E-mail Setup for Outlook Express

Outlook Express (OE) is the e-mail client that ships with Windows and Internet Explorer. For users who do not wish to use WebMail and also do not wish to use Eudora, Outlook Express is a preferred choice.

Some important notes for using Outlook Express:
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 OE users must manually click the “Send/Receive” button, or configure OE to check mail automatically at a specific interval.

2. Messages retrieved with OE/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”. More information can be found later in this guide.

How to Configure Outlook Express to access Muskingum College Email:

1. Open Outlook Express by double-clicking the icon found on the desktop. If you do not see it here for some reason, it can be found on the Start menu, under Programs.

2. The first time you run the program you are prompted for setup information. (If not, click Tools menu, then Accounts. Then click the New button, and choose Mail Account.)

3. For the first prompt, enter your full name, and choose Next.

4. On the next page, enter your email address here at Muskingum, for example ehall@muskingum.edu or joem@muskingum.edu, etc.

5. Click Next.
6. On this page, select POP3 server from the list.

7. The Incoming and Outgoing mail server address is:

   mailsrv.muskingum.edu

   (Do not enter any other characters!)

8. Click Next.

9. Enter your username as the part of your email BEFORE the @ sign... for example, ahhall or joem.

10. **(Optional)** If you are the only person that uses your computer and you do not want to worry about entering your password all the time, Enter your password and choose “Remember Password”.

    **Note:** This option is NOT recommended for anyone who shares their computer with others or leaves their computer accessible to others, since it allows anyone to access your email from your computer without knowing the password. If you enable this option, it is at your own risk!

11. Click Next, and you should see the “Congratulations” page. Click Finish.
Configuring Outlook Express Options

Although the following information is Optional, it is highly recommended that these options be set to make sure that your email is secure and functioning properly.

1. First, click the Tools menu and choose Accounts.

2. Doing so will display this dialog window. Click on the All tab, and verify that only ONE item is listed, which should be your Muskingum Email account.

3. If you see multiple items, please remove them unless you are certain that you need them. Most commonly, other items are “Directory Service” items that Microsoft creates for you that really do not serve a purpose.

4. Double-click on your Muskingum mail account, and this dialog window appears. Take time to verify and correct your information as needed.

**Note:** Although these options can be set to anything, it is recommended that you enter appropriate information that identifies you easily to people you email.

**Note:** Do NOT change the E-mail or Reply addresses, or your e-mail will NOT work properly!
5. Click on the Servers tab, verify the information shown, and Enable (Check) the box marked, “My server requires authentication” shown under Outgoing Mail Server.

<--- This option must be enabled in order to properly send outgoing e-mail.

6. (Optional) On the Advanced tab, there is one additional option that users may wish to enable if they work on multiple computers and want to access their e-mail at those computers (through OE or WebMail).

7. (Optional) Enabling (checking) the “Leave a copy of messages on server” will prevent OE from removing e-mails from the server so that they are accessible from any computer.

**Note:** By enabling this option, you have the benefit of accessing email from multiple computers, HOWEVER... Please remember that leaving them on the server does take up e-mail storage space. Users are limited to 20MB of e-mail storage at any given time, and if that fills up, you will NOT be able to send or receive e-mails.

**Note:** If you enable this option, it is also recommended that you enable “Remove from server when deleted from ‘Deleted Items’” as well.

8. Click OK to return to Account Options, and click Close to return to your E-mail.

You now have a completely functional e-mail setup with Outlook Express!