1. Launch Outlook.
2. Click **Tools** on the “Menu Bar”.
3. Select **E-Mail Accounts** from the “Tools” menu.
4. Click on the **Add a new e-mail account** radio button.

5. Click **Next**.
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**.
15. Click on the **Test Account Settings**... button.
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.
18. Click the **Next** button.
Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

19. Click **Finish**.