

# ***Configuring Your Email Client: Outlook 98***

## ***Quick Reference***



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## Table of Contents

|   |            |
|---|------------|
| <b>Chapter 1. Chapter 1. Introduction .....</b>         | <b>1-1</b> |
| What is an Email Client? .....                          | 1-1        |
| Who Should Read This Manual? .....                      | 1-1        |
| POP, IMAP, and SSL: Which Protocol Should I Use? .....  | 1-1        |
| What's In This Manual? .....                            | 1-2        |
| Typographical Conventions .....                         | 1-2        |
| Special Components.....                                 | 1-3        |
| <b>Chapter 2. Configuring Outlook 98 for POP .....</b>  | <b>2-1</b> |
| Overview.....   | 2-1        |
| Prerequisites .....                                     | 2-1        |
| Performing the Configuration.....                       | 2-1        |
| <b>Chapter 3. Configuring Outlook 98 for IMAP .....</b> | <b>3-1</b> |
| Overview.....   | 3-1        |
| Prerequisites .....                                     | 3-1        |
| Performing the Configuration.....                       | 3-2        |
| <b>Chapter 4. Configuring Outlook 98 for SSL.....</b>   | <b>4-1</b> |
| Overview.....   | 4-1        |
| Prerequisites .....                                     | 4-1        |
| Performing the Configuration.....                       | 4-2        |





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## What is an Email Client?

An email client is an application that allows you to view and send email. The manual will describe how to configure the following email client:

✉✉ **Outlook 98**

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## Who Should Read This Manual?

This manual is intended for all users and System Administrators who must configure email clients.

This manual assumes you understand the basics of email, including POP, SMTP, and SSL.

✉✉ **Note:** After reading this chapter, you should be able to determine which type of configuration is best for you. After determining your configuration, you need to read only the chapter on that configuration.

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## POP, IMAP, and SSL: Which Protocol Should I Use?

✉✉ **POP**

- ?? Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- ?? Downloads message to your computer, so you don't have to worry about exceeding the size of your mailbox.
- ?? When you access your email account through a web browser, you may not see previous messages that were downloaded to Outlook 98.



## ✎✎ IMAP

- ?? Best when you will be accessing your email from multiple locations.
- ?? Allows you to create portable folders in Outlook 98. These folders will appear in each Outlook 98 client you use to access your account. For example, the Outlook 98 client for your account will look the same at work, at home, and at your friend's house.
- ?? Because your email messages are stored on the email server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

## ✎✎ SSL

- ?? You can use SSL with either a POP email client or an IMAP email client.
- ?? Allows you to send and receive secure, encrypted email.

✎✎ **Note:** Not all accounts support SSL. To determine if your account includes SSL access, contact Customer Support.

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## What's In This Manual?

This manual is organized as follows:

- ✎✎ **Chapter 2. *Configuring Outlook 98 for POP.*** Perform the steps in this chapter if you will be using the POP protocol, without SSL. You can skip the other two chapters.
- ✎✎ **Chapter 3. *Configuring Outlook 98 for IMAP.*** Perform the steps in this chapter if you will be using the IMAP protocol, without SSL. You can skip the other two chapters.
- ✎✎ **Chapter 4. *Configuring Outlook 98 for SSL.*** Perform the steps in this chapter if you will be using SSL. You can skip the other two chapters.

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## Typographical Conventions





The following typographical conventions are used throughout this manual:

|                         |  |
|-------------------------|--|
| <i>Italics</i>          | Used for proper titles of documents and chapters/sections in documents; also used to emphasize a word or phrase. |
| <b>Bold</b>             | Used for menu names, commands, and options, for example, “the Edit command.”                                     |
| Courier New             | Used to denote text that is displayed at the command line.   |
| <b>Courier New Bold</b> | Used to denote text that must be entered at the command line.  |
| < >                     | Used when referring to a key on your keyboard. For example, “press <F3>” means to press the F3 function key.     |



- [ ] Used when referring to a button on your screen. For example “select [**Cancel**]” means to select the button called “cancel.”
- SMALL CAPS** Used for window and dialog box names. For example “From the **INSERT HYPERLINK** dialog box.”

## Special Components

-  **Note:** This icon means that the information that follows is in addition to the information contained in the main text. It is important, but not urgent.
-  **Help:** This icon means that a helpful hint follows.
-  **Caution:** This icon means that you should stop and think carefully before proceeding; otherwise, you could lose some or all of your work.
-  **Warning:** This icon means that an action can result in significant loss of data or corruption of your software.





## Configuring Outlook 98 for POP

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### Overview

This chapter will describe how to configure Outlook 98 for POP. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.

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### Prerequisites

Before performing the steps in this chapter, you must:

- ❏ Install Outlook 98.
- ❏ Sign-up for an email account.
- ❏ Know your email address and password.

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### Performing the Configuration

1. Establish an Internet connection to your ISP.
  - ?? If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
  - ?? If you are part of a corporate LAN, you do not have to perform any tasks.
  - ?? If you have a dial-up account, you must dial-up your ISP.
2. Start-up Outlook 98.
3. Select the **Tools** menu and choose **Accounts**.



4. The **INTERNET ACCOUNTS** dialog box appears. Select the **[Add]** button and then choose **Mail**.

5. The **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box appears.

6. In the **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box, enter:

?? **Display Name**. Enter the name you want to appear in the “From” field when you send email. Usually, this is your first and last name.

?? Select the **[Next]** button.

7. The **INTERNET E-MAIL ADDRESS** dialog box appears.

8. In the **INTERNET E-MAIL ADDRESS** dialog box, enter:

?? **E-mail Address**. Enter your full email address, in the format *username@domain.com*.

?? Select the **[Next]** button.

9. The **E-MAIL SERVER NAMES** dialog box appears.

10. In the **E-MAIL SERVER NAMES** dialog box, enter the following:

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

?? **Incoming mail (POP3, IMAP, or HTTP) server**. Enter **pop.emailsrvr.com**

?? **Outgoing mail (SMTP) server**. Enter **smtp.emailsrvr.com**

?? Select the **[Next]** button.

11. The **INTERNET MAIL LOGON** dialog box appears.

12. In the **INTERNET MAIL LOGON** dialog box, enter the following:

?? **Account Name**. Enter your full email address, in the format *username@domain.com*.

?? **Password**. Enter your email password.

?? Select the **[Next]** button.

 **Caution:** Do not select **Log on using Secure Password Authentication (SPA)**.

13. The **INTERNET CONNECTION WIZARD** dialog box will appear. In this dialog box, you must define how you connect to the Internet.

14. In the **INTERNET CONNECTION WIZARD** dialog box, select one of the following:

?? **Connect using my phone line**. Select this radio button if you access the Internet through a dial-up account.



?? **Connect using my local area network**. Select this radio button if you access the Internet through a corporate network or through a home DSL or cable modem.

?? **I will establish my Internet connection manually**. Select this radio button if you don't want Outlook 98 to automatically connect to the Internet upon startup.

15. If you selected **Connect using my phone line**, the **INSTALL NEW MODEM** dialog box appears.

16. In the **INSTALL NEW MODEM** dialog box, select the **[Next]** button.




17. The **ADD/REMOVE HARDWARE WIZARD** will either automatically detect your dialup-modem or let you select from a list of modems.
  18. After you have successfully defined your Internet connection, the Outlook **CONGRATULATIONS** dialog box appears.
  19. In the **CONGRATULATIONS** dialog box, select the **[Finish]** button.
  -  **Caution:** You are not yet done with your configuration.
  20. From the main Outlook 98 screen, select the **Tools** menu and choose **Accounts**.
  21. The **INTERNET ACCOUNTS** dialog box appears. Select the **Mail** tab.
  22. In the **Mail** tab,
    - ?? Highlight **pop.emailsrvr.com**
    - ?? Select the **[Properties]** button.
  23. The **POP.EMAILSRVR.COM PROPERTIES** dialog box appears. Select the **Servers** tab.
  24. In the **Servers** tab,
    - ?? Select *My server requires authentication*.
    - ?? Select the **[Apply]** button and then the **[OK]** button.
  25. If you will frequently be accessing your email from a web browser, select the **Advanced** tab.
  26. In the **Advanced** tab,
    - ?? Select *Leave a copy of messages on the server*.  -  **Caution:** This option will store copies of all your messages on the email server. This allows you to see all past messages through your browser. However, be aware your mailbox size, because eventually this option could cause your mailbox to exceed the storage capacity limit of your mailbox. You will have to periodically delete messages to stay within your mailbox size.
    - ?? To periodically remove messages from the server, select the *Remove from server after* check box, and then enter a number of days in the box.
    - ?? To delete messages from the server when you empty your **Deleted Items** folder, select *Remove from server when deleted from Deleted Items*.
    - ?? Select the **[Apply]** button and then the **[OK]** button.
27. You should now be able to use your Outlook 98 client to access your email account!





## Configuring Outlook 98 for IMAP

The sections in this chapter will describe how to configure your email client for IMAP.

 **Note:** Currently, any folders you create in an IMAP email client will not appear when you access your email through a web-browser, and any folders you create when accessing your email through a web-browser will not appear in your IMAP email client.

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### Overview

This chapter will describe how to configure Outlook 98 for IMAP. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.

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### Prerequisites

Before performing the steps in this chapter, you must:

- ☞☞ Install Outlook 98.
- ☞☞ Sign-up for an email account.
- ☞☞ Know your email address and password.



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## Performing the Configuration

1. Establish an Internet connection to your ISP.
  - ?? If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
  - ?? If you are part of a corporate LAN, you do not have to perform any tasks.
  - ?? If you have a dial-up account, you must dial-up your ISP.
2. Start-up Outlook 98.
3. Select the **Tools** menu and choose **Accounts**.
4. The **INTERNET ACCOUNTS** dialog box appears. Select the **[Add]** button and then choose **Mail**.
5. The **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box appears.
6. In the **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box, enter:
  - ?? **Display Name**. Enter the name you want to appear in the “From” field when you send email. Usually, this is your first and last name.
  - ?? Select the **[Next]** button.
7. The **INTERNET E-MAIL ADDRESS** dialog box appears.
8. In the **INTERNET E-MAIL ADDRESS** dialog box, enter:
  - ?? **E-mail Address**. Enter your full email address, in the format *username@domain.com*.
  - ?? Select the **[Next]** button.
9. The **E-MAIL SERVER NAMES** dialog box appears.
10. In the **E-MAIL SERVER NAMES** dialog box, enter the following:
  - ?? **My incoming mail server is a**. Select **IMAP**.
  - ?? **Incoming mail (POP3, IMAP, or HTTP) server**. Enter **imap.emailsrvr.com**
  - ?? **Outgoing mail (SMTP) server**. Enter **smtp.emailsrvr.com**
  - ?? Select the **[Next]** button.
11. The **INTERNET MAIL LOGON** dialog box appears.
12. In the **INTERNET MAIL LOGON** dialog box, enter the following:
  - ?? **Account Name**. Enter your full email address, in the format *username@domain.com*.
  - ?? **Password**. Enter your email password.
  - ?? Select the **[Next]** button.

 **Caution:** Do not select **Log on using Secure Password Authentication (SPA)**.



13. The **INTERNET CONNECTION WIZARD** dialog box will appear. In this dialog box, you must define how you connect to the Internet.
14. In the **INTERNET CONNECTION WIZARD** dialog box, select one of the following:
  - ?? **Connect using my phone line**. Select this radio button if you access the Internet through a dial-up account.
  - ?? **Connect using my local area network**. Select this radio button if you access the Internet through a corporate network or through a home DSL or cable modem.
  - ?? **I will establish my Internet connection manually**. Select this radio button if you don't want Outlook 98 to automatically connect to the Internet upon startup.
15. If you selected **Connect using my phone line**, the **INSTALL NEW MODEM** dialog box appears:
16. In the **INSTALL NEW MODEM** dialog box, select the **[Next]** button.
17. The **ADD/REMOVE HARDWARE WIZARD** will either automatically detect your dialup-modem or let you select from a list modems.
18. After you have successfully defined your Internet connection, the Outlook **CONGRATULATIONS** dialog box appears.
19. In the **CONGRATULATIONS** dialog box, select the **[Finish]** button.
- ⚠ **Caution:** You are not yet done with your configuration.
21. From the main Outlook 98 screen, select the **Tools** menu and choose **Accounts**.
22. The **INTERNET ACCOUNTS** dialog box appears. Select the **Mail** tab.
23. In the **Mail** tab,
  - ?? Highlight **pop.emailsrvr.com**
  - ?? Select the **[Properties]** button.
24. The **POP.EMAILSRVR.COM PROPERTIES** dialog box appears. Select the **Servers** tab.
25. In the **Servers** tab,
  - ?? Select **My server requires authentication**
  - ?? Select the **[Apply]** button and then the **[OK]** button.
26. You should now be able to use your Outlook 98 client to access your email account!





## Configuring Outlook 98 for SSL

SSL enables you to send secure email messages. This means that those messages can't be captured and read while they traverse the Internet. To use SSL, you must connect with a secure email server.

The SSL option is an additional feature for customers. Contact Customer Support to determine if your account includes SSL.

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### Overview

This chapter will describe how to configure Outlook 98 for SSL. To determine if this is the version of Outlook you are running, perform the following:

1. Open Outlook.
2. Go to the **Tools** menu.
3. Select **About Microsoft Outlook**.

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### Prerequisites


Before performing the steps in this chapter, you must:

- ☞☞ Install Outlook 98.
- ☞☞ Sign-up for an email account.
- ☞☞ Ensure that your account includes SSL access. Contact Customer Support if you are not sure.
- ☞☞ Know your email address and password.





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## Performing the Configuration

1. Establish an Internet connection to your ISP.
    - ?? If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
    - ?? If you are part of a corporate LAN, you do not have to perform any tasks.
    - ?? If you have a dial-up account, you must dial-up your ISP.
  2. Start-up Outlook 98.
  3. Select the **Tools** menu and choose **Accounts**.
  4. The **INTERNET ACCOUNTS** dialog box appears. Select the **[Add]** button and then choose **Mail**.
  5. The **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box appears.
  6. In the **INTERNET CONNECTION WIZARD/YOUR NAME** dialog box, enter:
    - ?? **Display Name**. Enter the name you want to appear in the “From” field when you send email. Usually, this is your first and last name.
    - ?? Select the **[Next]** button.
  7. The **INTERNET E-MAIL ADDRESS** dialog box appears.
  8. In the **INTERNET E-MAIL ADDRESS** dialog box, enter:
    - ?? **E-mail Address**. Enter your full email address, in the format *username@domain.com*.
    - ?? Select the **[Next]** button.
  9. The **E-MAIL SERVER NAMES** dialog box appears.
  10. In the **E-MAIL SERVER NAMES** dialog box, enter the following:
    - ?? **My incoming mail server is a**. Select **POP3**.
    - ?? **Incoming mail (POP3, IMAP, or HTTP) server**. Enter **secure.emailsrvr.com**
    - ?? **Outgoing mail (SMTP) server**. Enter **secure.emailsrvr.com**
    - ?? Select the **[Next]** button.
  11. The **INTERNET MAIL LOGON** dialog box appears.
  12. In the **INTERNET MAIL LOGON** dialog box, enter the following:
    - ?? **Account Name**. Enter your full email address, in the format *username@domain.com*.
    - ?? **Password**. Enter your email password.
    - ?? Select the **[Next]** button.
-  **Caution:** Do not select **Log on using Secure Password Authentication (SPA)**.
13. The **INTERNET CONNECTION WIZARD** dialog box will appear. In this dialog box, you must define how you connect to the Internet.



14. In the **INTERNET CONNECTION WIZARD** dialog box, select one of the following:
  - ?? **Connect using my phone line**. Select this radio button if you access the Internet through a dial-up account.
  - ?? **Connect using my local area network**. Select this radio button if you access the Internet through a corporate network or through a home DSL or cable modem.
  - ?? **I will establish my Internet connection manually**. Select this radio button if you don't want Outlook 98 to automatically connect to the Internet upon startup.
15. If you selected **Connect using my phone line**, the **INSTALL NEW MODEM** dialog box appears:
16. In the **INSTALL NEW MODEM** dialog box appears, select the **[Next]** button.
17. The **ADD/REMOVE HARDWARE WIZARD** will either automatically detect your dialup-modem or let you select from a list of modems.
18. After you have successfully defined your Internet connection, the Outlook **CONGRATULATIONS** dialog box appears.
19. In the **CONGRATULATIONS** dialog box, select the **[Finish]** button.
-  **Caution:** You are not yet done with your configuration.
20. From the main Outlook 98 screen, select the **Tools** menu and choose **Accounts**.
21. The **INTERNET ACCOUNTS** dialog box appears. Select the **Mail** tab.
22. In the **Mail** tab,
  - ?? Highlight **secure.emailsrvr.com**
  - ?? Select the **[Properties]** button.
23. The **SECURE.EMAILSRVR.COM PROPERTIES** dialog box appears. Select the **Advanced** tab.
24. In the **Advanced** tab,
  - ?? **Outgoing mail (SMTP)**. Enter **465**
  - ?? Select **This server requires a secure connection (SSL)**.
  - ?? **Incoming mail (POP3)**. Enter **995**
  - ?? Select **This server requires a secure connection (SSL)**.
  - ?? If you will frequently be accessing your email from a web browser, select **Leave a copy of messages on the server**.
-  **Caution:** This option will store copies of all your messages on the email server. This allows you to see all past messages through your browser. However, be aware your mailbox size, because eventually this option could cause your mailbox to exceed the storage capacity limit of your mailbox. You will have to periodically delete messages to stay within your mailbox size.
- ?? To periodically remove messages from the server, select the **Remove from server after** check box, and then enter a number of days in the box.



- ?? To delete messages from the server when you empty your **Deleted Items** folder, select *Remove from server when deleted from Deleted Items*.
- ?? Select the [**Apply**] button and then the [**OK**] button.

25. You should now be able to use your Outlook 98 client to access your email account!

