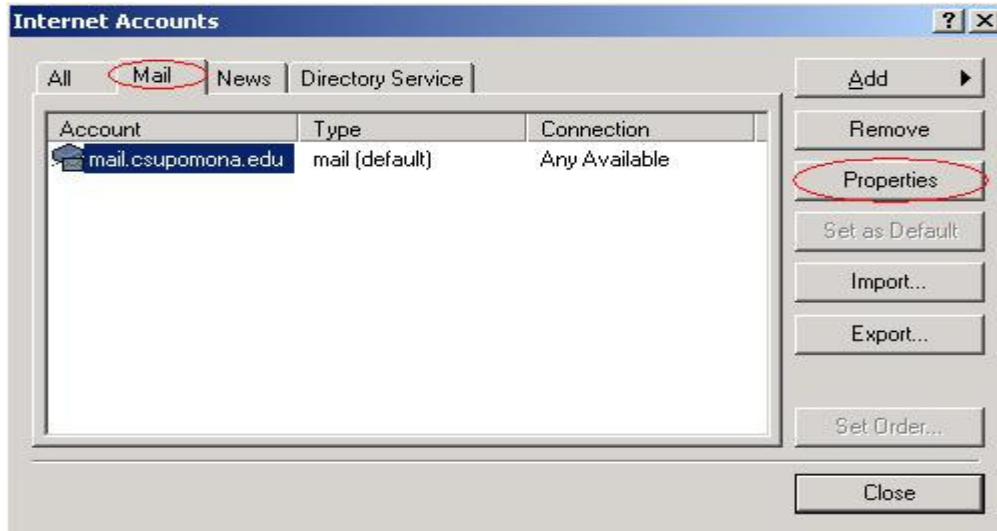


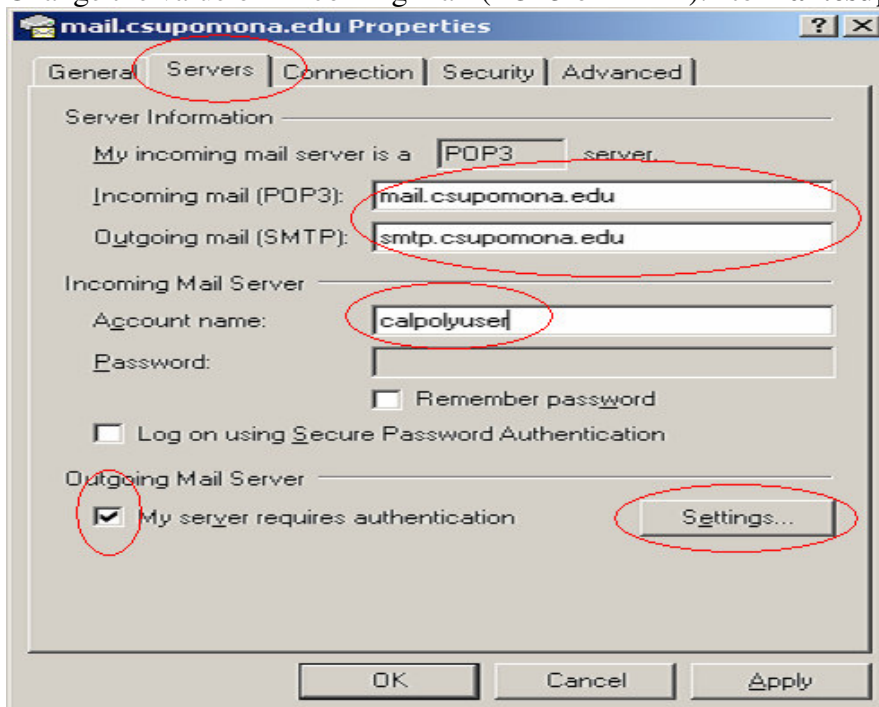
SMTP Security Client Setup Instruction Guides

INTRANET - Outlook 2000

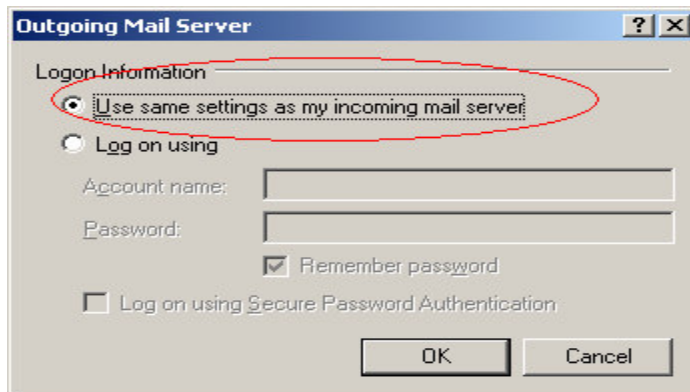
1. Open the Outlook application
2. From the "Tools" menu, select "Accounts..."
3. Select the "Mail" tab
4. Make sure your account name is highlighted
5. Select the "Properties" button (or the "Add" button if setting Outlook up for the first time)
- 6.



7. Select the "Servers" tab
8. Change the value of "Outgoing mail (SMTP):" to **smtp.csupomona.edu**
9. Change the value of "Incoming mail (POP3 or IMAP):" to **mail.csupomona.edu**



10. Check "My server requires authentication" checkbox
11. Click on "Settings..." button



12. Click on the "Use same settings as my incoming mail server"
13. Select "OK"
14. Select "OK"
15. 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. Select the "add" button
 3. Select the "mail..." option to start the account setup wizard
 4. Select "IMAP" when asked
16. Select "Close" and restart the Outlook program