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.
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.
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.