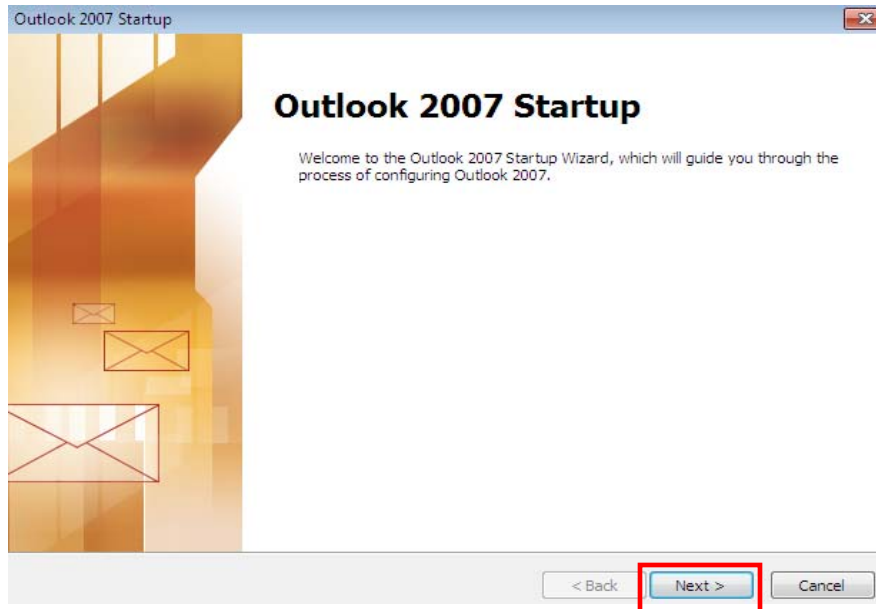


How to POP Mail on an Exchange Account with Outlook 2007

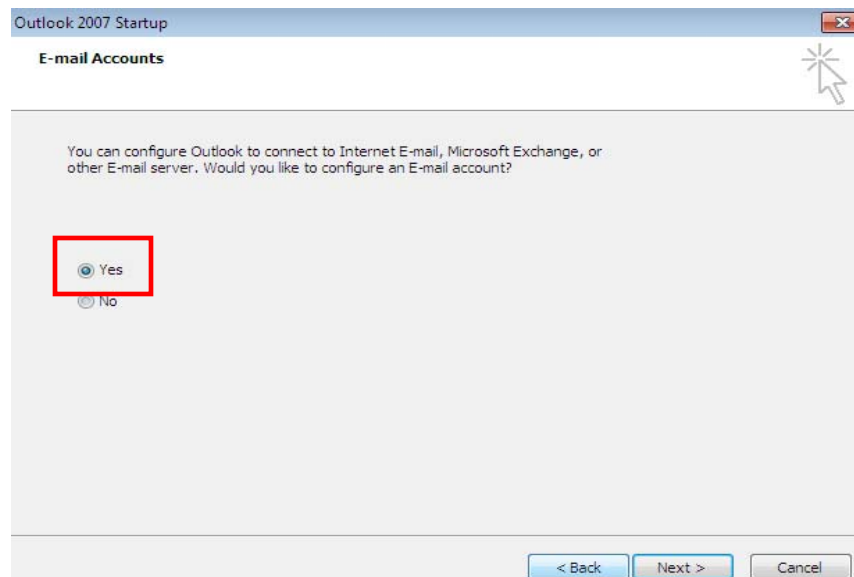
(Revised 03/22/10)
LAUSD ITD Service Desk
333 S. Beaudry Ave. 9th Floor
Phone 213.241.5200

How to set up Outlook 2007 with an Exchange (POP) Account

1. * Launch the Outlook application.

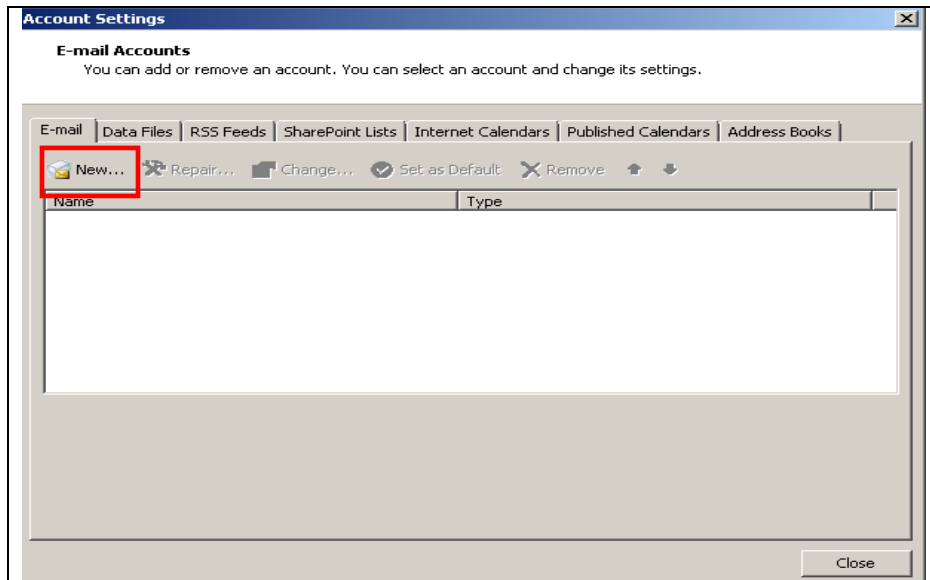


2. Choose **Yes** in the radio button and click on **Next**

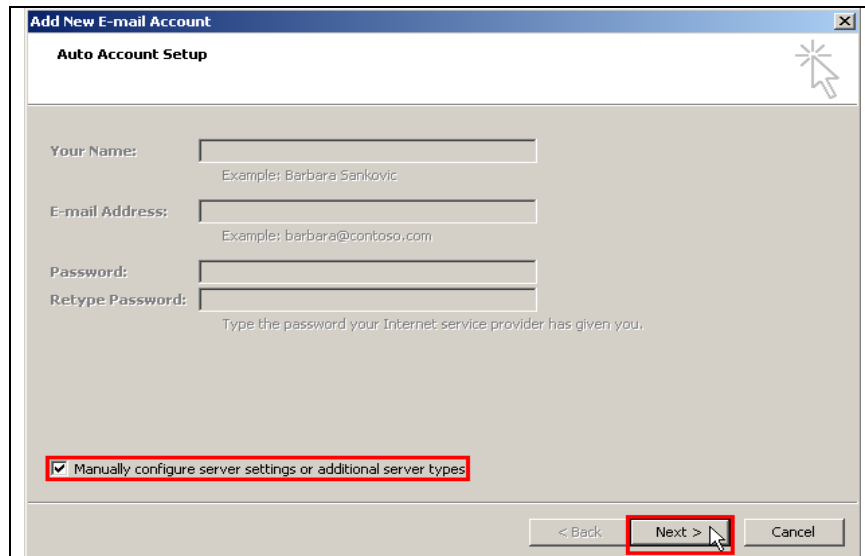


* **NOTE:** In some cases Outlook 2007 will launch the program instead of the **Outlook 2007 Startup** wizard, when this occurs click the **Tools** menu. Trace to and select **Account Settings**. The Email Accounts window will display as the shown below.

- Click on **New** to add a new E-mail Account.



3. Place a checkmark on **Manually configure server** and click **Next**



4. 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 LAUSDnet. If you are setting this up from home, the name will depend on the SMTP 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 (either firstname.lastname or abc123) then enter your single sign on password, then click **More Settings**.

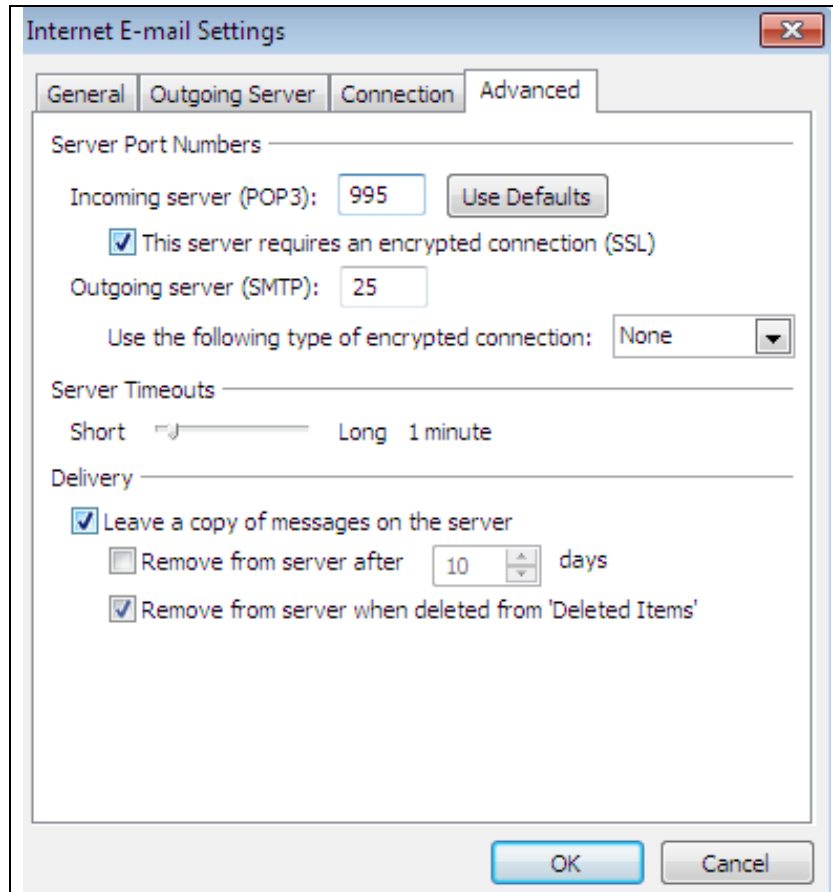
The screenshot shows a window titled "Change E-mail Account" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor icon is visible in the top right area of the window.

The main content area is divided into several sections:

- User Information:** Contains two text input fields. The first is labeled "Your Name:" and contains the text "Mail Test1". The second is labeled "E-mail Address:" and contains the text "mail.test1@lausd.net".
- Server Information:** Contains three input fields. The first is a dropdown menu labeled "Account Type:" with "POP3" selected. The second is labeled "Incoming mail server:" and contains "mail.lausd.net". The third is labeled "Outgoing mail server (SMTP):" and contains "mailout.lausd.net".
- Logon Information:** Contains two text input fields. The first is labeled "User Name:" and contains "mail.test1". The second is labeled "Password:" and is empty. Below these fields are two checkboxes: "Remember password" (unchecked) and "Require logon using Secure Password Authentication (SPA)" (unchecked).
- Test Account Settings:** Located on the right side, it contains the text "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...".
- More Settings:** A button labeled "More Settings ..." is highlighted with a red rectangular box.

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. In the Advanced tab, make sure to check the following items:
 - d. **This server requires an encrypted connect (SSL)**
 - e. **Leave a copy of messages on the server**
 - f. **Remove from the server when deleted from “Deleted Items”**
 - g. 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. The Microsoft Support web site provides instructions on one way to do this: <http://support.microsoft.com/kb/829971>

6. 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
Your Name: Mail Test 1
E-mail Address: mail.test1@lausd.net

Server Information
Incoming mail server (POP3): mail.lausd.net
Outgoing mail server (SMTP): mailout.lausd.net

Logon Information
User Name: mail.test1
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

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.

Stop

Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

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

Change E-mail Account

Congratulations!

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

To close the wizard, click Finish.

< Back **Finish**