

Manual for Configuring Outlook Express for IIU E-Mail

STEP 1:

The following steps will Enable POP in your IIU Email Account

To check your email in Outlook Express, please first follow these steps below.

1. Log in to your IIU email account.
2. Click **Settings** at the top of IIU email page.
3. Click **Forwarding and POP/IMAP**.

The screenshot shows the 'Settings' dialog box with the 'Forwarding and POP/IMAP' tab selected. The 'Forwarding' section has 'Forward a copy of incoming mail to' selected, with a text box containing 'email address' and another containing 'keep International Islamic University Islamabad's copy'. A tip below says 'You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has '1. Status: POP is disabled' and 'Enable POP only for mail that arrives from now on' selected. Below this is '2. When messages are accessed with POP' with a text box containing 'keep International Islamic University Islamabad's copy in the Inbox'. The '3. Configure your email client' section has a link to 'Configuration instructions'. The 'IMAP Access' section has '1. Status: IMAP is disabled' and 'Disable IMAP' selected. Below this is '2. Configure your email client' with a link to 'Configuration instructions'. At the bottom are 'Cancel' and 'Save Changes' buttons, with 'Save Changes' highlighted by a red box.

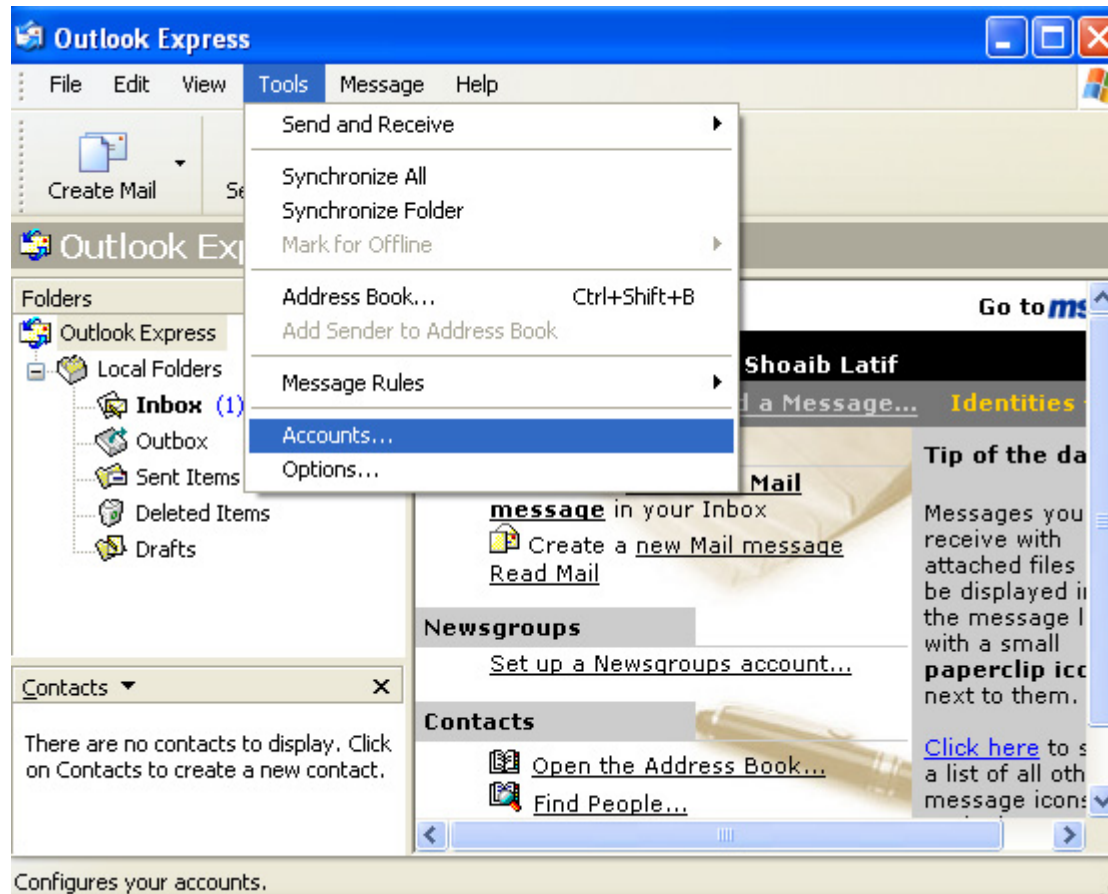
4. **Enable POP for mail that arrives from now on.**
5. Click **Save Changes**.

STEP 2:

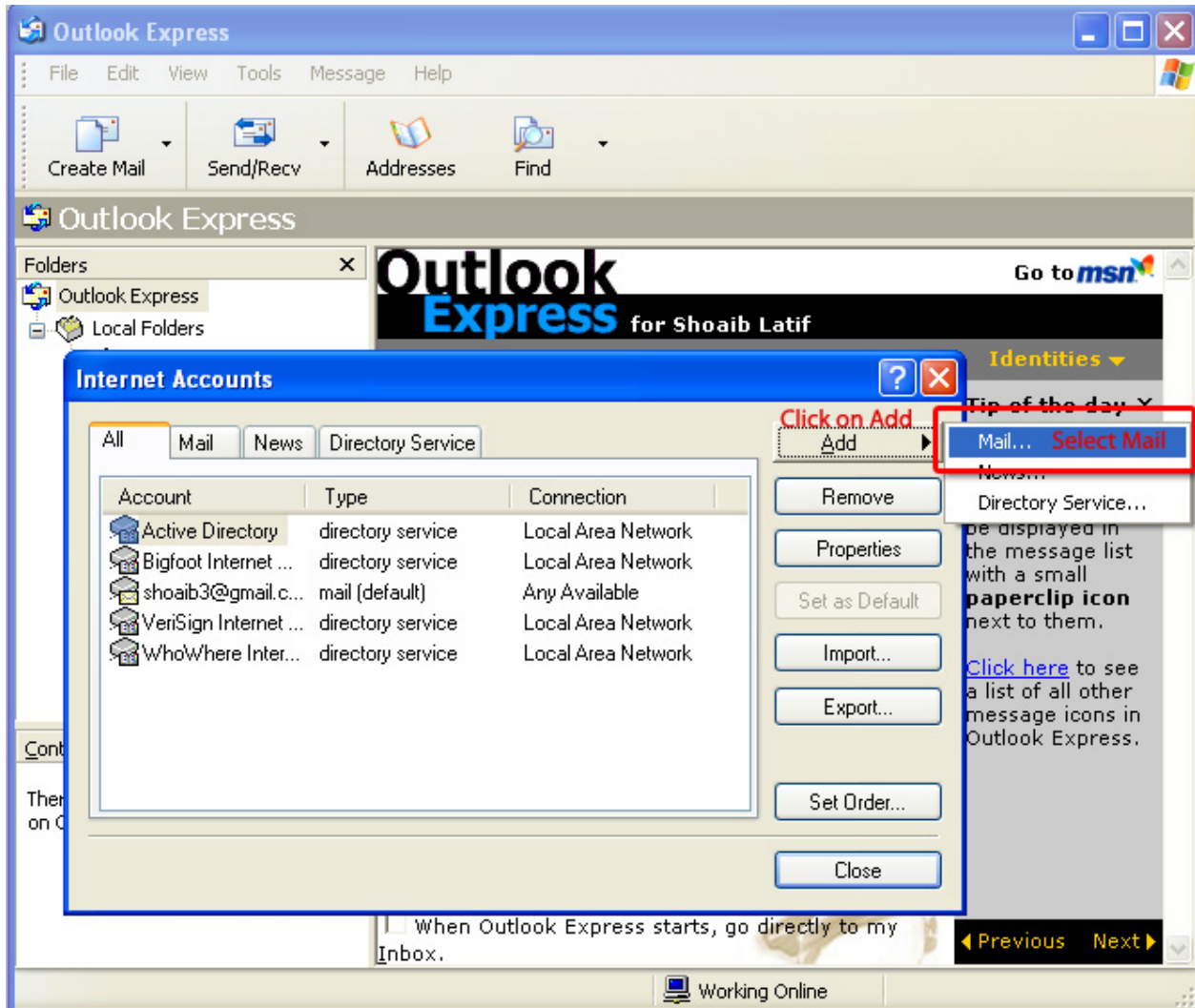
Configuration for Setting-Up IJU E-mail in Outlook Express

To Set-Up Your E-mail Account in Outlook Express; please follow the steps below.

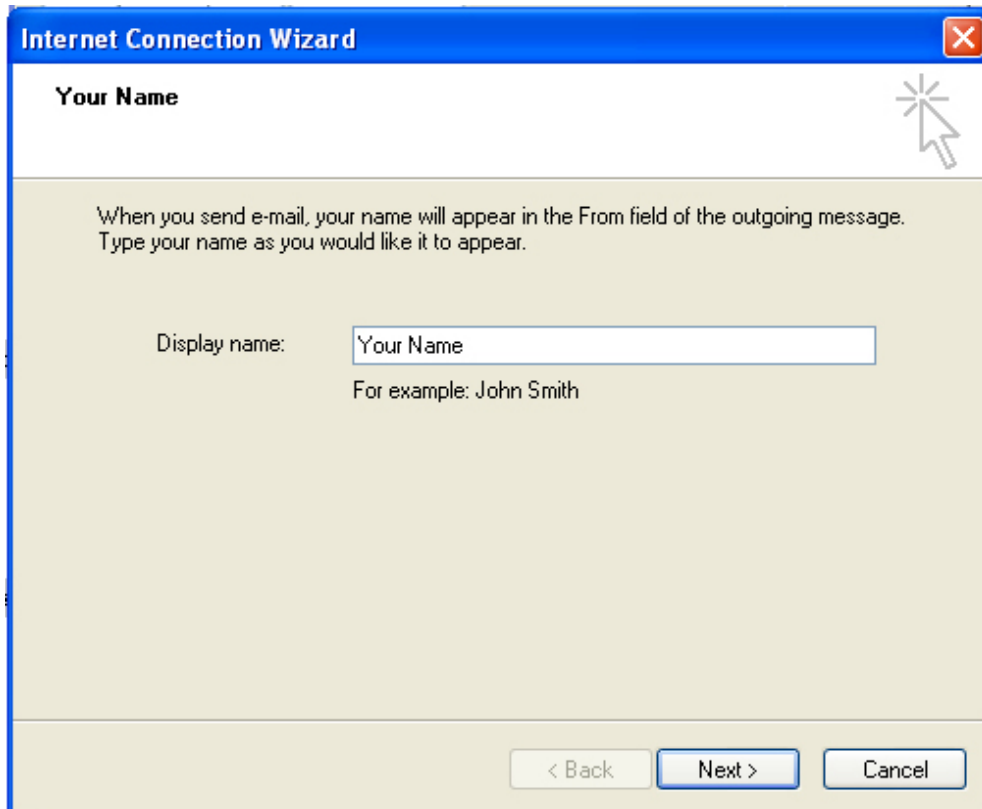
1. Open Outlook Express from "Start > Programs > Outlook Express"
2. In Outlook Express, select the '**Tools**' menu, and then select '**Accounts**'



3. Click on **Add** and then Select **Mail**



Enter Your Name



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The window has a blue title bar with a close button (X) in the top right corner. The main content area has a light beige background. At the top left of the content area, the text "Your Name" is displayed in bold. To the right of this text is a mouse cursor icon with a starburst effect, indicating a click action. Below this, there is a paragraph of text: "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." Underneath the text is a text input field with the placeholder text "Your Name". Below the input field, the text "For example: John Smith" is shown. At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border.

Your Name

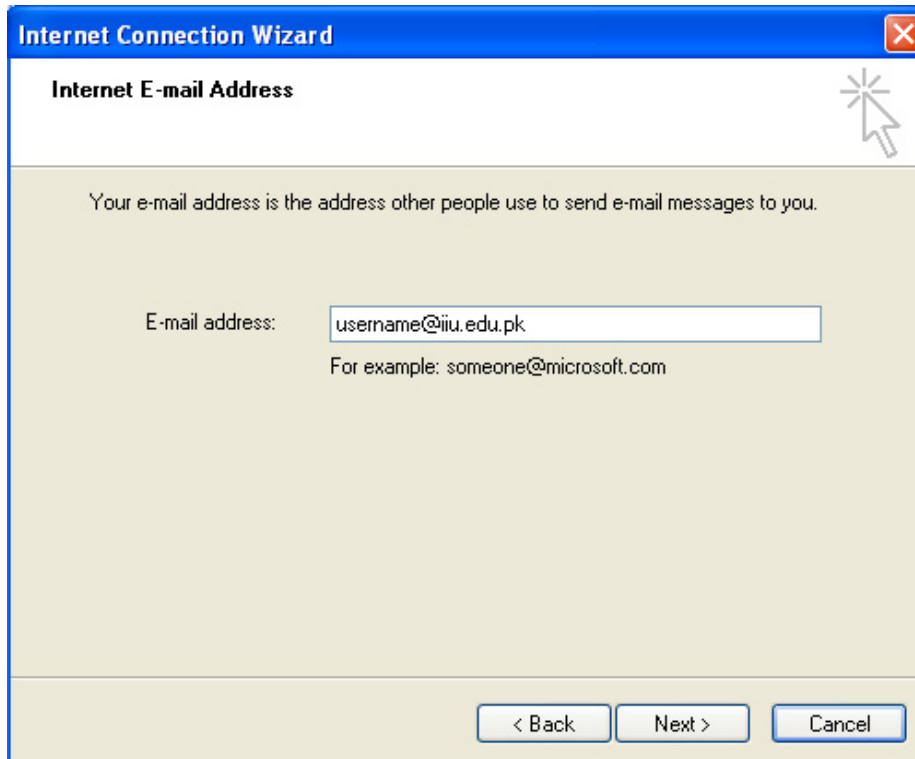
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

5. Enter your full IUI email address (**username@iiu.edu.pk**) in the 'Email address:' field, and click '**Next.**'



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The window has a blue header bar. Below the header, the title "Internet E-mail Address" is displayed in bold. A mouse cursor is pointing at a question mark icon in the top right corner of the main content area. The main content area has a light beige background and contains the following text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "username@iiu.edu.pk". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet E-mail Address

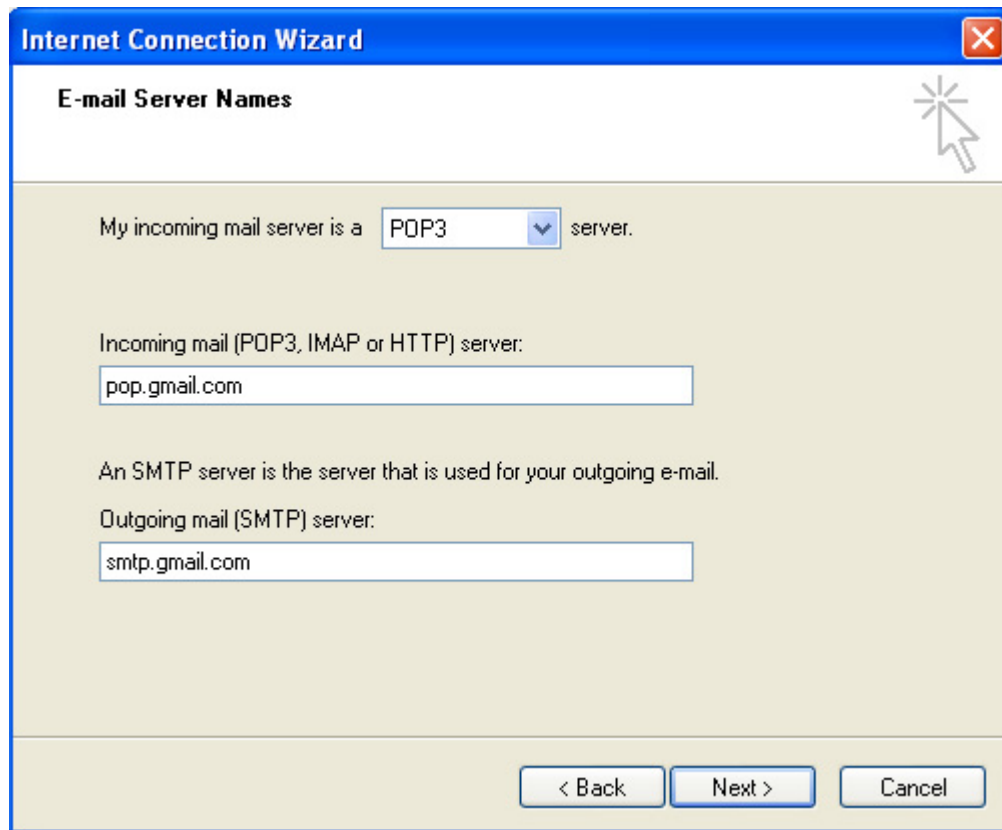
Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

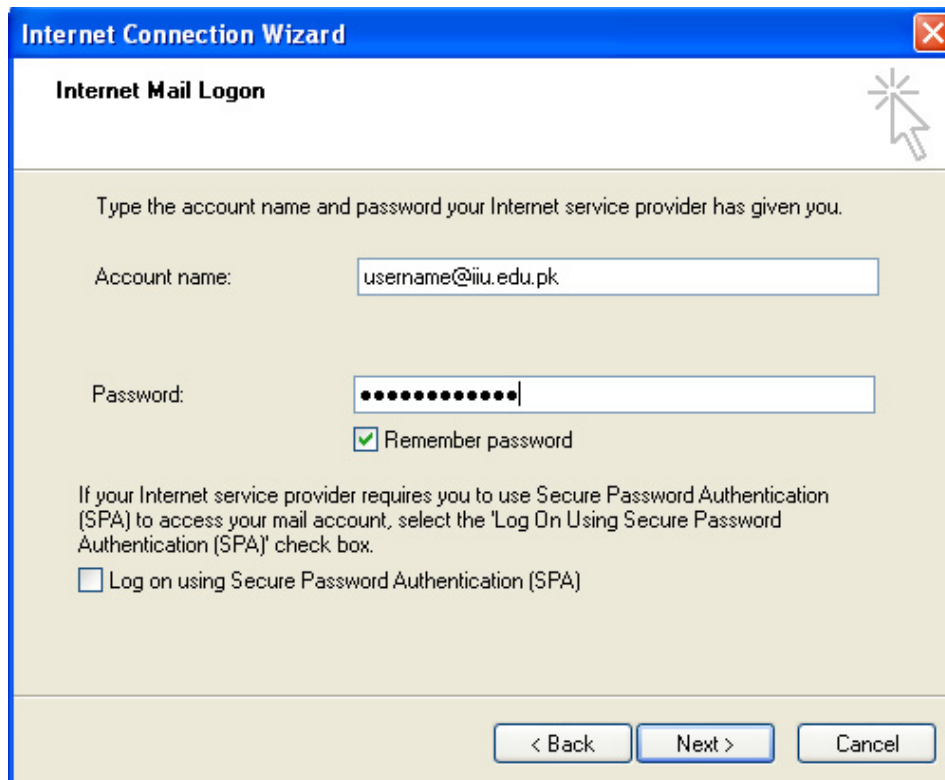
6. Enter '**pop.gmail.com**' in the 'Incoming mail (POP3, IMAP or HTTP) server:' field. Enter '**smtp.gmail.com**' in the 'Outgoing mail (SMTP) server:' field.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below this, there is a section where the user selects the type of incoming mail server. A dropdown menu is set to "POP3". The text reads: "My incoming mail server is a POP3 server." Below this, there are two text input fields. The first is labeled "Incoming mail (POP3, IMAP or HTTP) server:" and contains the text "pop.gmail.com". The second is labeled "Outgoing mail (SMTP) server:" and contains the text "smtp.gmail.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the top right corner of the dialog box.

6. Click '**Next.**'

7. Enter your IIUI username (including '@iiu.edu.pk') in the 'Account name:' field. Enter your IIUI password in the 'Password:' field, and click '**Next.**'



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet Mail Logon". Below the title, there is a mouse cursor icon. The main content area has a light beige background and contains the following text and controls:

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

Account name:

Password:

Remember password

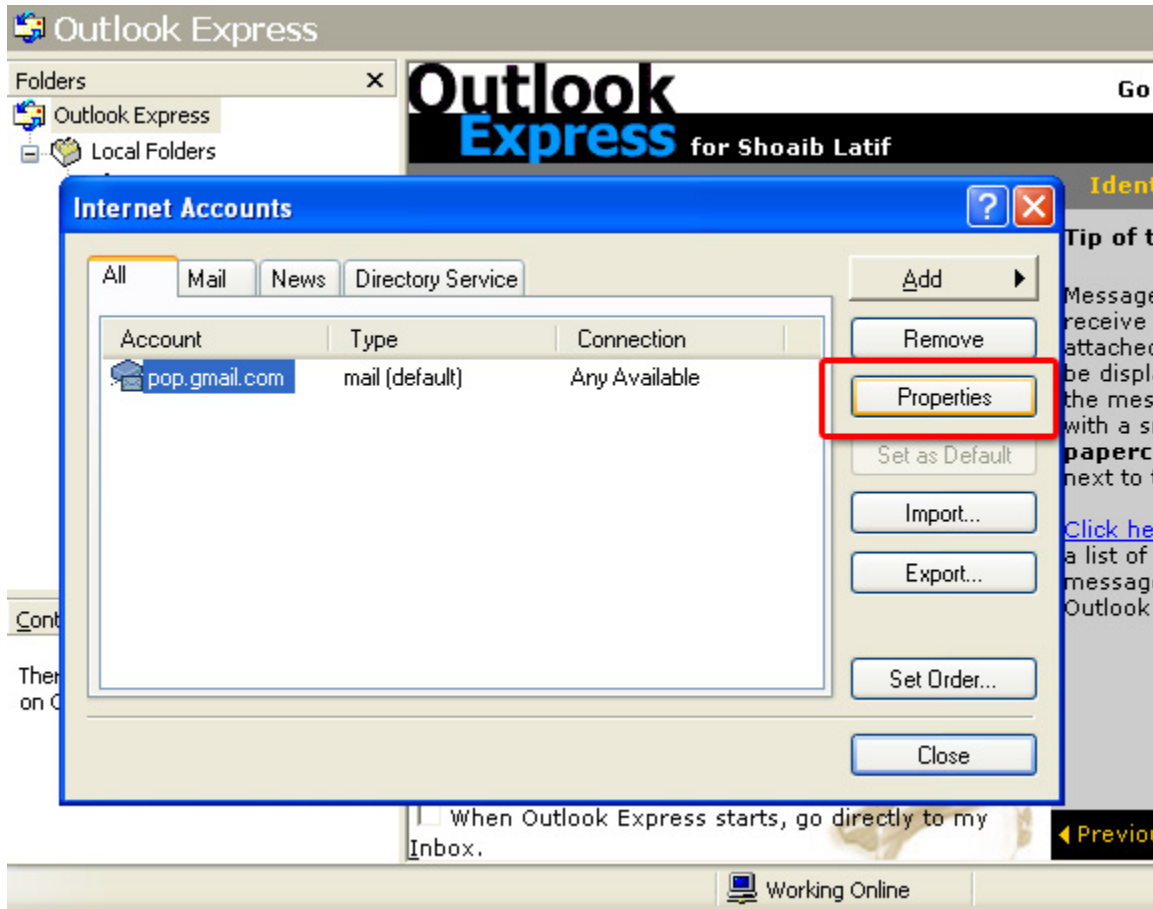
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

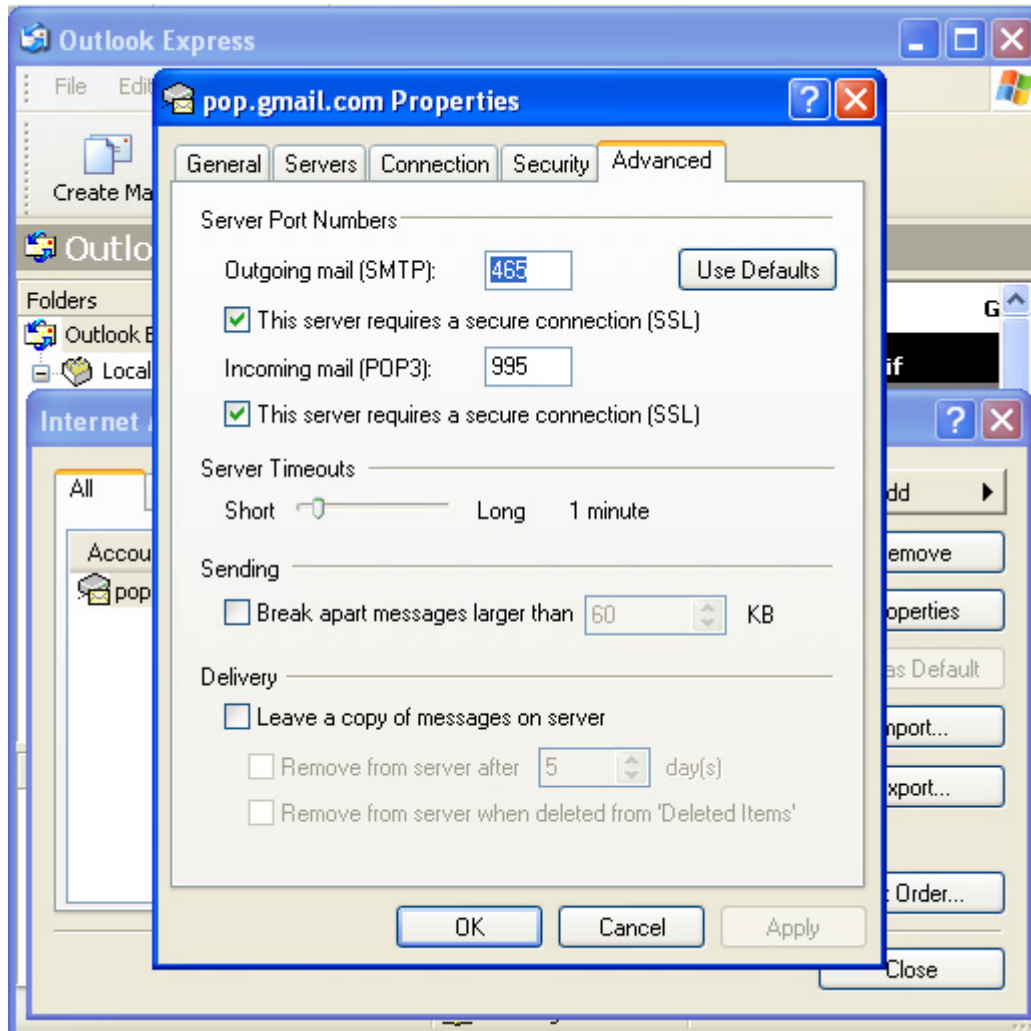
At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

8. Click '**Finish.**'

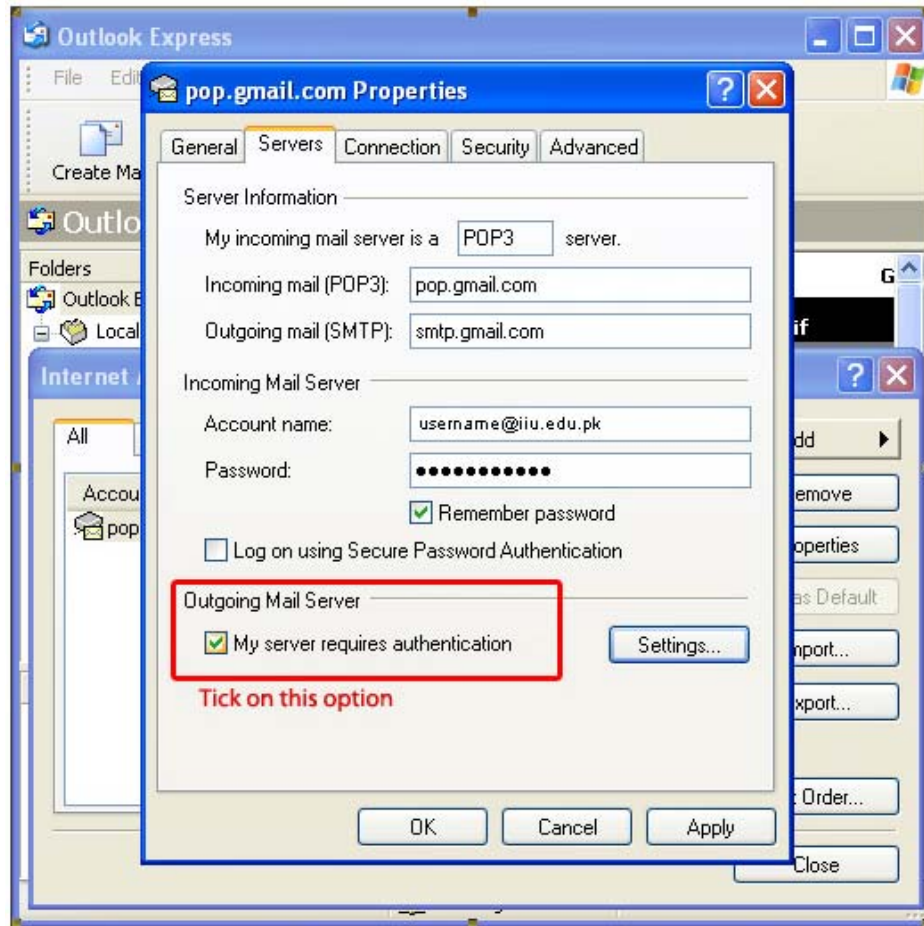
9. Highlight 'pop.gmail.com' under 'Account,' and click 'Properties.'



10. Click the **'Advanced'** tab.
11. Check the box next to **'This server requires a secure connection (SSL)'** under 'Outgoing Mail (SMTP):.'
12. Enter **'465'** in the **'Outgoing mail (SMTP):'** field.
13. Check the box next to **'This server requires a secure connection (SSL)'** under 'Incoming mail (POP3):.' The port will change to **995**.



14. Click the 'Servers' tab, and check the box next to 'My server requires authentication.'



15. Click 'OK.'
16. **Your Outlook Express is now ready to send and retrieve IIUI Emessages.**