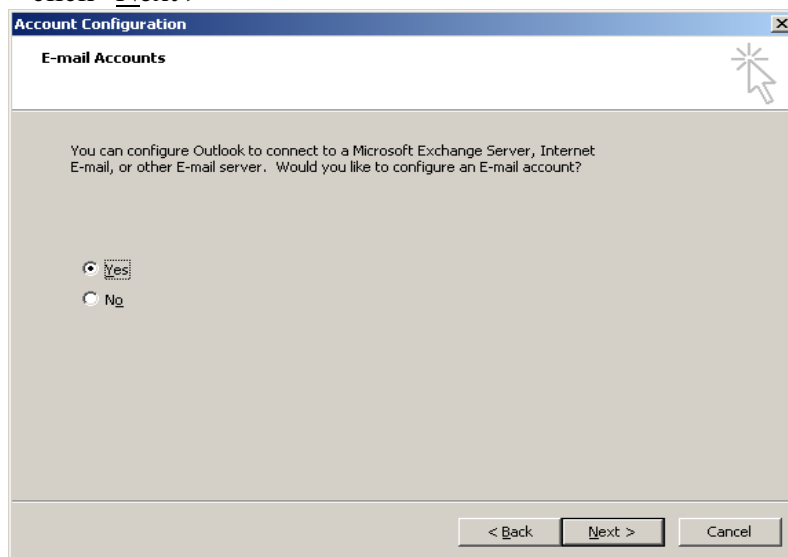


Outlook 2003 Configuration

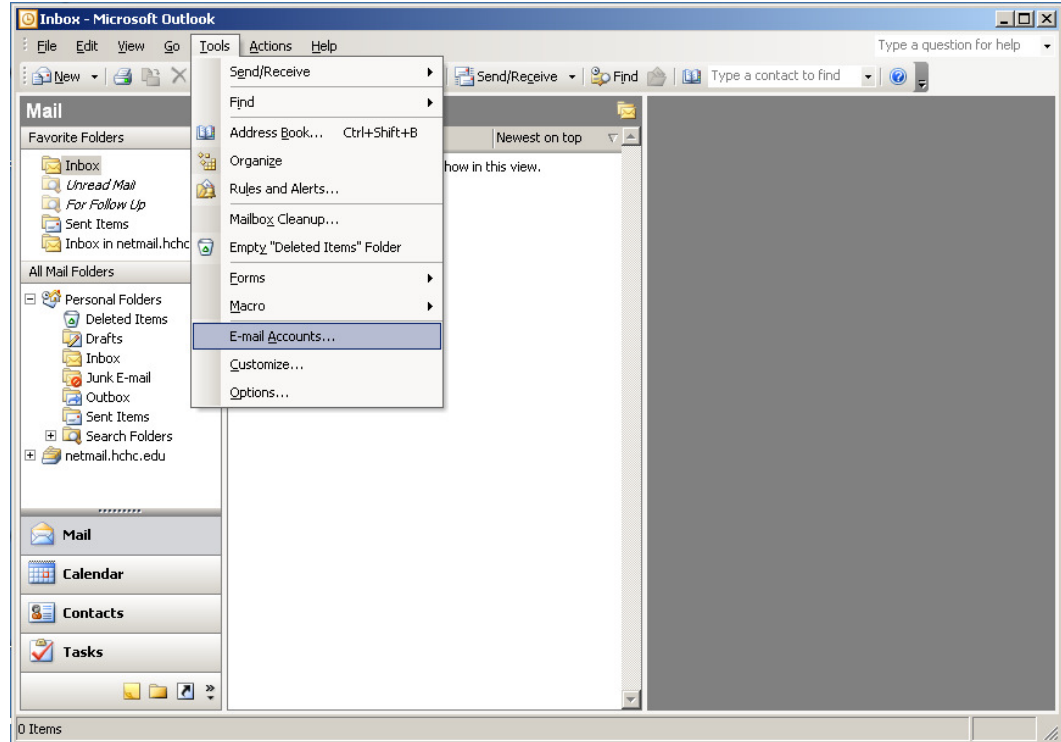
1. Start Outlook
 - a. If this is the first time you are starting Outlook you will see the “Outlook 2003 Startup” screen
 - i. Click “Next >”



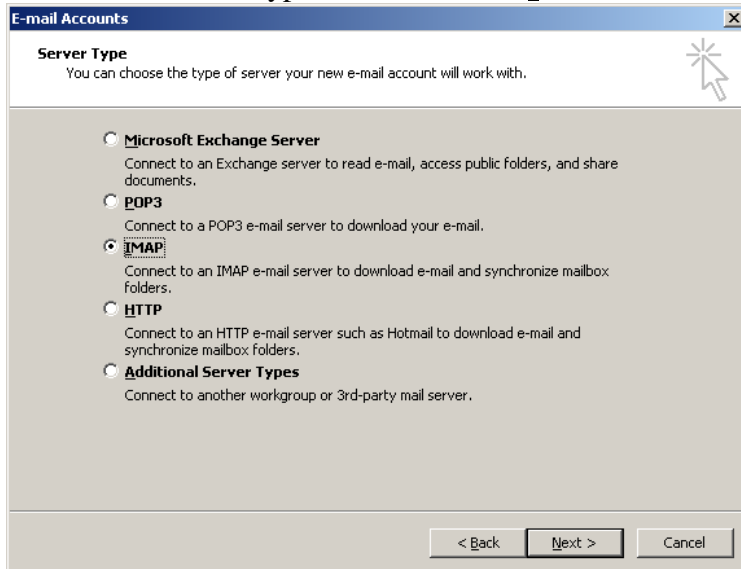
- ii. The “Account Configuration” window will appear, Select “Yes” and click “Next >”



- 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”

The screenshot shows a window titled "E-mail Accounts" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Settings (IMAP)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a help icon (a star with a hand) in the top right of the main content area.

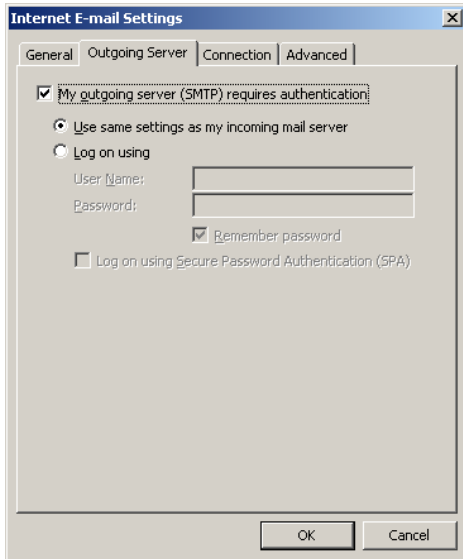
The settings are organized into three sections:

- User Information:** "Your Name:" field contains "John Doe"; "E-mail Address:" field contains "jdoe@hchc.edu".
- Server Information:** "Incoming mail server (IMAP):" field contains "imap.gmail.com"; "Outgoing mail server (SMTP):" field contains "smtp.gmail.com".
- Logon Information:** "User Name:" field contains "jdoe@hchc.edu"; "Password:" field contains "*****"; the "Remember password" checkbox is checked.

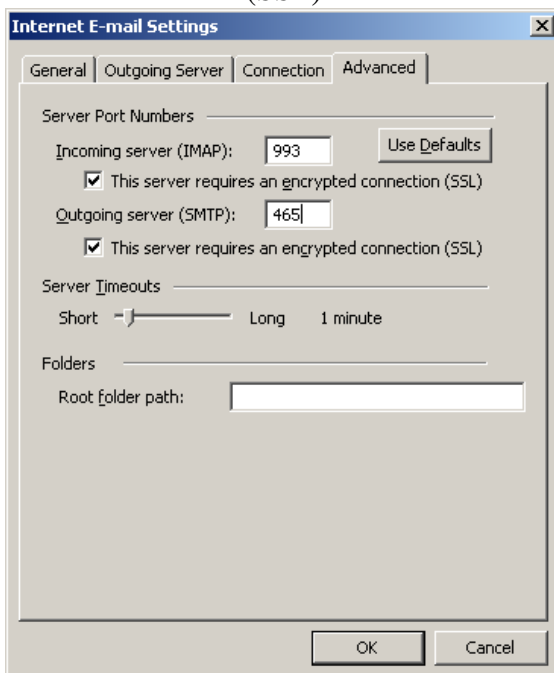
At the bottom left, there is an unchecked checkbox for "Log on using Secure Password Authentication (SPA)". At the bottom right, there is a button labeled "More Settings ...".

At the very bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

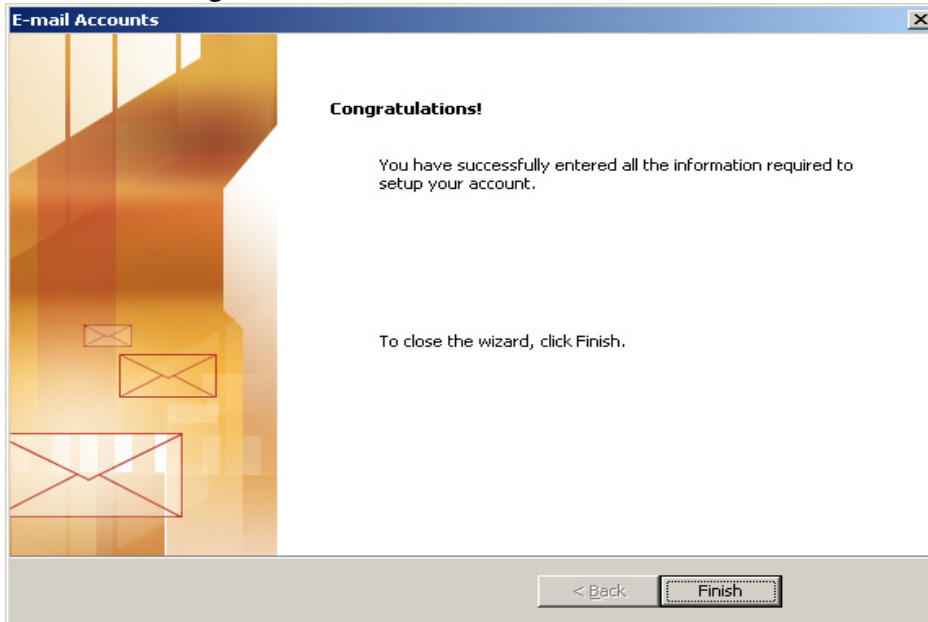
4. At the “Internet E-mail Settings” screen,
 - a. Click on the “Outgoing Server” tab
 - i. Check the box next to “My outgoing server (SMTP) requires authentication”
 - ii. Select “Use same settings as my incoming mail server.”



- 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.

