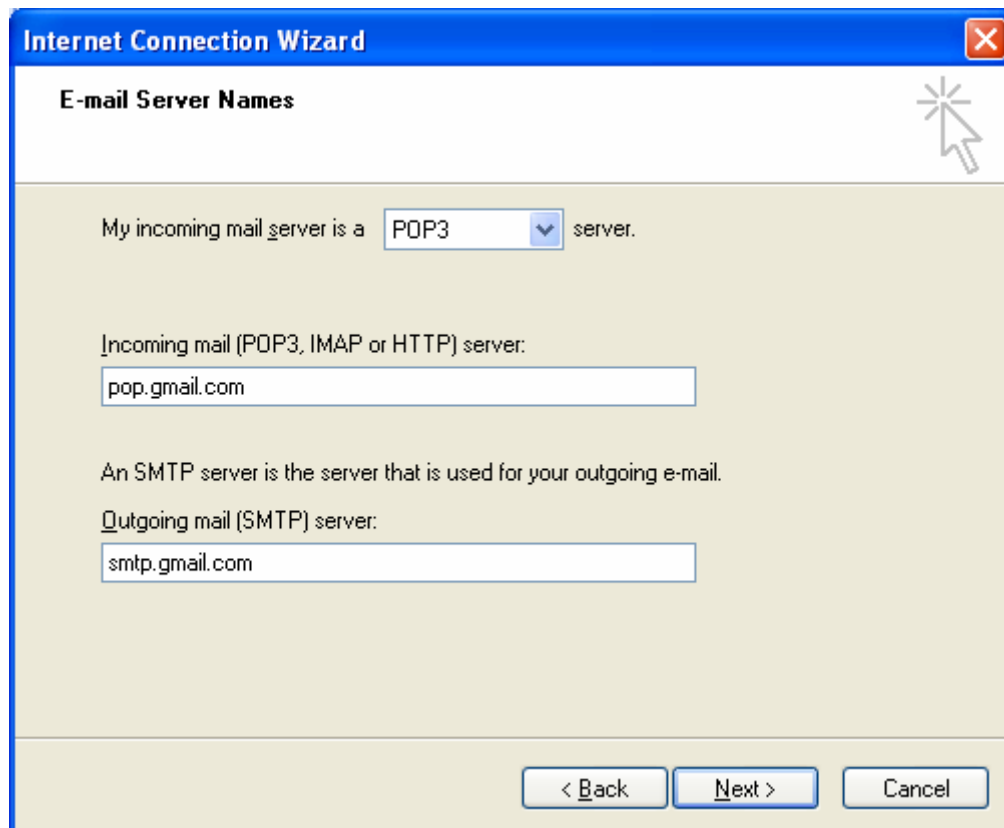
5. A menu will then open.
6. Choose the **Mail...** option.

The image shows a screenshot of the 'Internet Connection Wizard' window. The title bar is blue and contains the text 'Internet Connection Wizard' and a red close button. The main area has a white header with the text 'Your Name' and a mouse cursor icon. Below the header, there is a light beige background with the following text: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this text is a text input field labeled 'Display name:' containing the text 'Daniel Ramirez'. Underneath the input field is the text 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

7. In the “Display name” text field, enter your name as you would like it to appear on your e-mails.
8. Click **Next**.



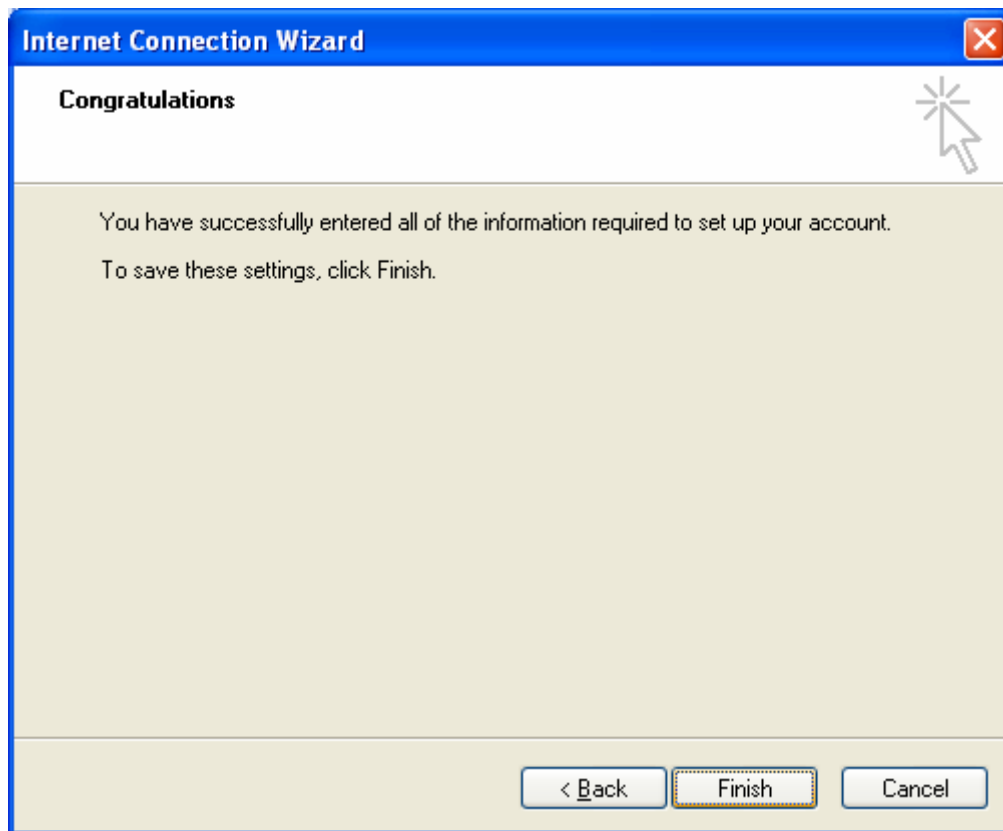
9. In the "E-mail address" text field, enter your full Hofstra e-mail address
Example: JSMITH1@pride.hofstra.edu).
10. Click **Next**.



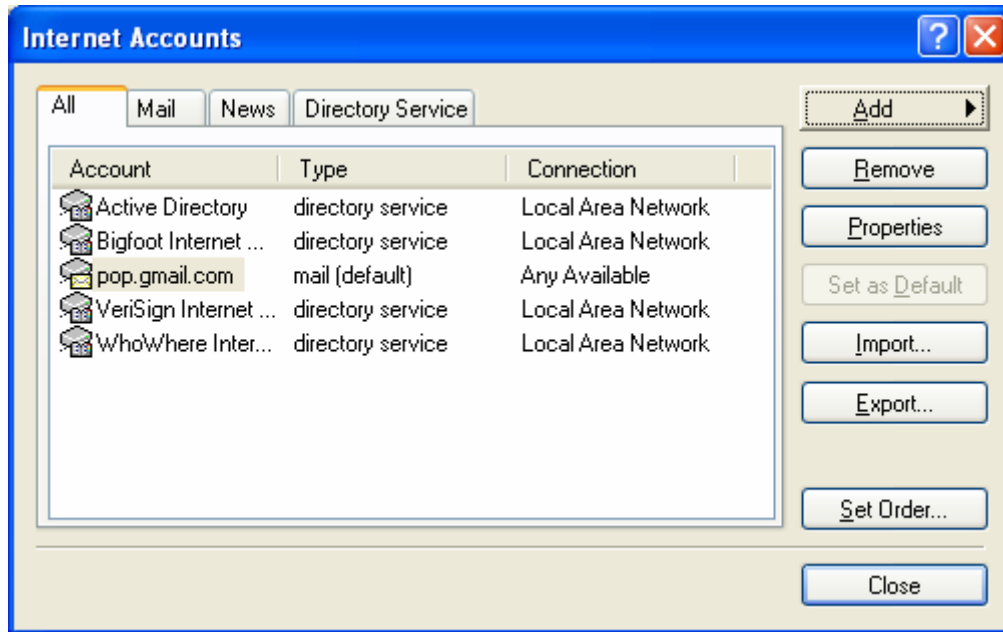
11. Click the drop down menu for “My incoming mail server is a” and choose **POP3** for the server type.
12. Enter the following server addresses:
 - a. **Incoming mail (POP3, IMAP or HTTP) server:** pop.gmail.com
 - b. **Outgoing mail (SMTP) server:** smtp.gmail.com
13. Click on **Next**.

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." There are two text input fields: "Account name:" containing "dramir1@pride.hofstra.edu" and "Password:" containing ten black dots. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains: "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 is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

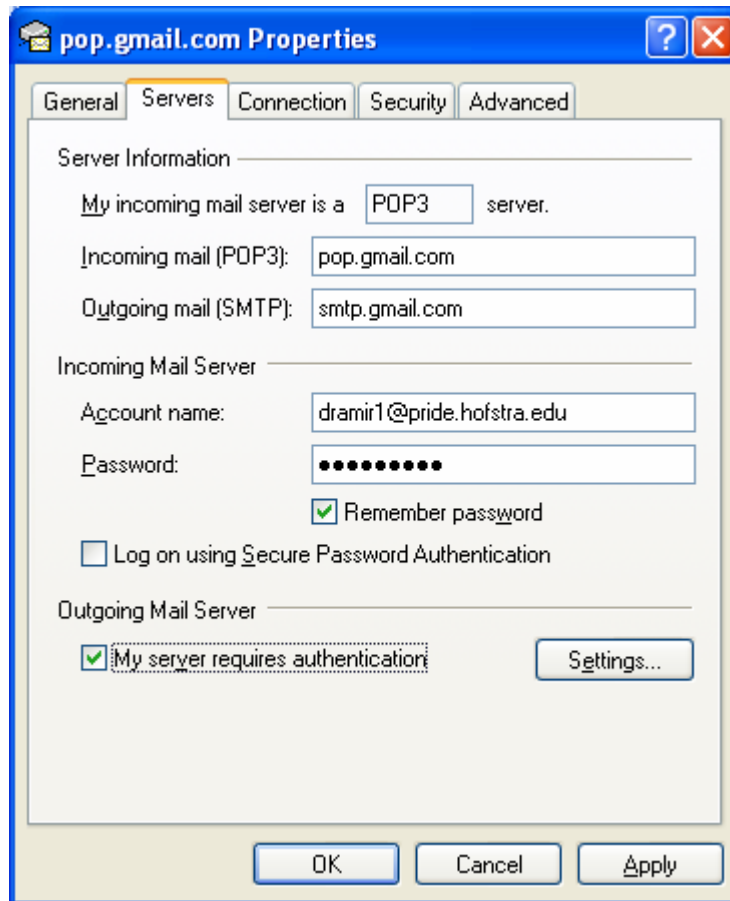
14. In the "Account name:" text field, enter your full Hofstra e-mail address for your account. Example: JSMITH1@pride.hofstra.edu) and your POP password.
15. In the "Password:" text field, enter your POP password.
16. Click **Next**.



17. Click the **Finish** button.

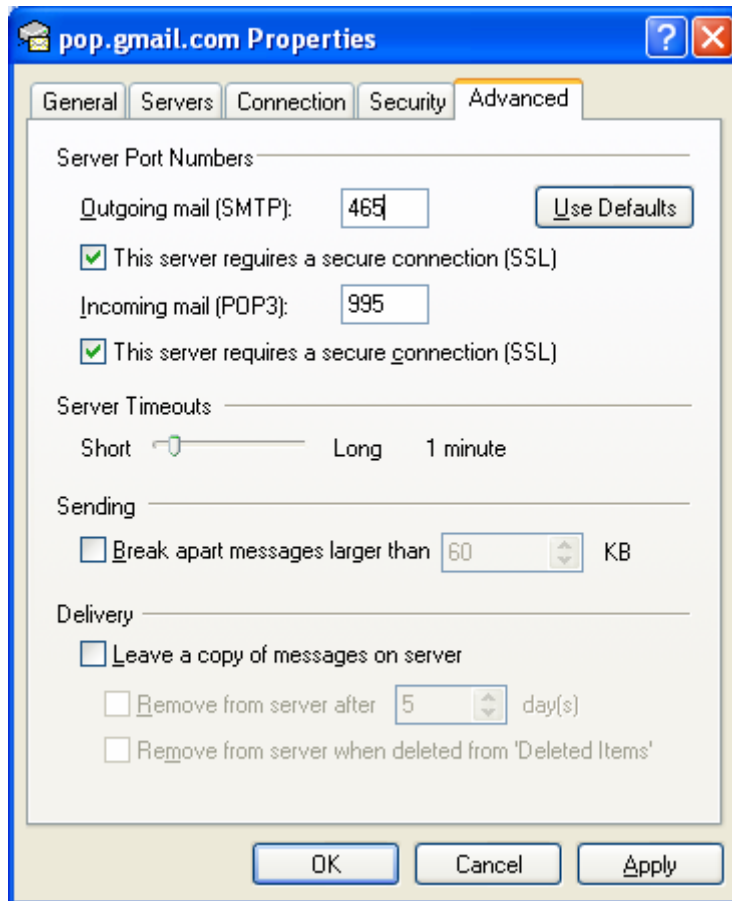


18. Select the Hofstra GMail account (pop.gmail.com) and then click on the **Properties** button located on the right.

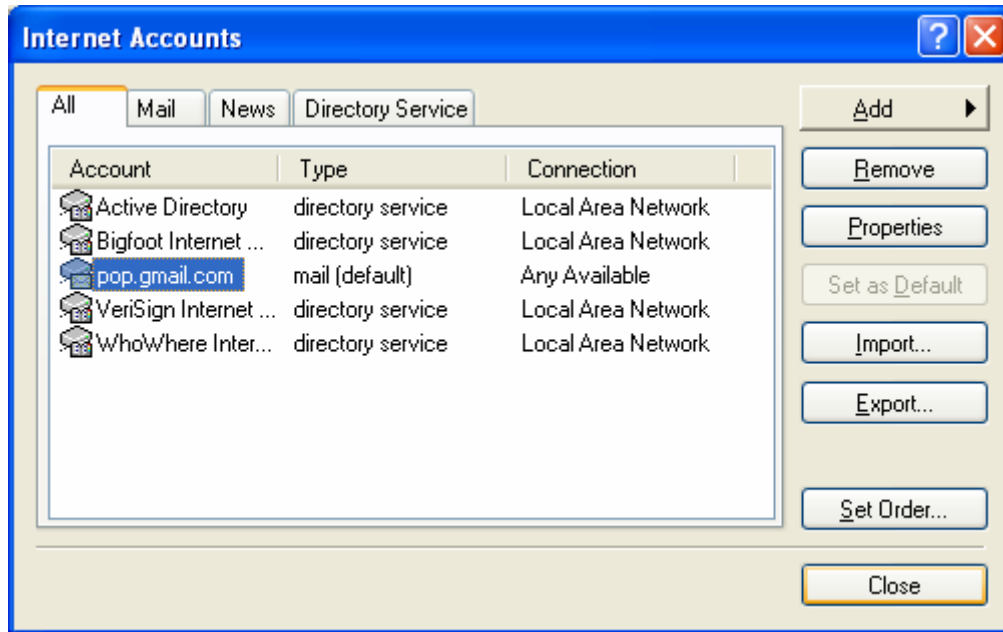


19. In the Properties dialog box, selected the **Servers** tab on top.

20. Click the check box next to the "My server requires authentication" option.



21. In the Properties dialog box, selected the **Advanced** tab on top.
22. Click on the both check boxes “This server requires a secure connection (SSL)”
23. Verify that the:
 - a. **Outgoing mail (SMTP)** port is set to 465
 - b. **Incoming mail (POP3)** port is set to 995.
24. Click on the **OK** button.



25. Click the **Close** button.