Outlook 2003 Configuration

1. Start Outlook
   a. If this is the first time you are starting Outlook you will see the “Outlook 2003 Startup” screen
      i. Click “Next >”
      ii. The “Account Configuration” window will appear, Select “Yes” and click “Next >”
b. If this is not the first time you are starting Outlook, click “Tools” then “E-mail Accounts…”

2. At the “Server Type” screen, select “IMAP” and click “Next >”
3. At the “Internet E-mail Settings (IMAP) screen
   a. In the “Your Name:” field enter your name and click “Next”
   b. In the “E-mail Address:” field, enter your HCHC email address
   c. In the “Incoming mail server (IMAP):” field type imap.gmail.com
   d. In the “Outgoing mail server (SMTP):” field type smtp.gmail.com
   e. In the “User Name:” field, type in your **full HCHC email address**
      i. For example: If my name is John Doe, I would type **jdoe@hchc.edu**
         “User Name” field. If you only type in your user name, jdoe, you will
         **NOT** be able to check your e-mail.
   f. In the “Password” field, type in your HCHC password
   g. Check the box next to “Remember password”
   h. Click “More Settings”

<table>
<thead>
<tr>
<th>User Information</th>
<th>Server Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name: John Doe</td>
<td>Incoming mail server (IMAP): imap.gmail.com</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:jdoe@hchc.edu">jdoe@hchc.edu</a></td>
<td>Outgoing mail server (SMTP): smtp.gmail.com</td>
</tr>
</tbody>
</table>

Logon Information

User Name: jdoe@hchc.edu  
Password: ********  
\(\checkmark\) Remember password

\(\square\) Log on using Secure Password Authentication (SPA)
4. At the “Internet E-mail Settings” screen,
   a. Click on the “Outgoing Server” tab
      i. Check the box next to “My outgoing server (SMTP) requires authentication”
      ii. Select “Use same settings as my incoming mail server.”
   b. Click on the “Advanced” tab
      i. Make sure the “Incoming server (IMAP)” is set to 993
      ii. Check the box next to “This server requires an encrypted connection (SSL)"
      iii. Make sure the “Outgoing server (SMTP)” is set to 465
      iv. Check the box next to “This server requires an encrypted connection (SSL)”
5. Click “OK” at the “Internet E-mail Settings” screen.
6. Click “Next >” at the “E-mail Accounts” screen.
7. At the “Congratulations!” screen, click “Finish”.

8. You can use your HCHC email by clicking on “imap.gmail.com” on the left side.