

Configuring Outlook 2000/Outlook Express 5 to Access mail.ateneo.edu

1. From the menu bar at the top of the Outlook window, click on *Tools*. From the drop-down menu, select *Accounts*.
2. The *Internet Accounts* window will open. Here, select the *Mail* tab and click the *Add* button on the right side. From the selection list that appears, choose *Mail*.
3. The *Internet Connection Wizard* window will open. In the first dialog (*Your Name*), enter your full name in the space for *Display name* then click *Next*.
4. In the *Internet E-mail Address* dialog, enter your email address: <your_login_name>@ateneo.edu then click *Next*.
5. In the *E-mail Server Names* dialog, select *POP3* for *My incoming mail server*. Enter mail.ateneo.edu for the both *Incoming* and *Outgoing* mail server. Click *Next*.
6. In the *Internet Mail Logon* dialog, select *Logon using POP account name* and enter your login name. The password field can be left blank. Click *Next*. For Outlook Express 5, jump to step 9 below.
7. In the *Friendly Name* dialog, enter your preferred account/connection name or you can simply click *Next*.
8. In the *Choose Connection Type* dialog, select *Connect using my local area network* then click *Next*.
9. On the last dialog, click *Finish*.
10. The *Internet Connection Wizard* will close and you will be returned to the *Internet Accounts* window. Double-click the newly created account entry.
11. The account's *Properties* window will open. Select the *Servers* tab.
12. In the *Outgoing Mail Server* section, check the box *My server requires authentication*.
13. Select the *Advanced* tab.
14. In the *Server port numbers* section, check the box *This server requires a secure connection (SSL)* for both the *Outgoing Mail (SMTP)* and *Incoming Mail (POP3)* entries.
15. In the *Delivery* section, choose whether to leave your mail on the server or not. If you choose to leave your mail, it is preferred to check the box for *Remove from server when deleted from 'Deleted Items'*.
16. Click *OK* to close account *Properties* window.
17. Click *Close* to exit the *Internet Accounts* window.
18. Click on the *Send/Receive* button to begin downloading mail. A prompt might appear asking whether to accept the certificate for mail.ateneo.edu, click *OK* to continue.