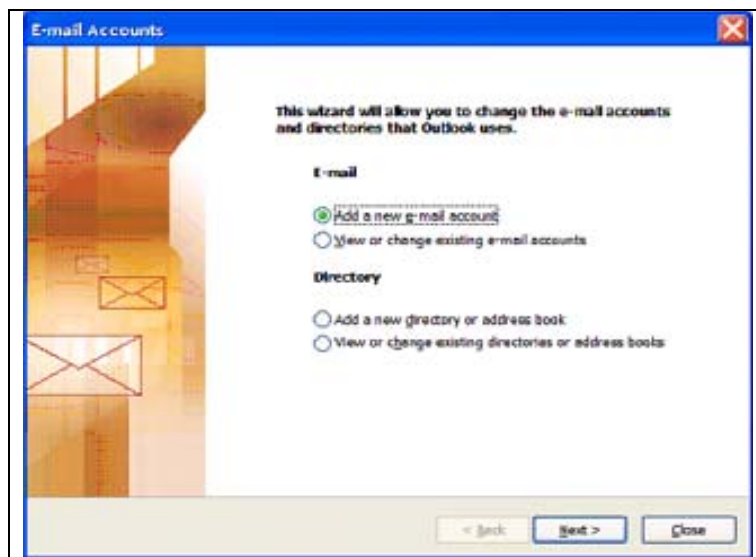


# How to POP Mail on an Exchange Account with Outlook 2003

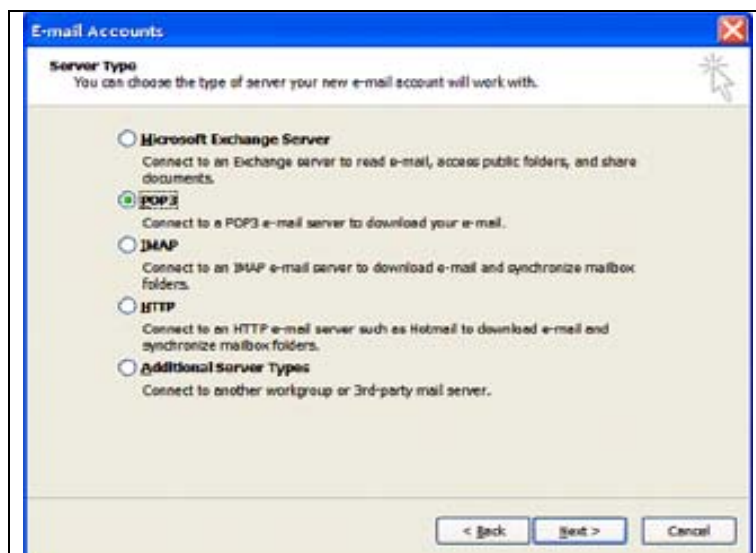
(Revised 04/27/11)  
LAUSD IT Help Desk  
333 S. Beaudry Ave. 9<sup>th</sup> Floor  
Phone 213.241.5200

## How to set up Outlook 2003 with an Exchange (Pop) Account

1. Launch the Outlook application.
2. Click the **Tools** menu. Then select **Email Accounts**. The Email Accounts window will display.
3. Click the radio button to select **Add a New E-Mail Account**, and then click **Next**.



4. Click the radio button to select **POP3**, and then click **Next**.



5. The Internet E-mail Settings window will display.
  - a. In User Information, enter your name and your email address.
  - b. In Server Information, the **incoming** server is **mail.lausd.net**. The **outgoing** server is **mailout.lausd.net** if you are on the LAUSD Network. If you are setting this up from home or using a cell phone the name will depend on the SMTP/Outgoing server used by your Internet Service Provider. Please contact your ISP for their SMTP information.
  - c. In Logon Information, enter your Single Sign-On user name in the User Name field. Examples (firstname.lastname or abc123) then enter your single sign on password, then click **More Settings**.

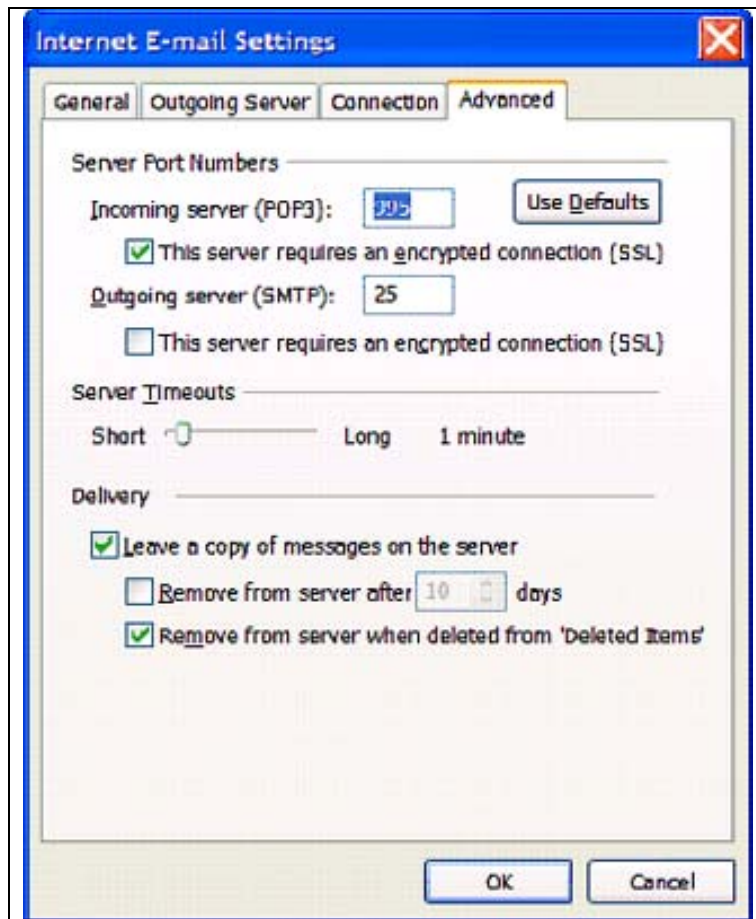
**E-mail Accounts** [Close]

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

User Information	Server Information
Your Name: <input type="text" value="Mail Test 1"/>	Incoming mail server (POP3): <input type="text" value="mail.lausd.net"/>
E-mail Address: <input type="text" value="mail.test1@lausd.net"/>	Outgoing mail server (SMTP): <input type="text" value="mailout.lausd.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="mail.test1"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password"/>	
<input type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

6. In the Advanced tab, make sure to check the following items:
  - a. **This server requires an encrypted connect (SSL)**
  - b. **Leave a copy of messages on the server (this needs to be uncheck on occasion so there you will not go over your quota that is allowed on the server)**
  - c. **Remove from the server when deleted from “Deleted Items”**
  - d. Click **Ok**.



**NOTE:** WHEN USING ANY POP MAIL CLIENT TO RETRIEVE E-MAIL FROM YOUR EXCHANGE MAILBOX, YOU WILL **REMOVE** YOUR MESSAGES FROM THE SERVER BY DEFAULT. IF YOU DESIRE TO LEAVE YOUR MAIL ON THE SERVER FOR FUTURE ACCESS USING OUTLOOK OR OUTLOOK WEB ACCESS, PLEASE USE THE FOLLOWING INSTRUCTIONS TO ADJUST THE SETTINGS AND ONLY DOWNLOAD A **COPY** OF YOUR MAIL. THIS WILL ALLOW YOU TO RETRIEVE A **COPY** OF YOUR MAIL AND LEAVE THE ORIGINAL MESSAGES ON THE EXCHANGE SERVER.

Once messages are downloaded to your computer and removed from the server, this is the only copy of the messages that will be available. Thus, if your computer hard drive should become inaccessible, your messages will be lost. It is recommended that you **backup** your Outlook mail folders occasionally and copy the backup to another drive. **You cannot permanently store all your mail on the server** because there is a limit and eventually you mailbox will shutdown. The Microsoft Support web site below provides instructions on how to backup your email

<http://support.microsoft.com/kb/829971>

7. Click on the **Test Account Settings** button to ensure the account has been set up correctly.

**E-mail Accounts**

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

User Information	Server Information
Your Name: <input type="text" value="Mail Test 1"/>	Incoming mail server (POP3): <input type="text" value="mail.lausd.net"/>
E-mail Address: <input type="text" value="mail.test1@lausd.net"/>	Outgoing mail server (SMTP): <input type="text" value="mailout.lausd.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="mail.test1"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password"/>	
<input type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back    Next >    Cancel

If the account was set up correctly, you will get the following message. Click the **Close** button.

**Test Account Settings**

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

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (S...	Completed
✓ Find incoming mail server (P...	Completed
✓ Log onto incoming mail serv...	Completed
✓ Send test e-mail message	Completed

8. Click **Next** on the preceding screen to complete the set up process, then click **Finish**.