

September 2008

## ***Configuring Outlook 2007 to retrieve myUMB Mail email (POP3)***

Before you configure Outlook, please decide whether you want to access your myUMB Mail email account using a POP3 or IMAP connection.

<b>POP (POP3)</b>	<b>IMAP</b>
Messages are downloaded to your computer.	Keeps your messages on the myUMB Mail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the myUMB Mail server while reading/sending messages.
Since messages are stored on your computer, they do not count against your quota.	Since messages are stored on the myUMB Mail server, they count against your quota.
You cannot read mail from any folder in your account other than your Inbox folder.	You can read and manipulate mail in any folders in your account.
You can manipulate messages and folders on your computer at any time (even when disconnected). However, those folders are not available elsewhere.	Messages can be arranged in folders on the myUMB Mail server, which are then available from any location.
Once messages are downloaded to your computer, they are not longer accessible from other locations or myUMB Mail.	Since messages are stored on the myUMB Mail server, they are still accessible through other IMAP mail clients or myUMB Mail.

We recommend using an IMAP connection (on or off-campus) in order to ensure your mail is available from multiple locations. If you want to set up Outlook using an IMAP connection, please use the document "Configuring Outlook 2007 to retrieve myUMB Mail email (IMAP)".

### Configuring Outlook 2007

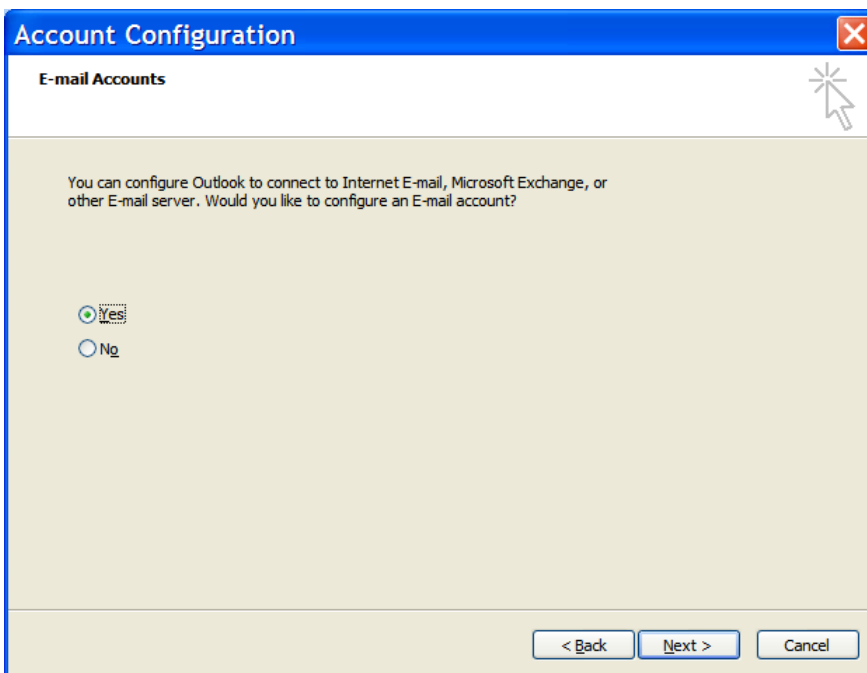
1. Open **Outlook 2007**.
2. If this is the first time you are accessing Outlook the Outlook 2007 Startup wizard will activate. Click on the "Next>" button.

**NOTE:** If this wizard does not appear, click on **Tools** then **Account Settings**. In the Account Settings window select the **New** button.

Skip to Step 4.

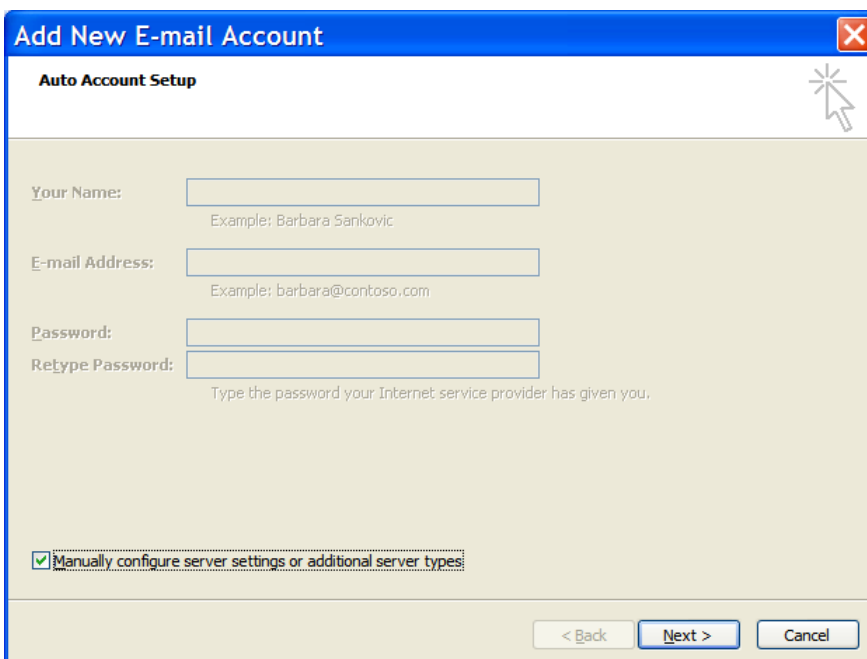


3. In the Account Configuration Window select “Yes” and click on the “Next>” button.

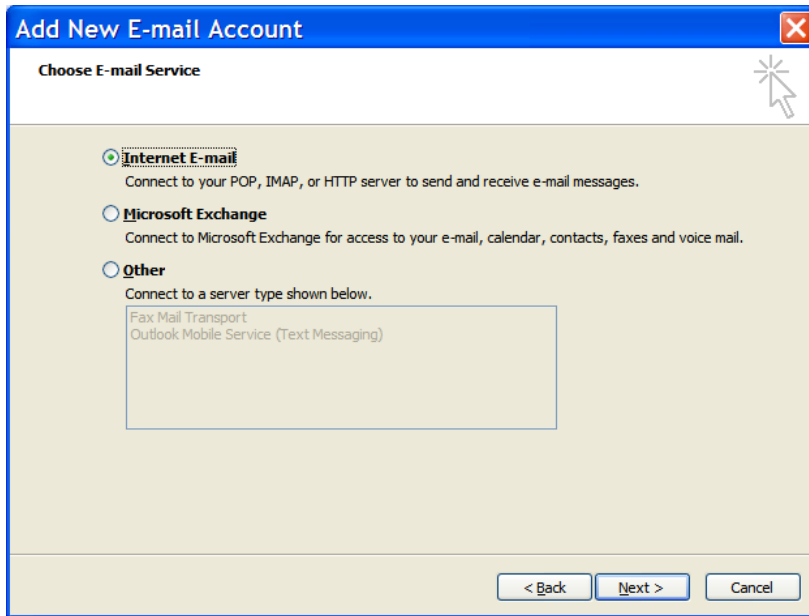


4. In the Auto Account Setup screen, check the “**Manually configure server settings or additional server types**” box. Click on the “Next>” button.

**NOTE:** Do not enter your information in the Auto Account Setup screen. This process will not set up your account correctly.

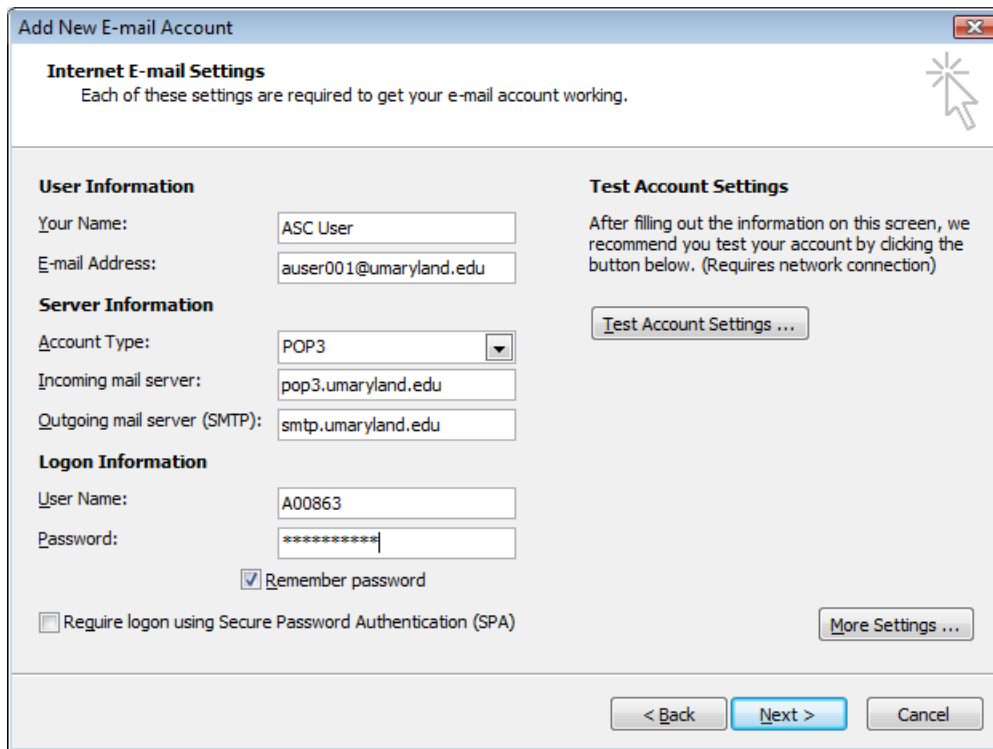


5. In the Choose E-Mail Service screen select “Internet E-Mail”. Click on the “Next>” button.



6. Enter the following information in the **Internet E-mail Settings** window:

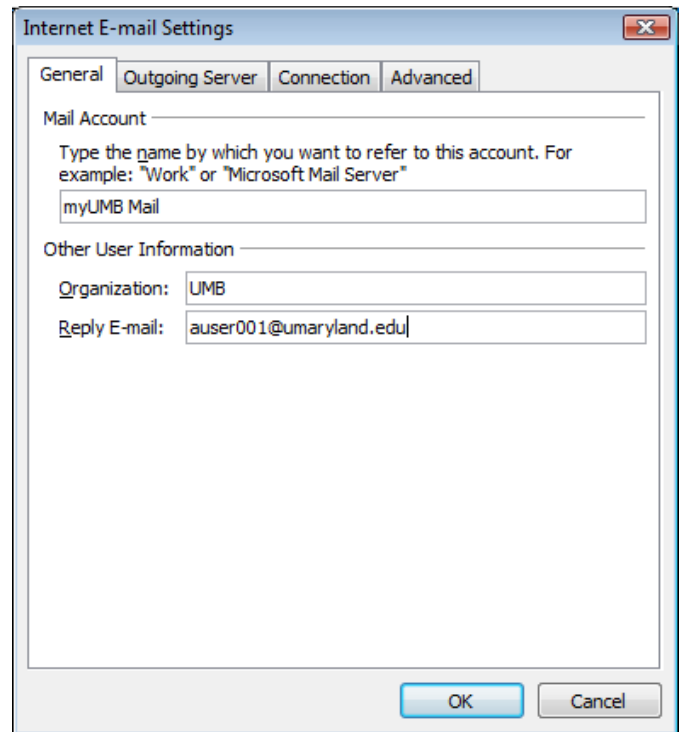
Field	Information Entered
Your Name	Your Name
Email Address	Your entire myUMB Mail email address (i.e. auser001@umaryland.edu)
Account Type	POP3
Incoming Server	pop3.umaryland.edu
Outgoing Server	smtp.umaryland.edu
User Name	Your myUMB ID
Password	Your myUMB Password



7. Click on the **More Settings...** button.

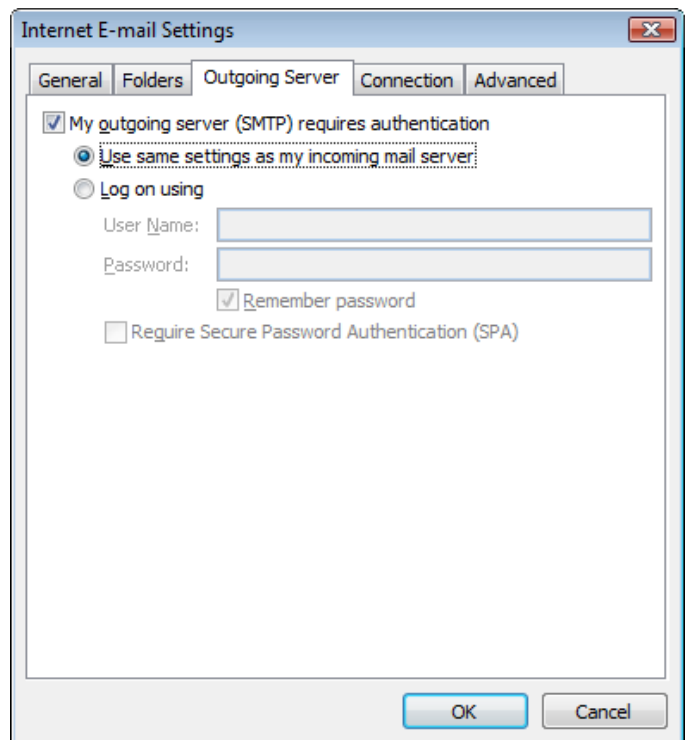
8. Enter the following information in the **General** Tab of the Internet E-Mail Settings window.

Field	Information Entered
Mail Account	myUMB Mail
Organization	UMB
Reply E-mail	Your myUMB Mail email address (i.e. auser001@umaryland.edu)



9. In the **Outgoing Server** tab select the following options:

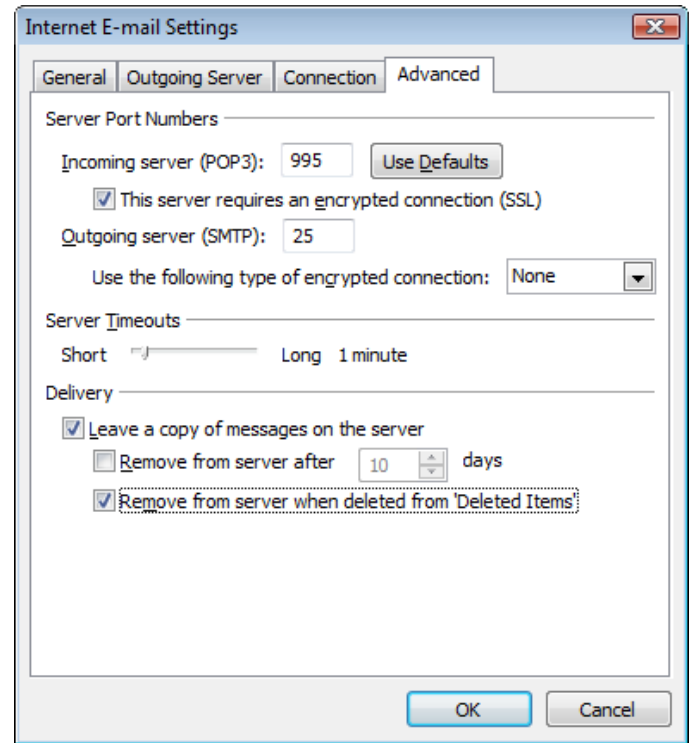
- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server



10. In the **Connection** tab, chose the type of connection you will be using to access your email.

11. Enter the following information in the **Advanced** Tab of the Internet E-Mail Settings window.

Field	
Incoming Server (POP3)	995  Check the box "This server requires an encrypted connection (SSL)"
Outgoing Server (SMTP)	25  Choose <b>None</b> for the option "Use the following type of encrypted connection:"
Delivery (optional)	Choose the following settings if you want Outlook to leave a copy of messages on the server: <ul style="list-style-type: none"><li>• Check the box next to "Leave a copy of messages on the server"</li><li>• Check the box next to "Remove from server when deleted from "Deleted Items"</li></ul>



12. Click **OK**.

13. Click on the **Next >** button.

14. Click on the **Finish** button.

Congratulations! You have completed your setup for POP3 using Outlook 2007.

## Questions?

For questions on setting up Outlook 2007 to retrieve your email, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu)