

# How to Setup Outlook Express to POP 3 Mail

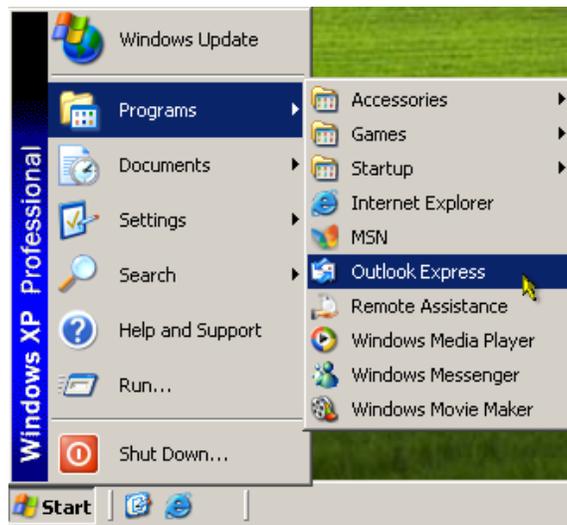
(Revised 04/28/11)  
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## Opening Outlook Express

The following instructions are written for Outlook Express version 6.0 for Windows XP SP3. If you are using another E-mail client, you would have to review the instructions for that software to determine how to perform these same steps in that application. These steps are designed to provide you will an overview on what should be performed.

NOTE: The instructions provided assume that you are on the LAUSD Network, either through a school or office location or using Dial-up Networking. If you are on a connection using another Internet Service Provider, you need to check with them for the Outgoing Mail server (SMTP) settings to use on their network. The SMTP servers listed below **can not** be accessed from outside the LAUSDnet. These restrictions DO NOT apply to the POP3 settings.

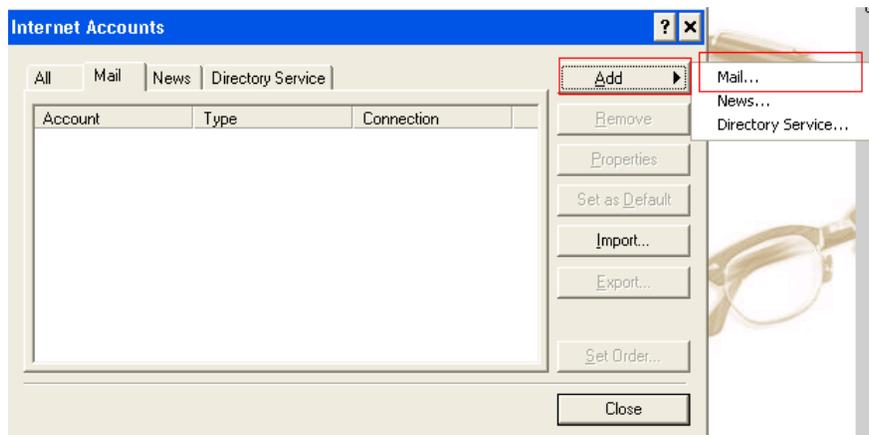
1. Open Outlook express by going to **Start** selects **Programs** and click on **Outlook Express**



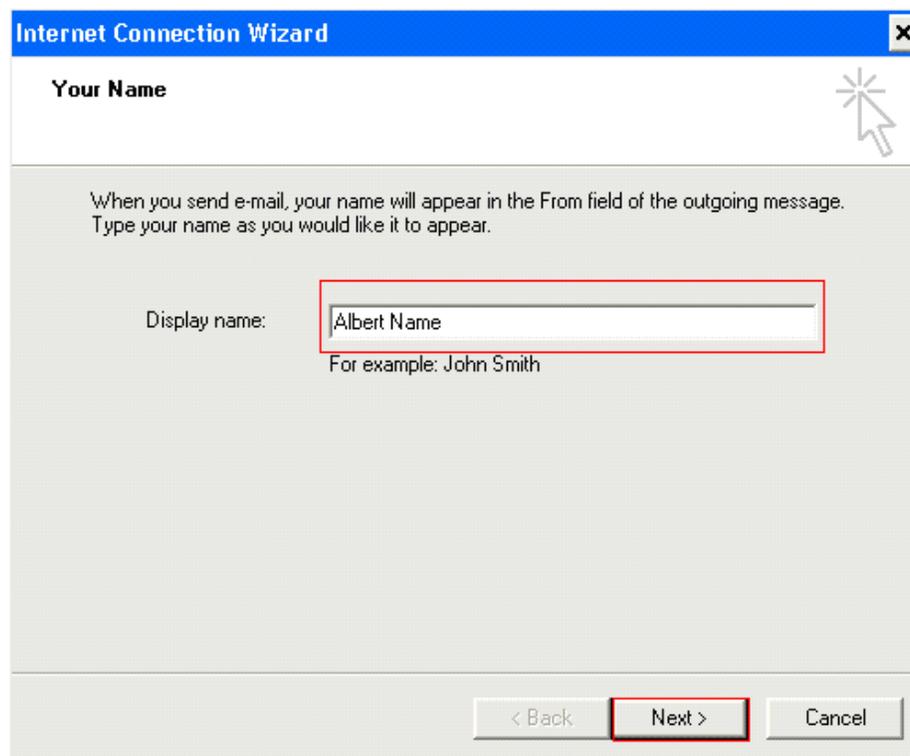
## Creating a New Account

If you are using Outlook Express for the first time as a mail client, you should use the account creation wizard that comes with Outlook to create a new account profile.

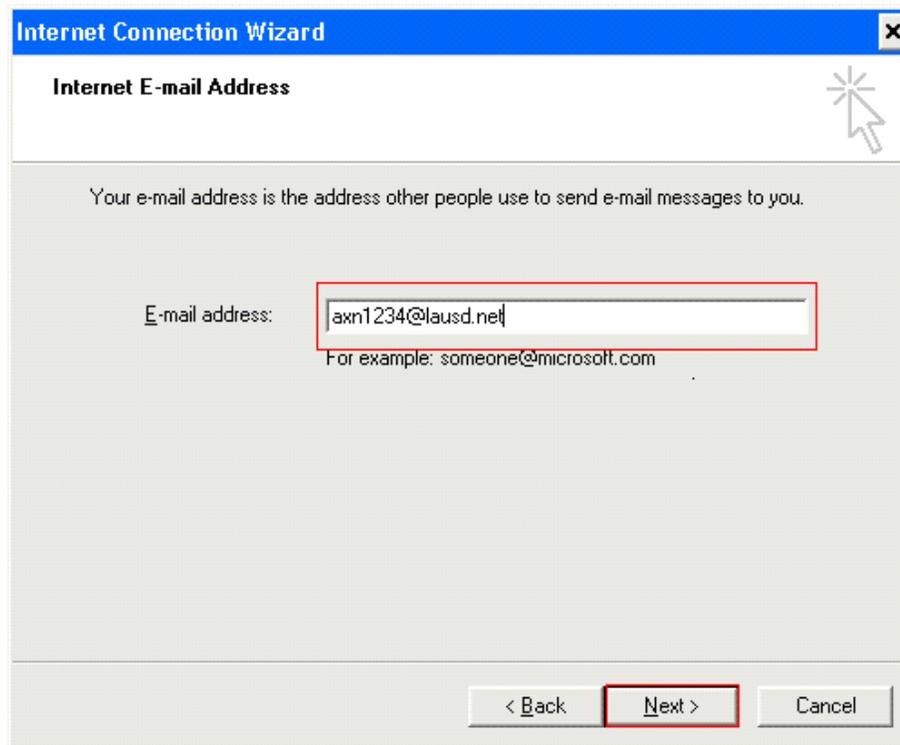
1. Once the application is open select **Tools** and click on **Accounts**. In the Internet Accounts window select **Add** then **Mail**



2. Once the account creation wizard begins, enter your name in the **Display Name** field. Press **Next** to continue

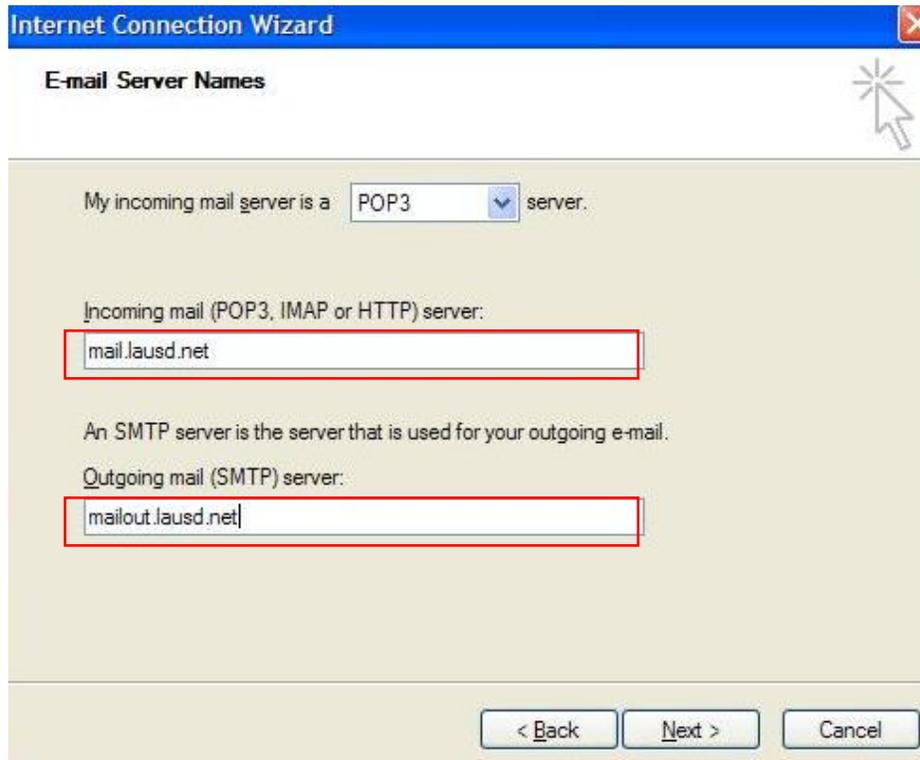


3. Enter your LAUSD.net e-mail address. Press **Next** to continue



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. Below the title bar, there is a mouse cursor icon. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a label 'E-mail address:' followed by a text input field containing 'axn1234@lausd.net'. A red box highlights the input field. Below the input field, there is a small example: 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

4. Input the **Incoming Mail** server as **mail.lausd.net** and **Outgoing Mail** as **mailout.lausd.net** server names. Press Next to continue.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. Below the title bar, there is a mouse cursor icon. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there is a label 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'mail.lausd.net'. A red box highlights the input field. Below this, there is a label 'Outgoing mail (SMTP) server:' followed by a text input field containing 'mailout.lausd.net'. A red box highlights the input field. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Enter your **Account Name** and **Password**. If this is on a machine shared by others, leave this field blank and enter each time you connect to retrieve new mail. Note: Unless your computer requires a unique password, your mail that has been already retrieved can be viewed by others. Press **Next** to continue.

**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name: axn1234@lausd.net

Password: ●●●●●●●●●●

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back   **Next >**   Cancel

6. Congratulations! You have created your new account. Press **Finish** to return to the **Internet Accounts** screen.

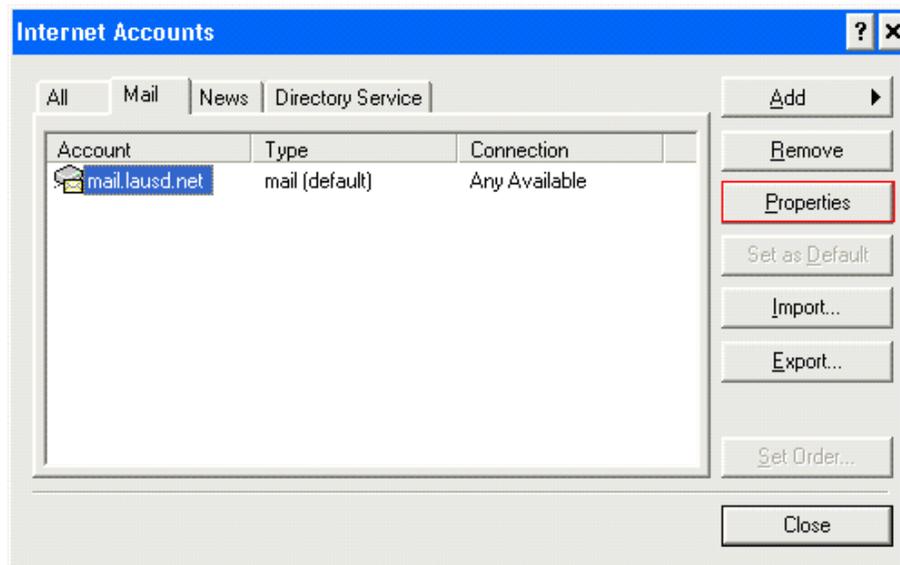
**Internet Connection Wizard**

**Congratulations**

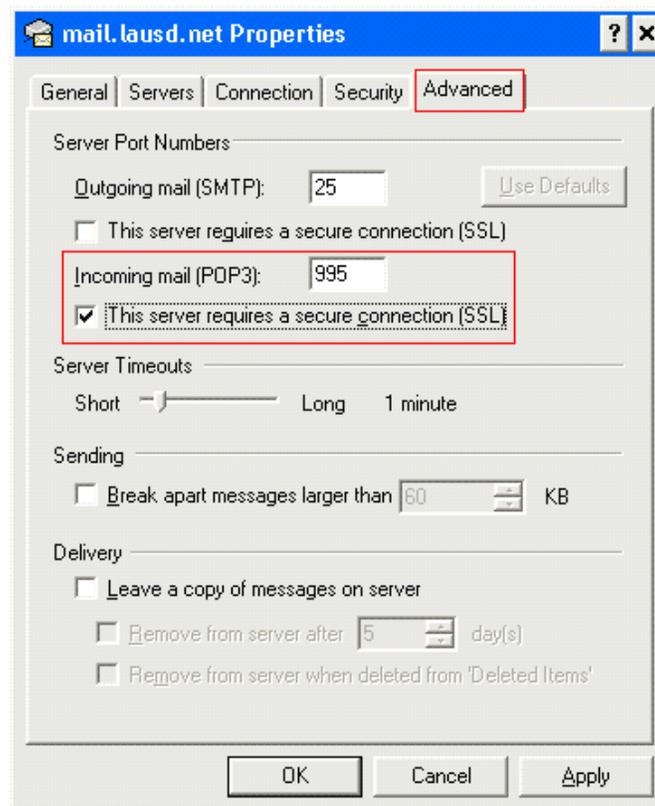
You have successfully entered all of the information required to set up your account.  
To save these settings, click Finish.

< Back   **Finish**   Cancel

7. With the account highlighted, press the **Properties** button.



8. In the Properties window, select the **Advanced** tab. Check the box next to **This server requires a secure connection (SSL)**. This should also change the **Incoming Mail** setting to **995**.



9. Finally, select the **General** tab. You can name this account by typing a new name in the section labeled **Mail Account**. Press **Apply** to save your settings and **OK** to exit. Close the Internet Account window to return to the program.

The screenshot shows the 'LAUSD.NET E-mail Properties' dialog box with the 'General' tab selected. The 'Mail Account' section has a text box containing 'LAUSD.NET E-mail'. The 'User Information' section has fields for 'Name' (Albert Name), 'Organization', 'E-mail address' (axn1234@lausd.net), and 'Reply address'. A checkbox labeled 'Include this account when receiving mail or synchronizing' is checked. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

**LAUSD.NET E-mail Properties** [?] [X]

General | Servers | Connection | Security | Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

LAUSD.NET E-mail

User Information

Name: Albert Name

Organization:

E-mail address: axn1234@lausd.net

Reply address:

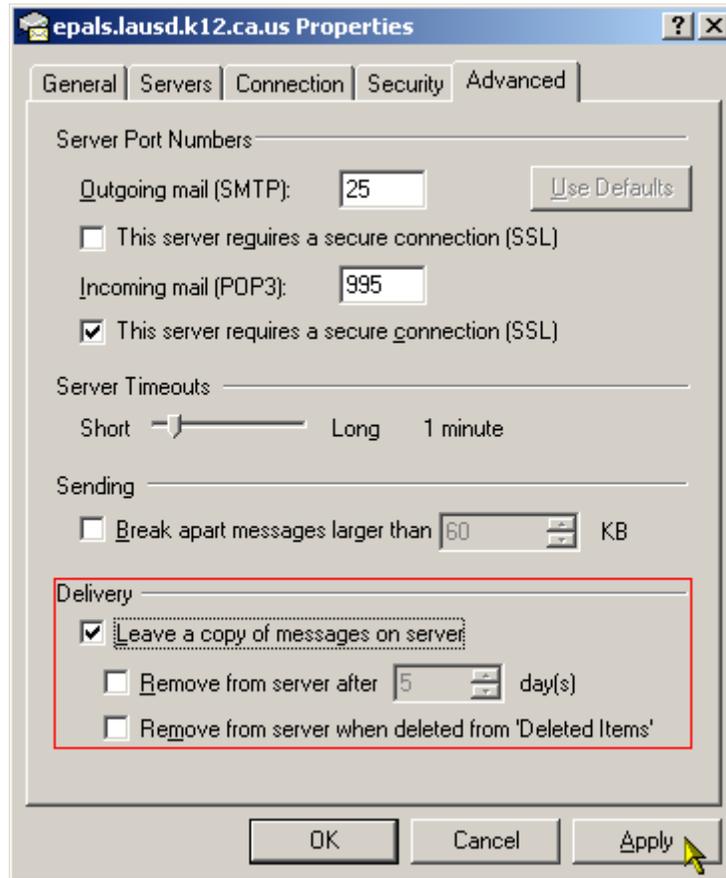
Include this account when receiving mail or synchronizing

OK Cancel Apply

## Copying Mail vs. Deleting from the Server

This setting will determine whether the mail client will copy or delete email from the mail server. If you used multiple E-mail clients you may want to modify this setting.

1. Once Outlook Express is open go to **Tools** and selects **Accounts**
2. Select your account and click on **Properties**
3. Click on the **Advanced** tab



4. Remove the check mark or configure current settings to your satisfaction from the **"Delivery"** Setting. You can not permanently leave all your mail on the server because eventually you will exceed your limit and your mail box will be closed.
5. When done making changes click on **Apply** then click **OK**
6. Click on **Close** in the Internet Accounts window.