

June 2010

Configuring Outlook 2003 to access 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.

POP (POP3)	IMAP
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 2003 to retrieve MyUMB Mail email (IMAP)".

Configuring Outlook 2003

1. Open **Outlook 2003**.
2. If you get the **Outlook 2003 Startup Wizard** pop-up box, go to step 7.
3. Select **Tools**.
4. Select **E-mail Accounts...**
5. Under the **E-mail** heading, choose **Add a new e-mail account**.
6. Click the **Next >** button.
7. On the Server Type screen, select **POP3**.
8. Click on **Next >**.

9. Enter the following **Internet E-mail Settings** (for POP3):

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

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

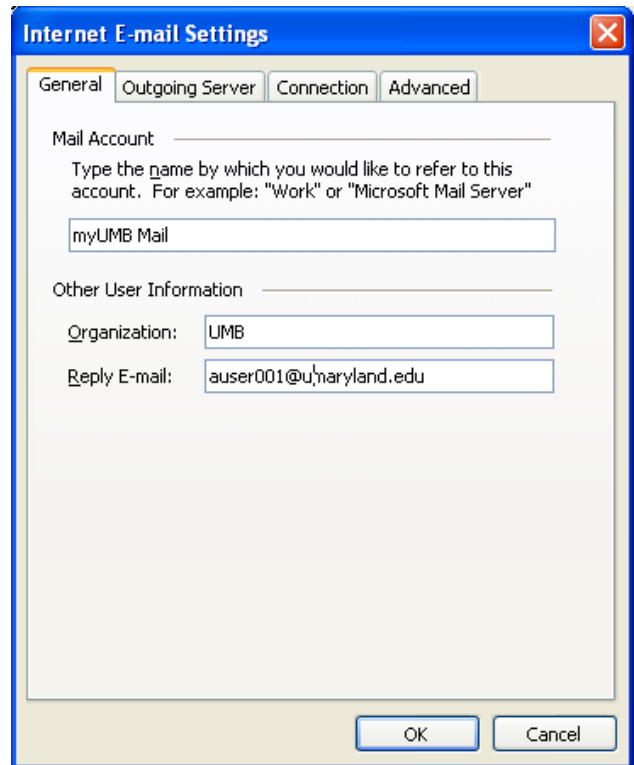
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

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

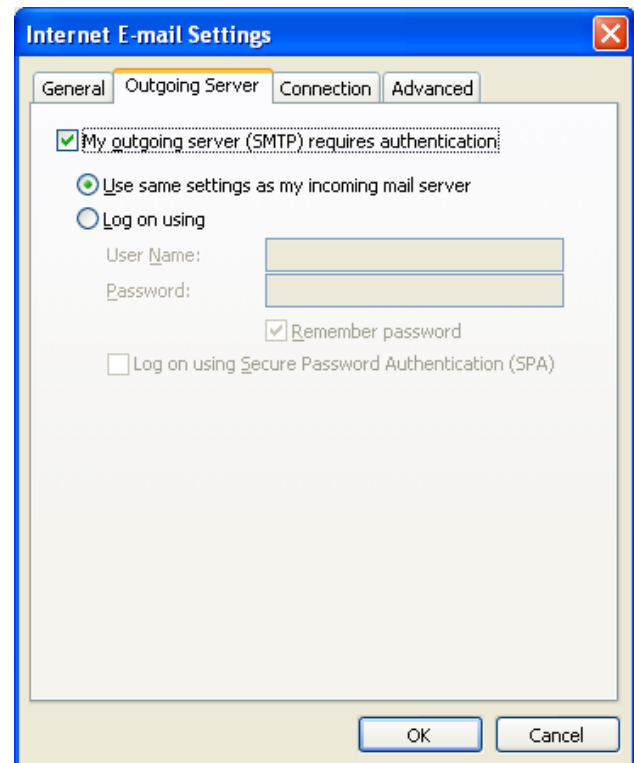
11. In the **Mail Account** field, enter the following information:

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



12. In the **Outgoing Server** tab select the options:

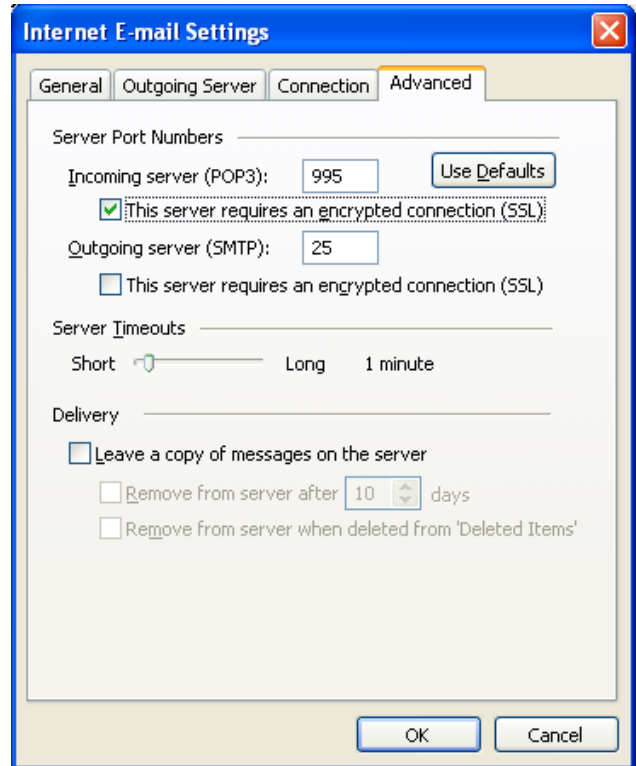
- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server



13. Choose the **Connection** tab, and choose the option in which you use to receive your email.

14. On the **Advanced** tab enter the following information:

Field	
Incoming Server (POP3)	995 Check the box "This server requires an encrypted connection (SSL)"
Outgoing Server (SMTP)	Port Number By default, use port 25 However, if port 25 is blocked by your internet service provider, enter port number 587
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"> • Check the box next to "Leave a copy of messages on the server" • Check the box next to "Remove from server when deleted from "Deleted Items"



15. Click **OK**.

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

17. Click on the **Finish** button.

Congratulations! You have completed your setup for POP3 using Outlook 2003.

Questions?

For questions on setting up Outlook 2003 to retrieve your email, call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: help@umaryland.edu.