Setup instructions to set up Student Email with Outlook 2010 (POP3)

Open Outlook and create a new account and choose the highlighted settings below.

Example of student email address: jsmith@student.laniertech.edu
Enter your name and email address. Your username is your entire email address. Be sure to uncheck the Test Account Settings box and then click More Settings (instead of Next).
Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server
- Log on using
  - User Name:
  - Password:
    - Remember password
    - Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

Server Port Numbers

- Incoming server (POP3): 995
- Use Defaults
- This server requires an encrypted connection (SSL)
- Outgoing server (SMTP): 465
- Use the following type of encrypted connection: SSL

Server Timeouts

- Short: 1 minute
- Long: 1 minute

Delivery

- Leave a copy of messages on the server
- Remove from server after 14 days
- Remove from server when deleted from ‘Deleted Items’
Please DO NOT click Test Account Settings. Simply click Next.