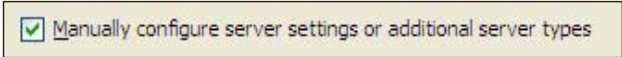


# Setting Up Microsoft® Outlook 2007

## Setting Up a POP3 Email Account

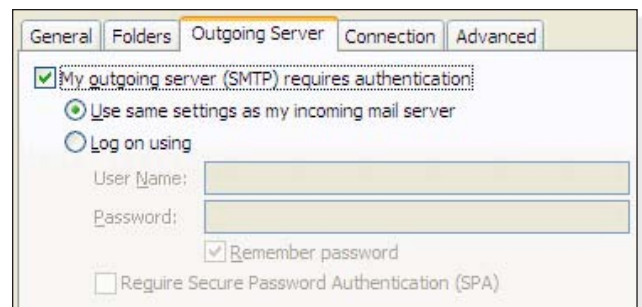
1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Click the **Next** button.
4. Check the “**Manually configure server settings or additional server types**” checkbox.



5. Click the **Next** button.
6. Click the **Internet E-mail** button.
7. Click the **Next** button.



8. Enter the following information:
  - **Your Name**—Enter your first and last name. This is the name that will appear in the From field of messages you send.
  - **E-mail Address**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
  - **Account Type**—Select **POP3** from the drop-down menu.
  - **Incoming mail server**—Enter the following server name:  
*mail1.nicsys.net*
  - **Outgoing mail server (SMTP)**—Enter the following server name:  
*mail1.nicsys.net*
  - **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
  - **Password**—Enter the password for your email account.
9. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
10. Click the **More Settings** button.
11. Click the **Outgoing Server** tab.



12. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server.**”

## Comparing POP and IMAP

### 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.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

### IMAP

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