Outlook 2003 (POP)

1. Go to **Start > Settings > Control Panel > Mail**.

2. Click on the **Email Accounts...** button.
3. Select the **Add a new e-mail account** radio button. Click **Next**.

4. Select the **POP3** radio button. Click **Next**.
5. Enter in **Your Name**, (TC) **E-mail Address**, **User Name**, and **Password** (optional). For the **Incoming** and **Outgoing mail server**, enter tcmail1.tc.columbia.edu. Use the image below as reference.

![Image of E-mail Accounts window]

6. Click the **More Settings**... button.
7. Click on the **Outgoing Server** tab.

8. Check the **My outgoing server (SMTP) requires authentication** box and select the **Use same settings as my incoming mail server** radio button, as shown below.
9. Click on the Advanced tab.

10. Check both This server requires an encrypted connection (SSL) boxes, as shown below. Also check Leave a copy of messages on the server box.
11. Click OK.

12. Click Next.
13. Click **Finish**.

14. Click **Close**.