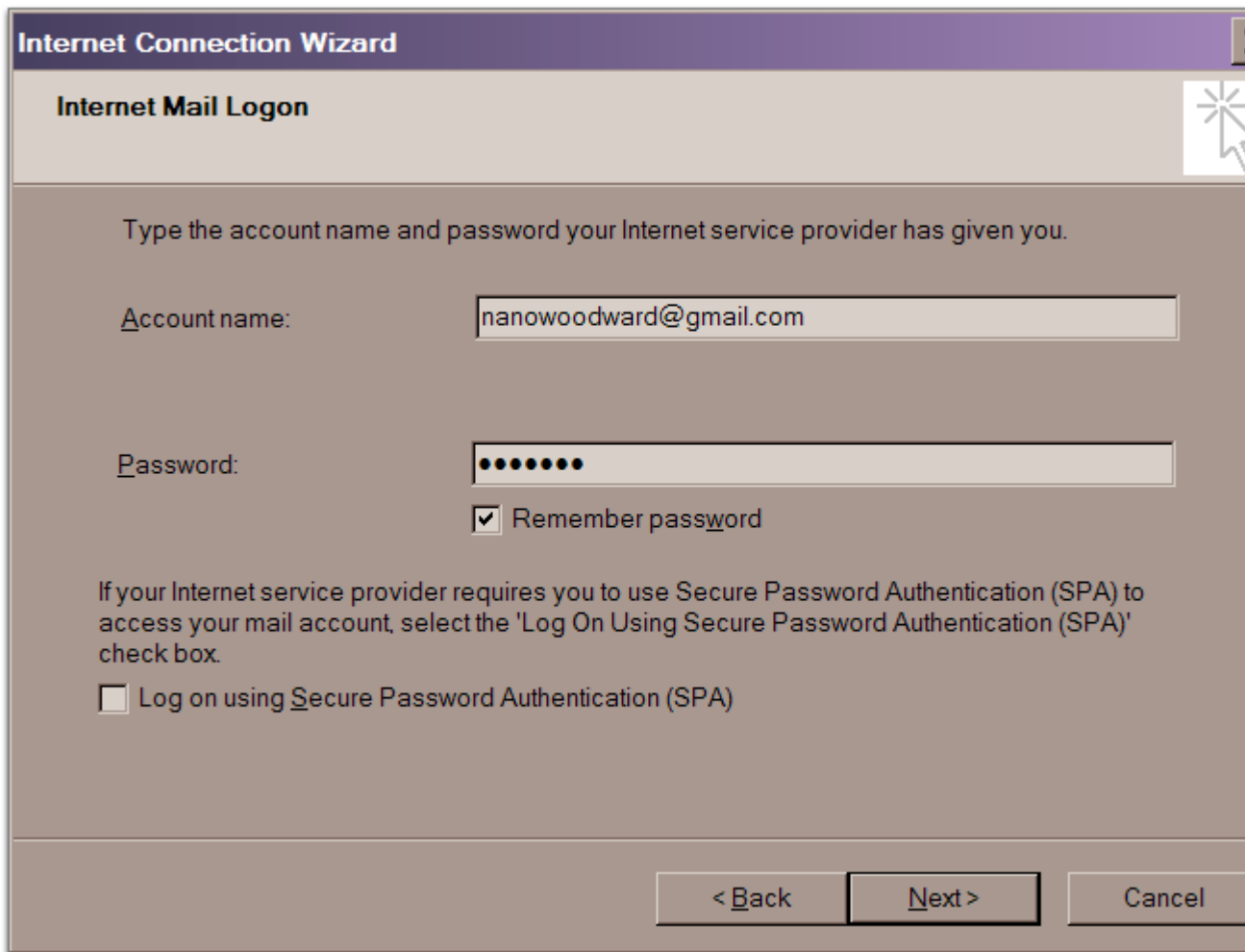


## To set up your Outlook 2002

[Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.

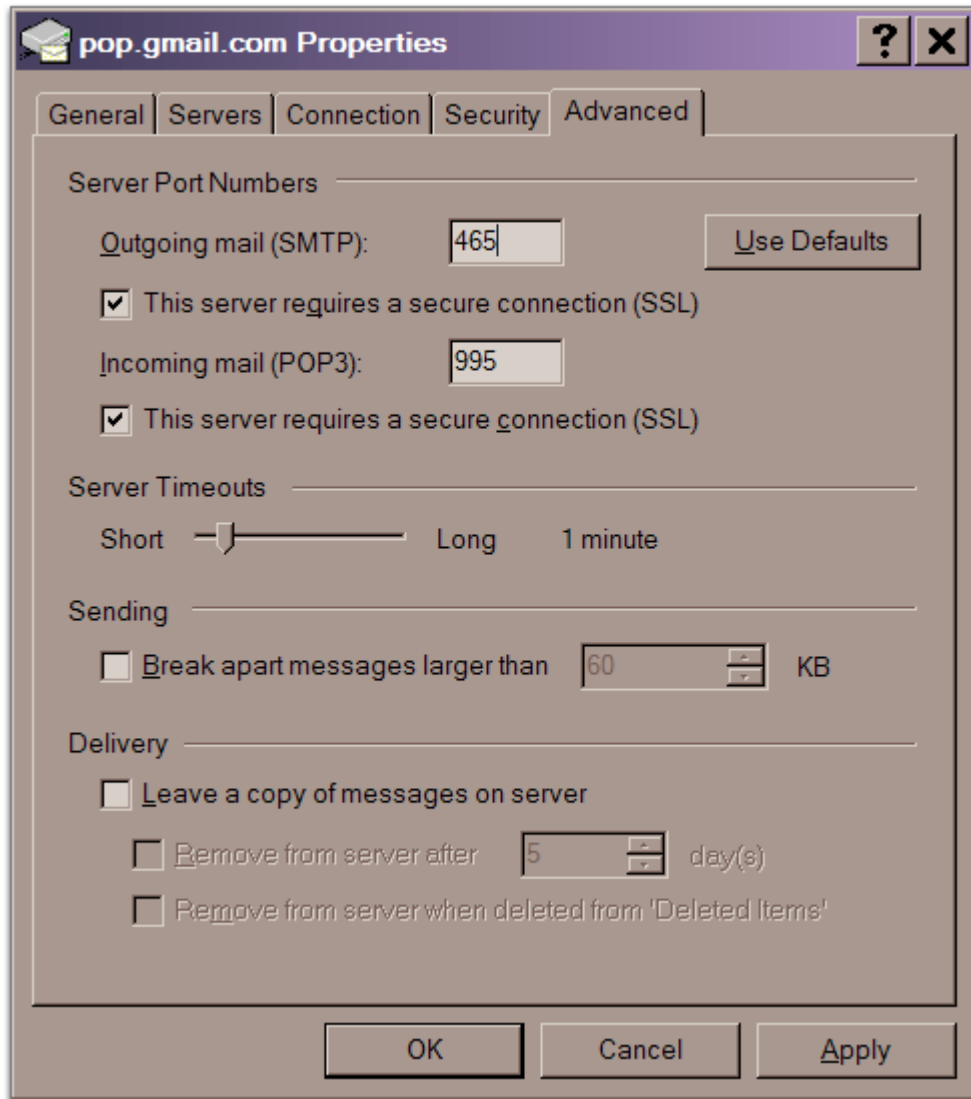
1. Open Outlook.
2. Click the **Tools** menu, and select **Accounts...**
3. Click **Add**, and then click **Mail...**
4. Enter your name in the **Display name:** field, and click **Next**.
5. Enter your full Gmail email address (username@gmail.com) in the **Email address:** field, and click **Next**. users, enter your full address in the format 'username@your\_domain.com.'
6. Enter 'pop.gmail.com' in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter 'smtp.gmail.com' in the **Outgoing mail (SMTP) server:** field. users, enter the server names provided, don't add your domain name in this step.
7. Click **Next**.
8. Enter your full email address (including '@gmail.com' or '@your\_domain.com') in the **Account name:** field. Enter your email password in the **Password:** field, and click **Next**.



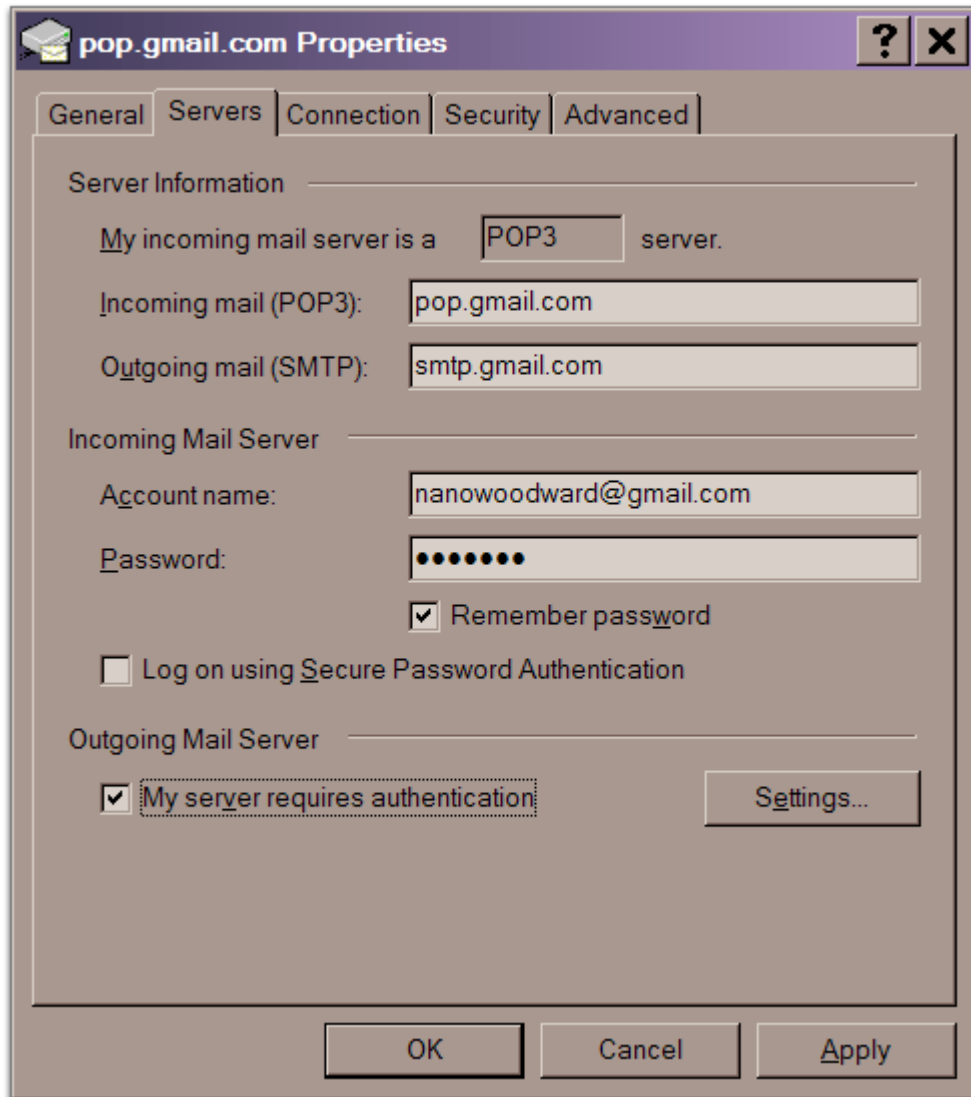
The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. Below the subtitle, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the text 'nanowoodward@gmail.com' and 'Password:' with a masked password of seven dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there is a text prompt: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below this prompt is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom right of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

9. Click **Finish**.

10. Highlight **pop.gmail.com** under **Account**, and click **Properties**.
11. Click the **Advanced** tab.
12. Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
13. Enter '465' in the **Outgoing mail (SMTP):** field.
14. Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to '995'.



15. Click the **Servers** tab, and check the box next to **My server requires authentication**.



The screenshot shows the 'pop.gmail.com Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' The 'Incoming mail (POP3):' field contains 'pop.gmail.com' and the 'Outgoing mail (SMTP):' field contains 'smtp.gmail.com'. The 'Incoming Mail Server' section has 'Account name:' set to 'nanowoodward@gmail.com' and 'Password:' masked with dots. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked, and a 'Settings...' button is visible to its right. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

16. Click **OK**.