

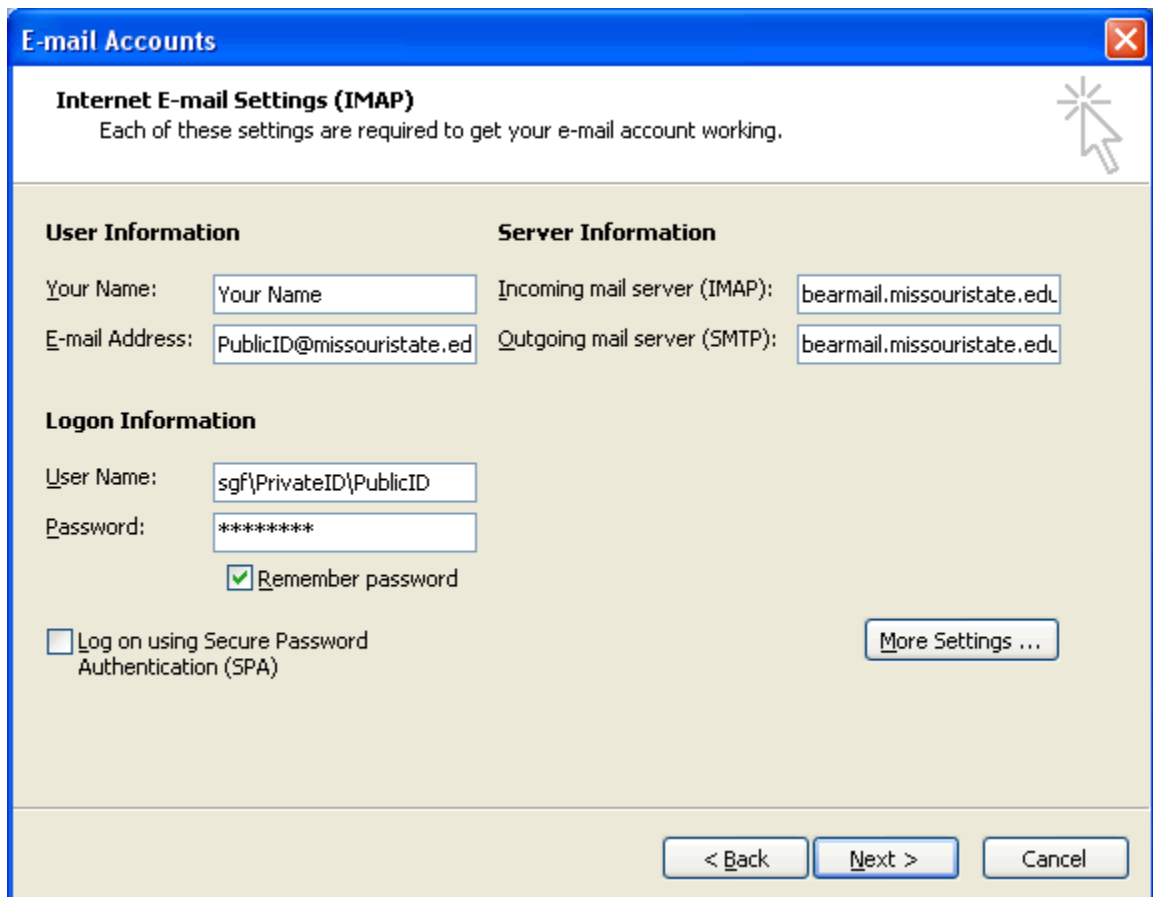
## Microsoft Outlook 2003 Setup

### Jump To

- IMAP Setup
- POP3 Setup

### IMAP Setup

1. Click on "Start" » "Control Panel", and select "Mail".
2. Click "E-mail Accounts..." and select "Add a new e-mail account".
3. Select "IMAP" and click "Next".
4. Fill in your name, email address, user name (Domain\PrivateID\PublicID), and password. The incoming and outgoing mail servers are "bearmail.missouristate.edu".



**E-mail Accounts**

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

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="bearmail.missouristate.edu"/>
E-mail Address: <input type="text" value="PublicID@missouristate.ed"/>	Outgoing mail server (SMTP): <input type="text" value="bearmail.missouristate.edu"/>

**Logon Information**

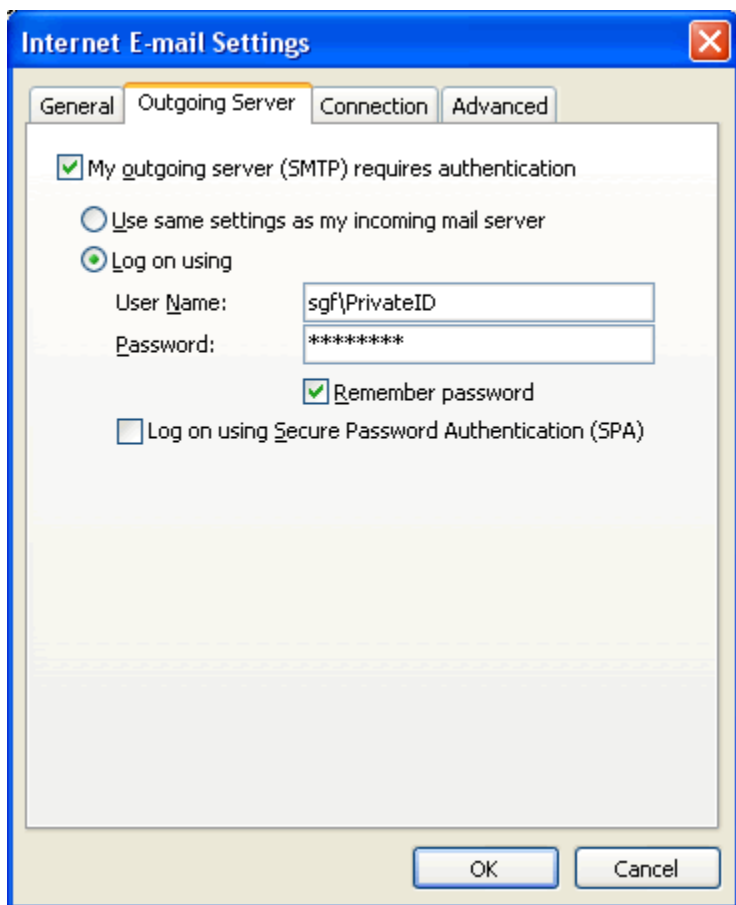
User Name:

Password:

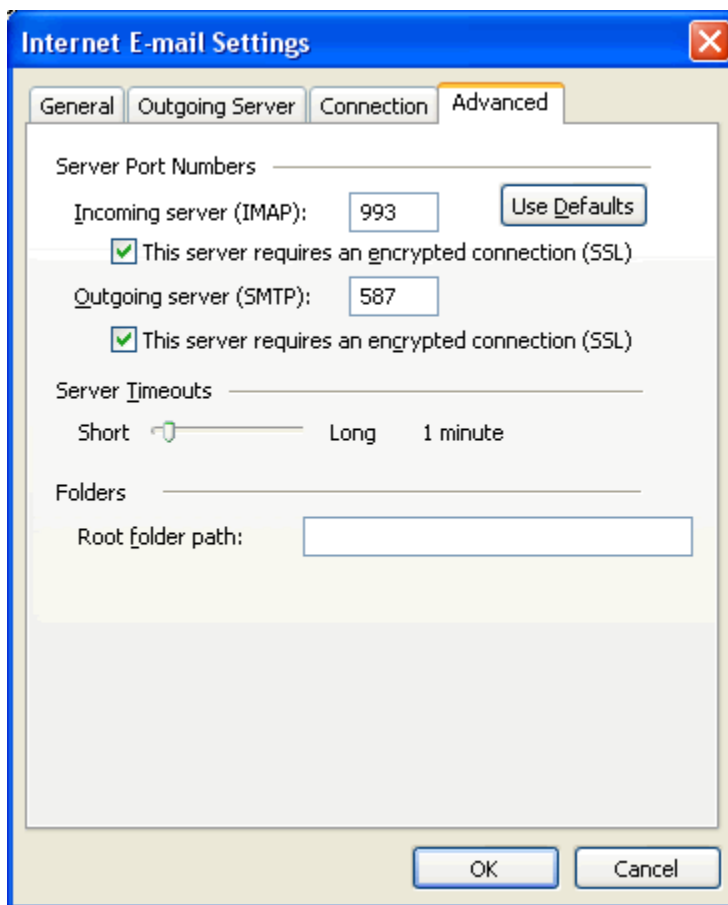
☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

5. Click on the "More Settings..." button, then select the "Outgoing Server", then fill out the user name (domain\PrivateID) and password.




6. Select the "Advanced" tab and then set both incoming and outgoing servers to use an encrypted connection (SSL) and set the outgoing port to 587.




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## POP3 Setup

1. Click on "Start" » "Control Panel", and select "Mail".
2. Click "E-mail Accounts..." and select "Add a new e-mail account".
3. Select "POP3" and click "Next".
4. Fill in your name, email address, user name (Domain\PrivateID\PublicID), and password. The incoming and outgoing mail servers are "bearmail.missouristate.edu".

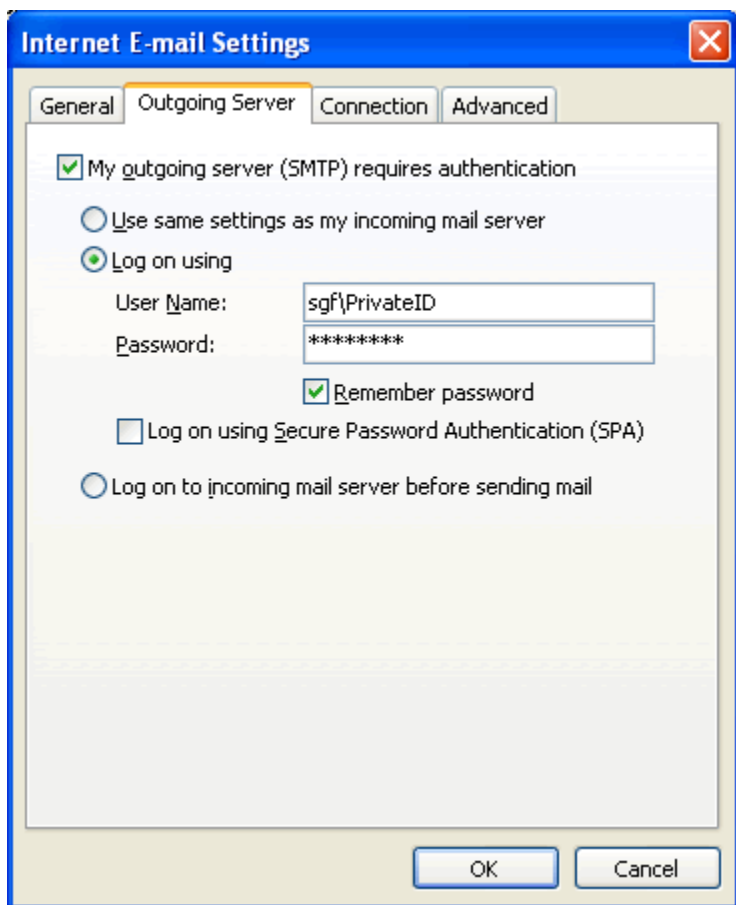
**E-mail Accounts** 

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



<b>User Information</b>	<b>Server Information</b>
<u>Y</u> our Name: <input type="text" value="Your Name"/>	<u>I</u> ncoming mail server (POP3): <input type="text" value="bearmail.missouristate.edu"/>
<u>E</u> -mail Address: <input type="text" value="PublicID@missouristate.edu"/>	<u>O</u> utgoing mail server (SMTP): <input type="text" value="bearmail.missouristate.edu"/>
<b>Logon Information</b>	<b>Test Settings</b>
<u>U</u> ser Name: <input type="text" value="sgf\PrivateID\PublicID"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
<u>P</u> assword: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

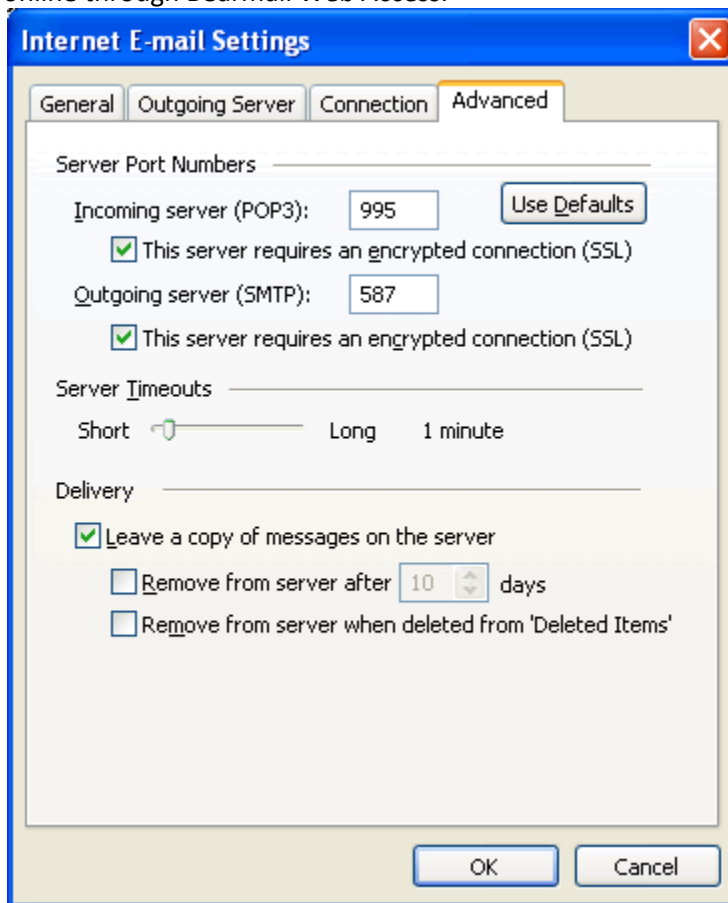
5. Click on the "More Settings..." button, then select the "Outgoing Server", then fill out the user name (domain\PrivateID) and password.



6. Select the "Advanced" tab and then set both incoming and outgoing servers to use an encrypted connection (SSL) and set the outgoing port to 587.

**Warning:** If you do not check the option "Leave a copy of messages on the server", messages will be removed from the server. These messages will not be available when accessing email

online through Bearmail Web Access.




The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced", with "Advanced" currently selected. The dialog is divided into three sections: "Server Port Numbers", "Server Timeouts", and "Delivery".

**Server Port Numbers**

- Incoming server (POP3): 995. A "Use Defaults" button is to the right.
- ☒ This server requires an encrypted connection (SSL)
- Outgoing server (SMTP): 587
- ☒ This server requires an encrypted connection (SSL)

**Server Timeouts**

Short  Long 1 minute

**Delivery**

- ☒ Leave a copy of messages on the server
- ☐ Remove from server after 10 days
- ☐ Remove from server when deleted from 'Deleted Items'

At the bottom right are "OK" and "Cancel" buttons.