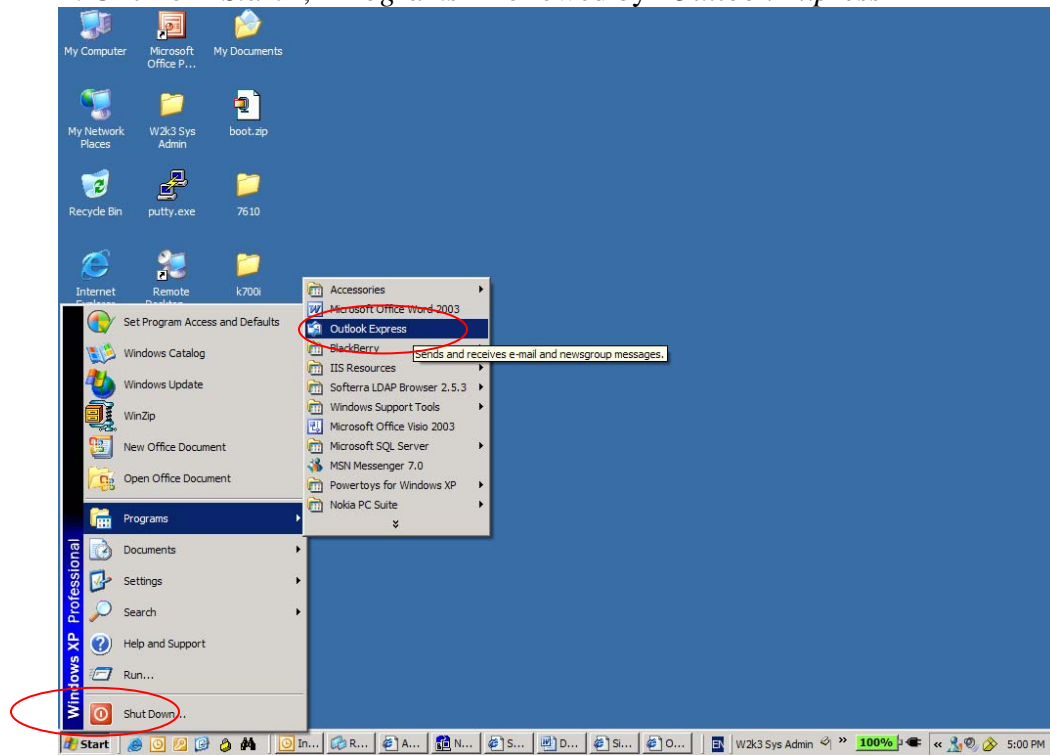


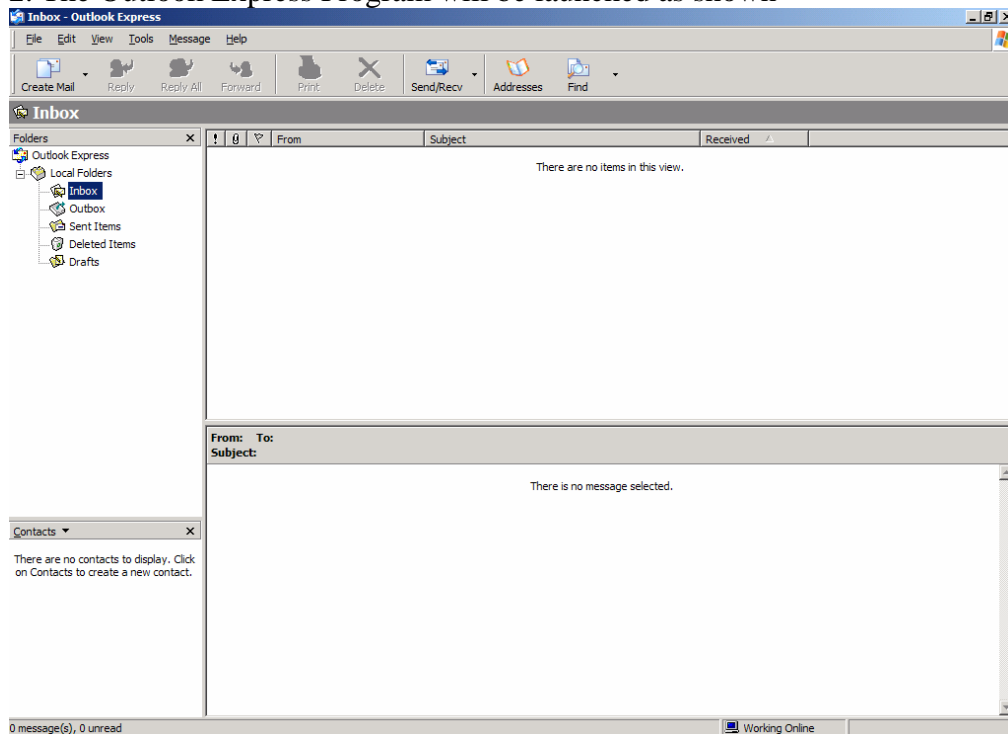
INSTRUCTIONS FOR DOWNLOADING EMAIL TO OUTLOOK EXPRESS

To Configure Outlook Express via IMAP4 or POP3.

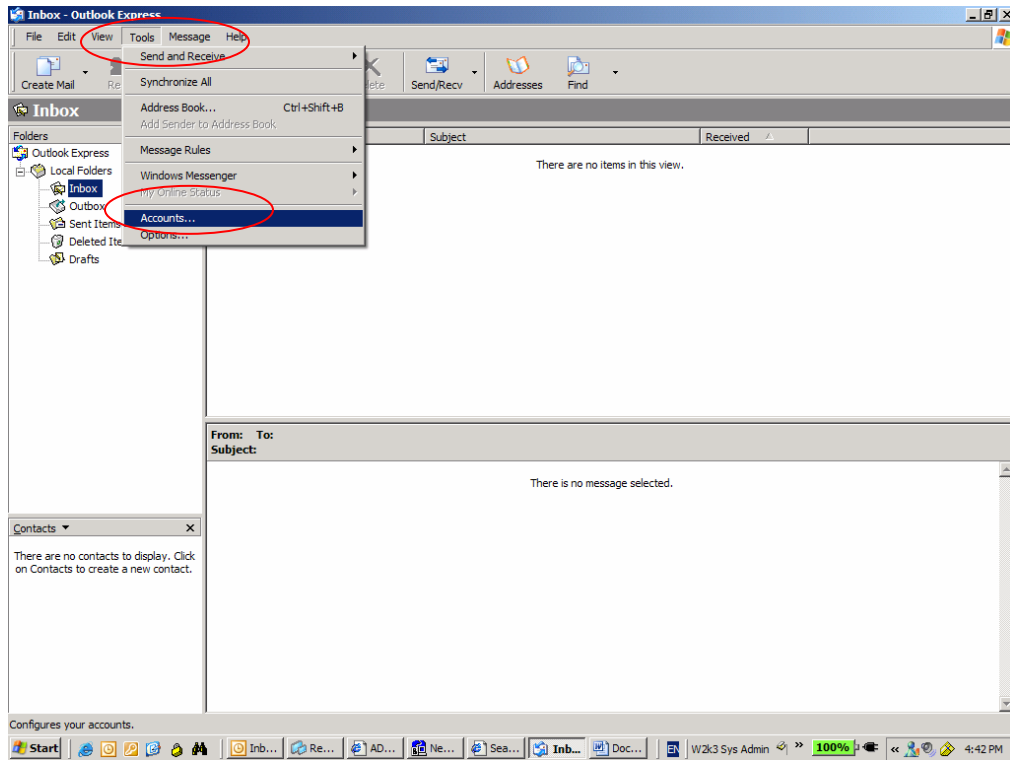
1. Click on “Start”, “Programs” followed by “Outlook Express”



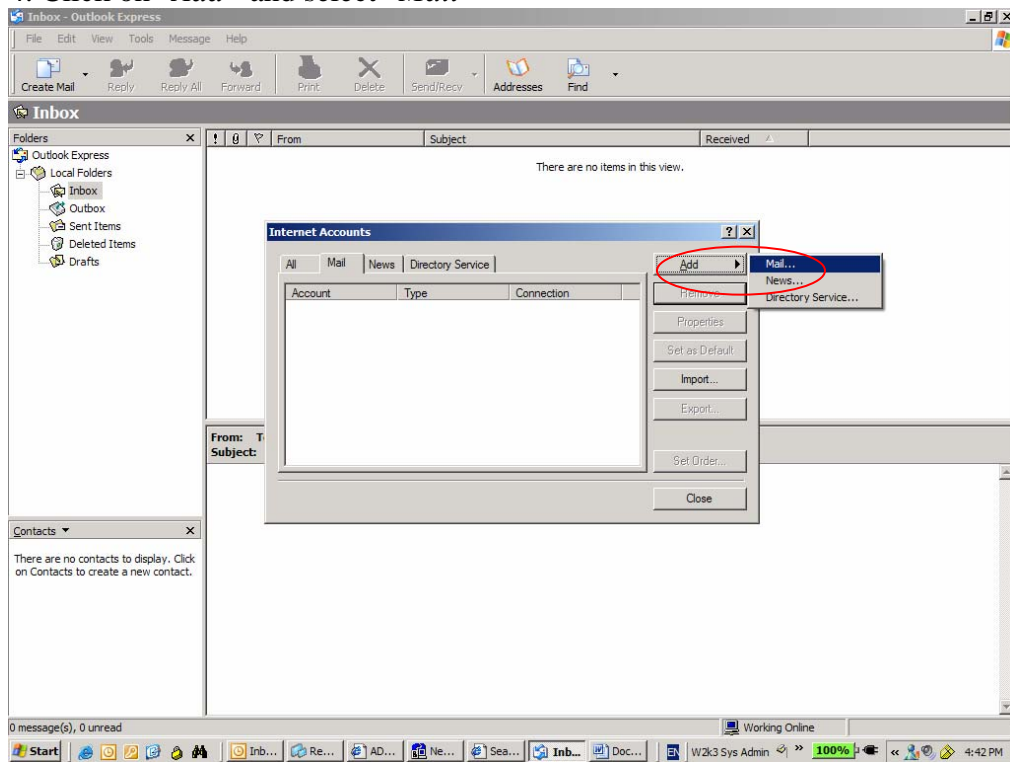
2. The Outlook Express Program will be launched as shown



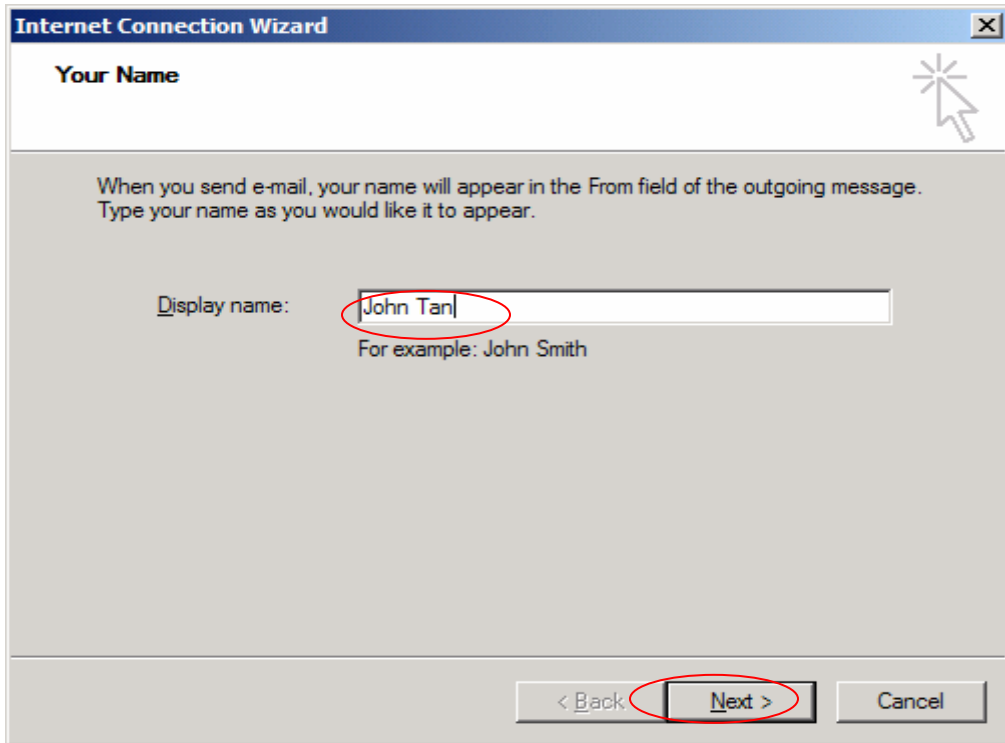
3. Click on “Tools” and select “Accounts”



4. Click on “Add” and select “Mail”

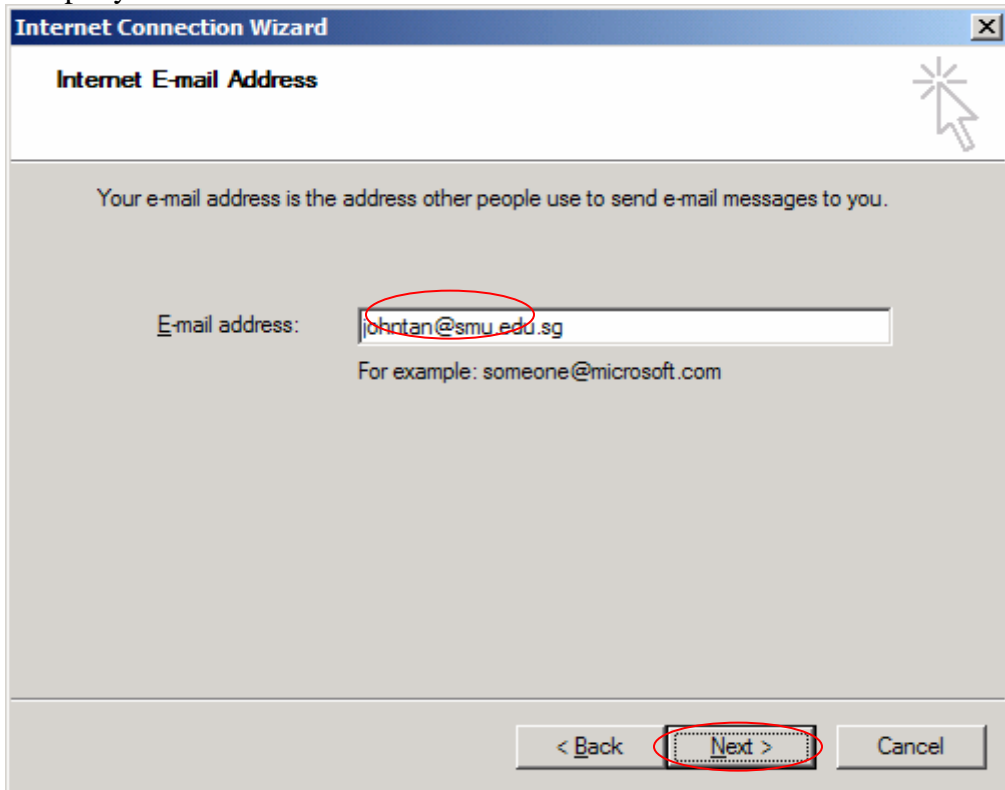


5. You will be prompted with the following screen, input your “*Display name*” and click on “*Next*” to continue.



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box with a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this, there is a label 'Display name:' followed by a text input field containing 'John Tan'. Below the input field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

6. Input your SMU email address and click on “*Next*” to continue



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box with a mouse cursor icon. The 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 'johntan@smu.edu.sg'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

7. From “My incoming mail server is a” drop down menu, Click on the arrow to select either POP3 or IMAP4.

Input “*email.smu.edu.sg*” as the “Incoming mail (POP, IMAP or HTTP) server” when you select POP3 as your incoming server or input “*imap.smu.edu.sg*” as the “Incoming mail (POP, IMAP or HTTP) server” when IMAP is selected.

Input your own ISP’s SMTP server name under the “Outgoing mail (SMTP) server” field.

- If you are using SingNet Internet access, please input “*mail.singnet.com.sg*”
- If you are using Starhub Internet access, please input “*smtp.starhub.net.sg*”
- If you are using Pacific Internet access, please input “*smtp.pacific.net.sg*”

If you use other ISP for Internet access, please check with them for the SMTP server to be used.

Click on “Next” to proceed

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **POP3** server.

Incoming mail (POP3, IMAP or HTTP) server:
email.smu.edu.sg

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
mail.singnet.com.sg

< Back **Next >** Cancel

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **IMAP** server.

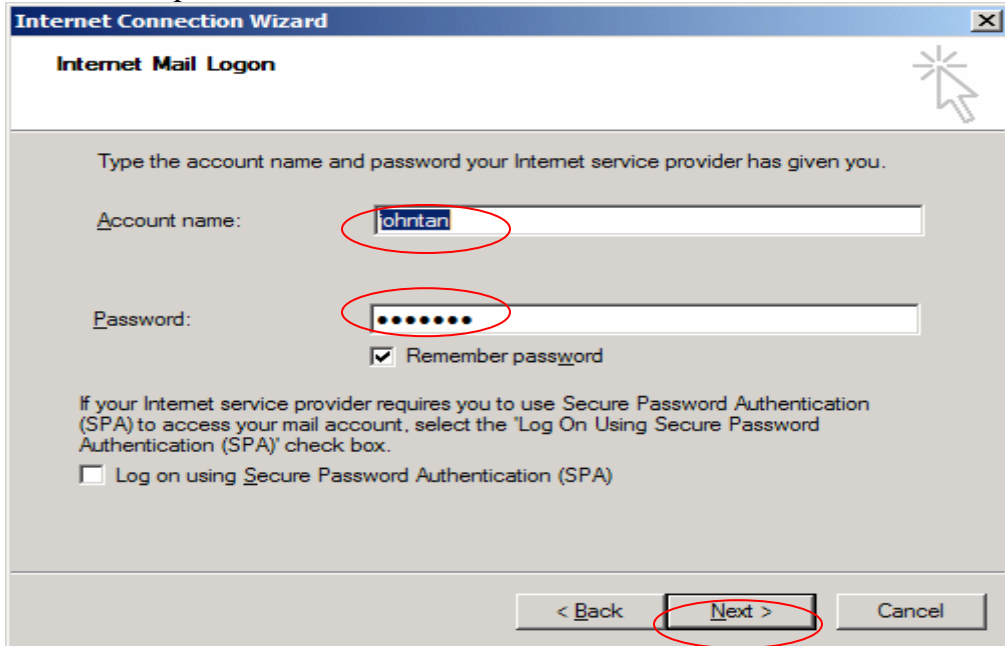
Incoming mail (POP3, IMAP or HTTP) server:
imap.smu.edu.sg

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:
mail.singnet.com.sg

< Back **Next >** Cancel

8. Input your SMU Email ID for the “Account Name” followed by the password and click on “Next” to proceed



Internet Connection Wizard

Internet Mail Logon

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

Account name: johnatan

Password: ●●●●●●

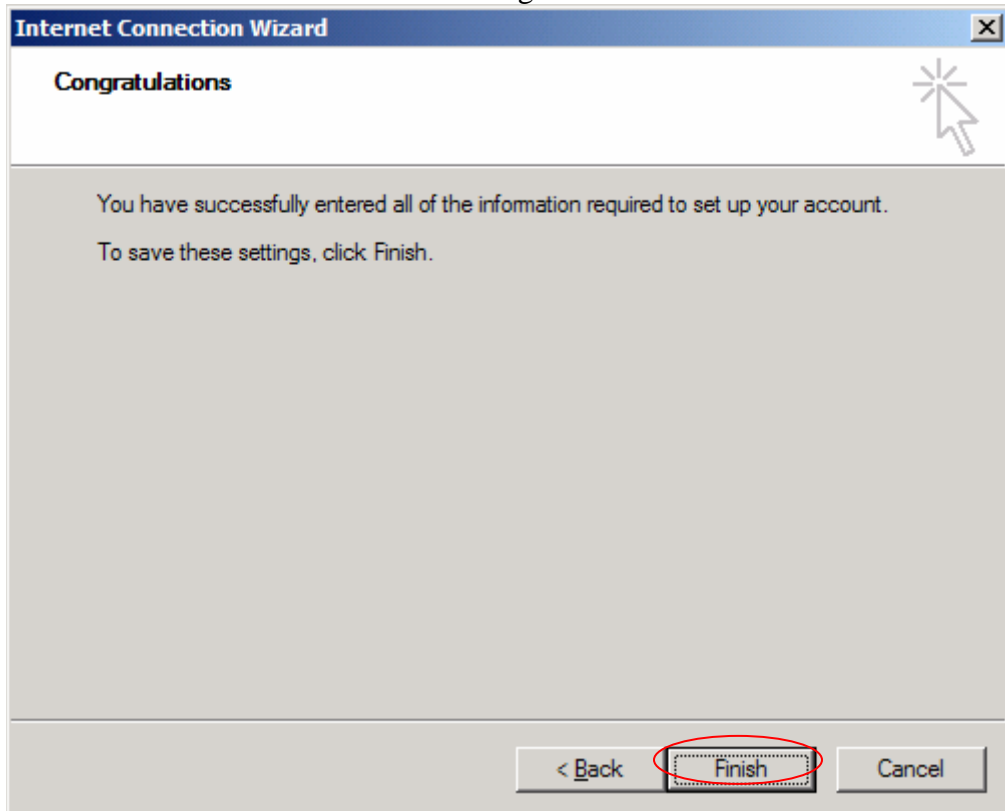
Remember password

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

9. Click on “Finish” to save these setting.



Internet Connection Wizard

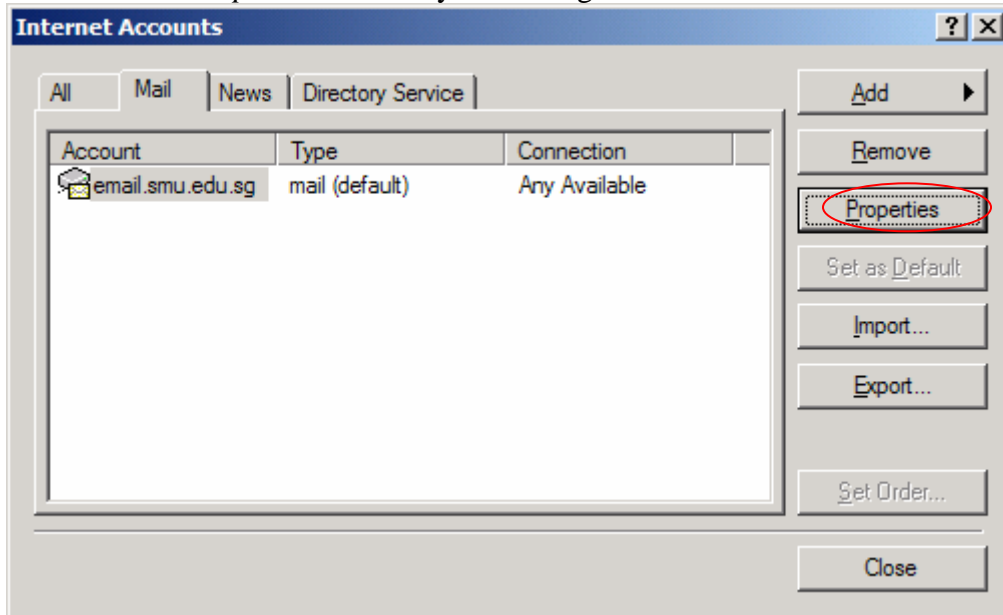
Congratulations

You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

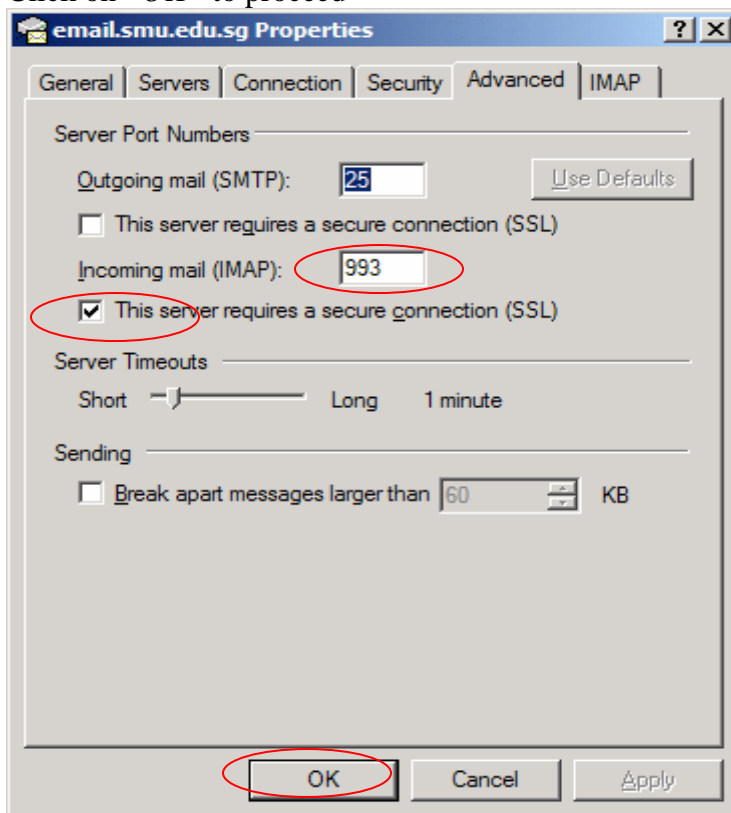
< Back **Finish** Cancel

10. Click on “*Properties*” to verify the setting



11. If you had selected IMAP4 as you incoming mail server in step 7. Verify the “*Incoming mail (IMAP)*” is showing port “993” and “*This server requires a secure connection (SSL)*” option is checked.

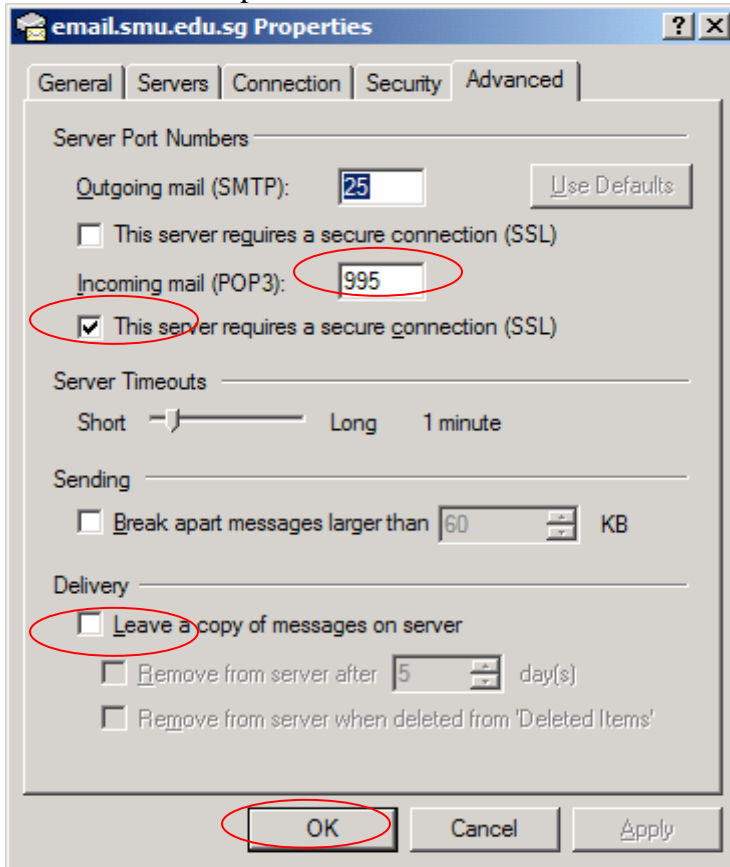
Click on “*OK*” to proceed



12. If you had selected POP3 as you incoming mail server in step 7. Verify the “*Incoming mail (POP3)*” is showing port “995” and “*This server requires a secure connection (SSL)*” option is checked.

It is recommended to download all your emails onto your workstation and uncheck “*Leave a copy of message on server*” due to limited mail quota of each user and also to prevent email from bouncing when mailbox is full.

Click on “OK” to proceed.



13. You have successfully configured your Outlook Express to access your SMU Email. Click on “Send/Recv” button to check your email.

