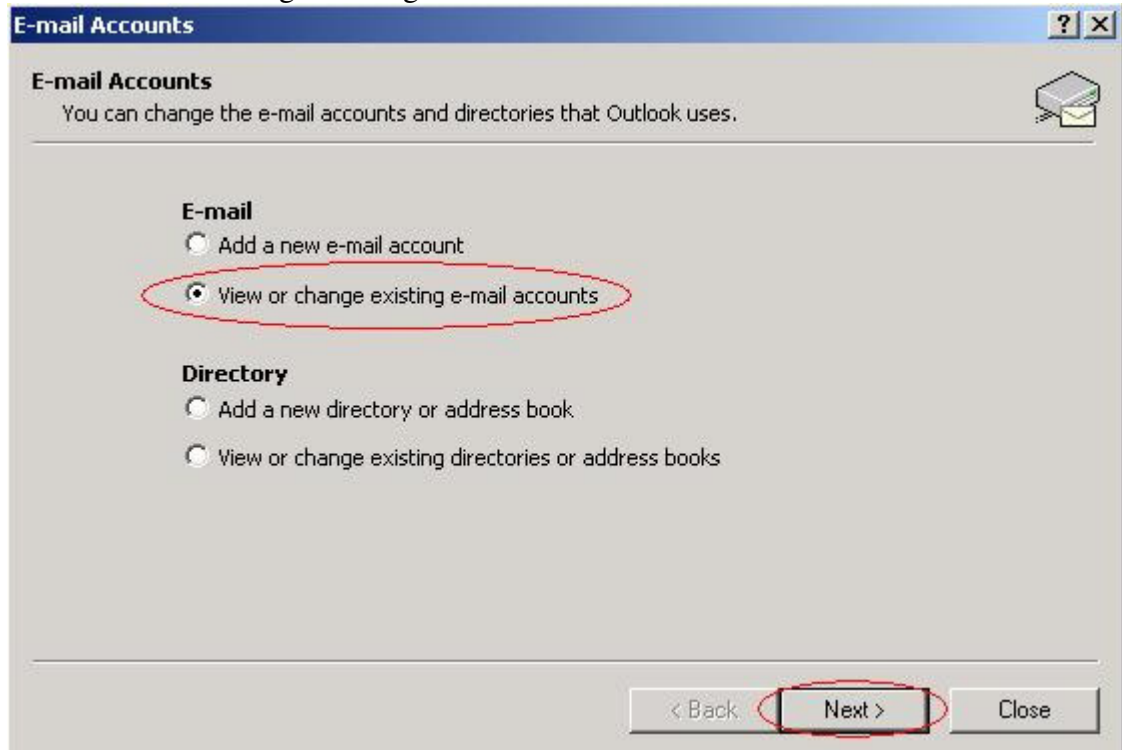


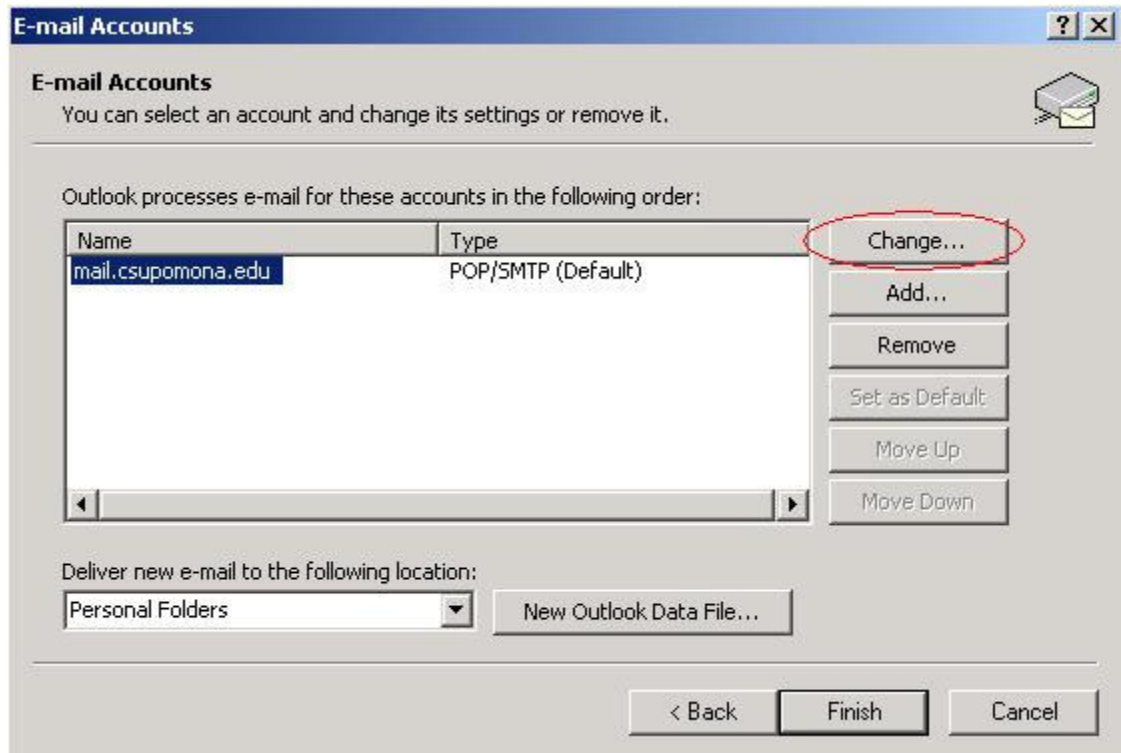
SMTP Security Client Setup Instruction Guides

INTRANET - Outlook XP

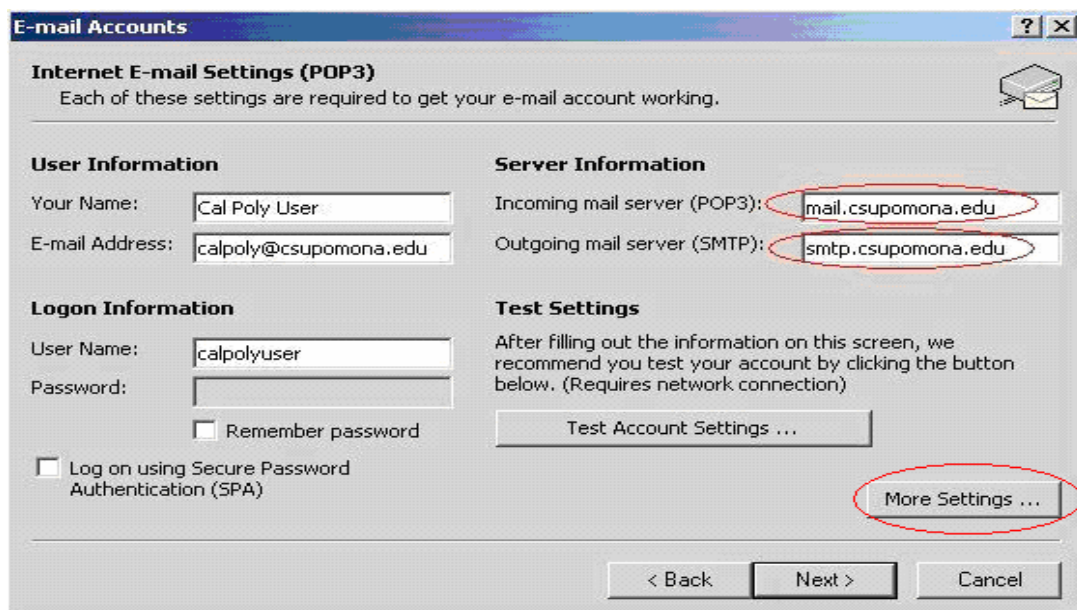
1. Open the Outlook XP application
2. From the “Tools” menu, select “E-mail Accounts...”
3. Select “View or change existing e-mail accounts” and select “Next”



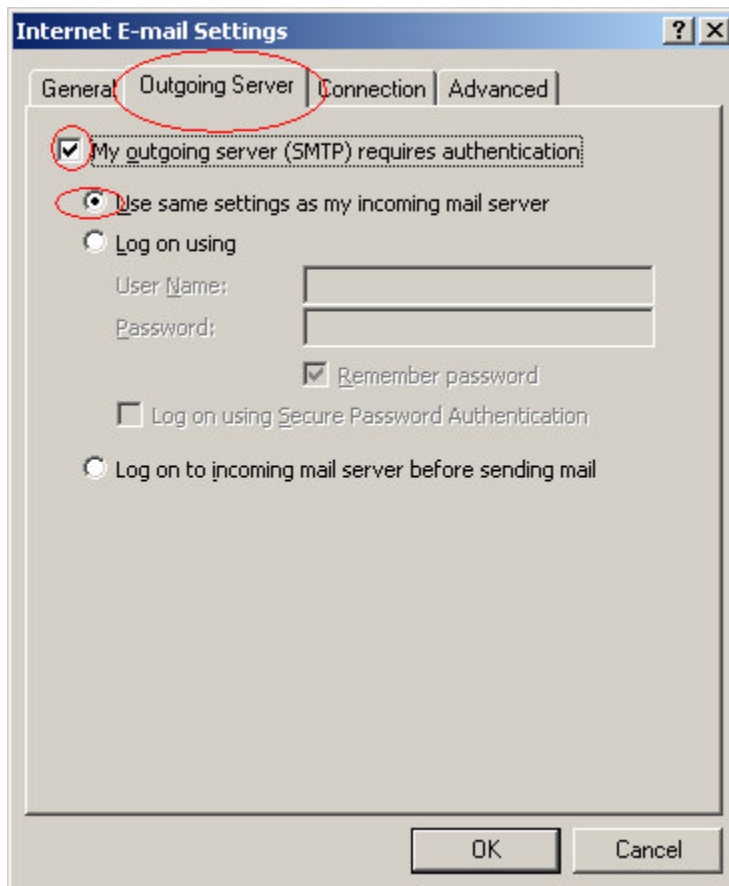
4. Make sure your email account name is highlighted
5. Select the “Change...” button (or the "Add..." button if setting Outlook up for the first time)



- NOTE: If you are setting Outlook up for the first time, select POP3 (default) or IMAP when prompted.
6. Change the value of “Outgoing mail (SMTP):” to **smtp.csupomona.edu**
 7. Change the value of “Incoming mail (POP3 or IMAP):” to **mail.csupomona.edu**



8. Select the “More Settings...” button



9. Select “OK”

10. Select “Next”

11. Select “Finish”

12. If you would prefer to use the IMAP protocol and are currently using POP, you will need to run the account setup wizard

1. Please call the Helpdesk at x6776 to discuss the implications of changing your Incoming protocol

2. From the “Tools” menu, select “E-mail Accounts...”

3. Select "Add a new e-mail account" to start the account setup wizard

4. Select "IMAP" when asked

13. Close and restart Outlook