Set up Outlook for your new student e-mail with IMAP/POP3 settings

1. Open Outlook. The **Account Settings** dialog box will open the first time you open Outlook. If the **Account Settings** dialog box doesn't open when you first open Outlook, do the following:

   a. On the **Tools** menu, click **Account Settings**.
   b. In the **Account Settings** dialog box, on the **E-mail** tab, click **New**.

2. On the **Choose E-mail Service** page, make sure **Microsoft Exchange, POP, IMAP, or HTTP** is selected, and then click **Next**.

3. On the **Auto Account Setup** page, do not enter any information. At the bottom of the page, click the **Manually configure server settings or additional server types** check box and click the **Next** button.
4. Click **Internet E-mail**, and then click **Next**.

5. Provide the following information on the **Internet E-mail Settings** page.

   **Under User Information:**
   
   a. In the **Your Name** box, enter the name you want users to see when you send e-mail from this account.
   b. In the **E-mail Address** box, enter your e-mail address.

   **Under Server Information:**
   
   a. Under **Account Type**, select IMAP or POP3. Consider using IMAP because it is a more robust mail account type.
   b. In the **Incoming mail server** box, enter the IMAP or POP server name. If you access your e-mail account online using the outlook.com Web site, enter outlook.com for the POP or IMAP server name.
   c. In the **Outgoing mail server (SMTP)** box, enter the SMTP server name. If you access your e-mail account online using the outlook.com Web site, you can find the SMTP server name by signing in to your e-mail account at the following address: https://pod51000.outlook.com/owa. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to https://pod51005.outlook.com/owa, enter pod51005.outlook.com for the SMTP server name.

   **Under Logon Information:**
   
   a. In the **User Name** box, enter your full student e-mail address (peedee@students.ecu.edu).
   b. In the **Password** box, enter your password. If you want Outlook to remember your password, make sure the check box next to **Remember password** is selected.
6. At the lower-right side of the page, click **More Settings**, and then fill in the **Internet E-Mail Settings** dialog box as follows:

On the **Outgoing Server** tab, select **My outgoing server (SMTP) requires authentication**.

On the **Advanced** tab:
1. Under **Incoming server (IMAP)**, or **Incoming server (POP3)**, next to **Use the following type of encrypted connection**, select **SSL** in the drop-down box. Or in the case of POP3, check the **This server requires an encrypted connection (SSL)**.

2. Under **Outgoing server (SMTP)**, next to **Use the following type of encrypted connection**, select **TLS**. In the box next to **Outgoing server (SMTP)**, verify that the port number is set to **25** or **587**. Most Internet e-mail programs and e-mail servers are set up to send e-mail through port 25. This usually works just fine. But, in some cases, sending mail through port 25 may result in an error, or sending mail may just not work reliably. In those cases, you can try to change the outgoing port setting (also known as the sending port or SMTP port) in your Internet e-mail program from **25** to **587**.

If you're using POP3 and you want to keep a copy of your messages on the server, under **Delivery**, click **Leave a copy of messages on the server**. If you don't select this option, all messages will be removed from the server and stored locally on your computer.
Click OK.

7. On the Add New E-mail Settings page, click Next.

10. If you're using IMAP4, a message appears that asks you if you want to download folders for the mail server that you added. Click Yes. Use the Outlook 2007 user interface to select which folders to synchronize between the server and your local computer, and then click OK.
For more information about how to use Outlook 2007, see the Help documentation provided with Outlook 2007 or online at http://office.microsoft.com/en-us/outlook/FX100647191033.aspx.

**What else do I need to know?**

- If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

- If you access your e-mail account online using the outlook.com Web site, to access your e-mail account, you'll need the Windows Live ID that your administrator gave you and your password. The Windows Live ID is also your primary e-mail address and includes the name of the domain, for example, peedee@students.ecu.edu.

- Most Internet e-mail programs and e-mail servers are set up to send e-mail through port 25. This usually works just fine. But, in some cases, sending mail through port 25 may result in an error, or sending mail may just not work reliably. In those cases, you can try to change the outgoing port setting (also known as the sending port or SMTP port) in your Internet e-mail program from **25 to 587**. If you still can't send mail after trying both ports, contact the ECU IT Help Desk at (252) 328-9866.