**E-mail Setup for Outlook XP**

Outlook XP (2002) is the e-mail client that ships with Microsoft Office XP (2002). This is another option for users who do not wish to use Webmail or Outlook Express.

Some important notes for using Outlook XP:
1. It is a POP3 client, which means that unlike WebMail, it does NOT maintain a constant connection to the mail server. This means that Outlook users must manually click the “Send/Receive” button, or configure Outlook to check mail automatically at a specific interval.

2. Messages retrieved with Outlook/POP3 clients are removed from the server and are no longer available through WebMail or other computers, UNLESS they are explicitly configured to “Leave Messages on the Server”. This option can be enabled on the “More Settings” “Advanced” tab.

How to Configure Outlook XP to access Muskingum College Email:

1. Open Control Panel and choose the Mail Icon shown to the left. If you do not see the icon, click “Switch to Classic View” on the left side of Control Panel.

2. This will show you the Mail Setup - Outlook windows as shown. Click “E-mail Accounts...” to begin the Setup Wizard.

3. Click “Add a new e-mail account”.

4. Click “Next”.

...
5. Select “POP3” for your mail server type.

*Note:* You must choose POP3 or your Muskingum e-mail will NOT work!

6. Click “Next”.

7. Fill in the information requested as shown in the figure to the left.

The mail server addresses are **mailsrv.muskingum.edu** without the http: or other characters.

8. For “Remember Password” note that this is up to you. It is NOT recommended if you share your computer!

9. Click “More Settings”.

10. Click the “Outgoing Server” tab.

11. **ENABLE (CHECK) the option for “My outgoing server (SMTP) requires authentication”**.

12. Click OK.

13. At the previous screen, click “Next”.

14. Click “Finish” on the next screen.

Congratulations! Your Outlook XP e-mail is properly configured!