

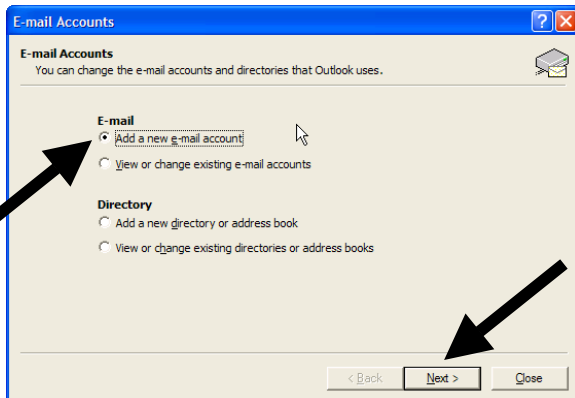


Using Outlook 2002 to Access Webmail

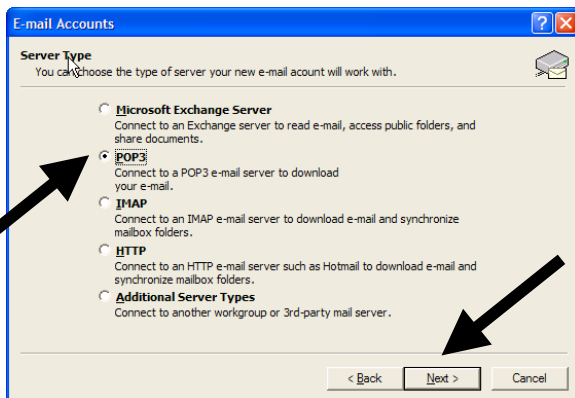


Outlook 2002 is Microsoft's current mail client. You can use it as a POP or IMAP client to manage your mail whichever way is best for your needs. Outlook allows you to easily add as many mail services as you wish, making it easy to gather mail from multiple accounts and deal with it using a single mail interface.

To Add an Account:



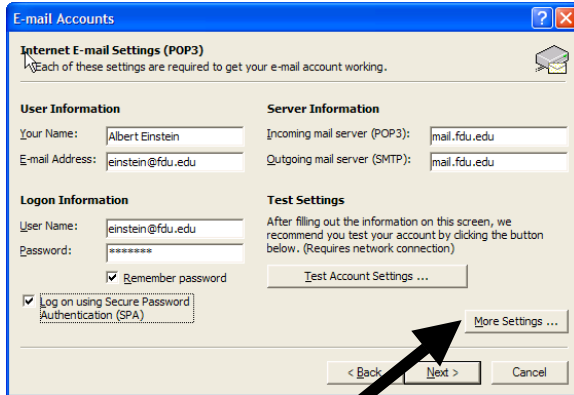
1. On the Tools menu, click **Email Accounts**. The window to the left will be displayed.
2. Select **Add a New Email Account**.
3. Click **Next**.



4. Select a **Server Type** option – **POP3** is recommended.

Note: Selecting POP allows you to download your e-mail to your local machine. Once the e-mail messages have been downloaded, there is no need to remain connected to the network in order to read your e-mail. It also saves valuable space in your e-mail directory on the mail server. If you receive large amounts of e-mail and your directory on the Mail server goes over its assigned quota, you will not be able to receive any new e-mail and it will be returned to the sender. By using POP, you will never have that problem. Selecting IMAP allows you to read your mail from any machine and only download the message when you read it. You must be connected to the network at all times and you may run into a quota problem with your e-mail account. For ease of use, Computing Services recommends that you choose POP as your mail server type.

5. Click **Next**.



6. Fill in the **Settings** following the sample provided below:

User Information

Your Name – *Albert Einstein*

Email Address – *einstein@fdu.edu**

Server Information

Incoming Mail Server – *mail.fdu.edu*

Outgoing Mail Server – *mail.fdu.edu*

Logon Information

Username – *einstein@fdu.edu**

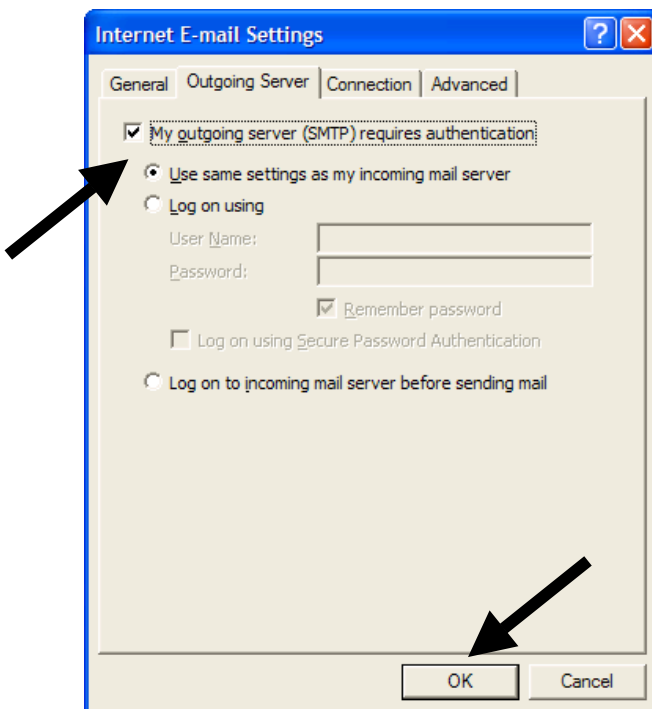
Password – *******

Remember Password – *check box*

Note Regarding Email Address and Username

Students should enter an address like *einstein@student.fdu.edu* form; alumni should enter an address like *einstein@alumni.fdu.edu*.

7. Click **More Settings** button.
8. Click the **Outgoing Server** tab.
9. Check the **My Outgoing Server (SMTP) Requires Authentication** option.
10. Select the **Use Same Settings As My Incoming Mail Server** option.
11. Click **OK**. You will be returned to the previous window.
12. Click **Next**. A new window will open.
13. Click **Finish**.



This documentation has been adapted by the Office of Educational Technology.
Additional information is available online by clicking on the **Docs** link at <https://webmail.fdu.edu>.