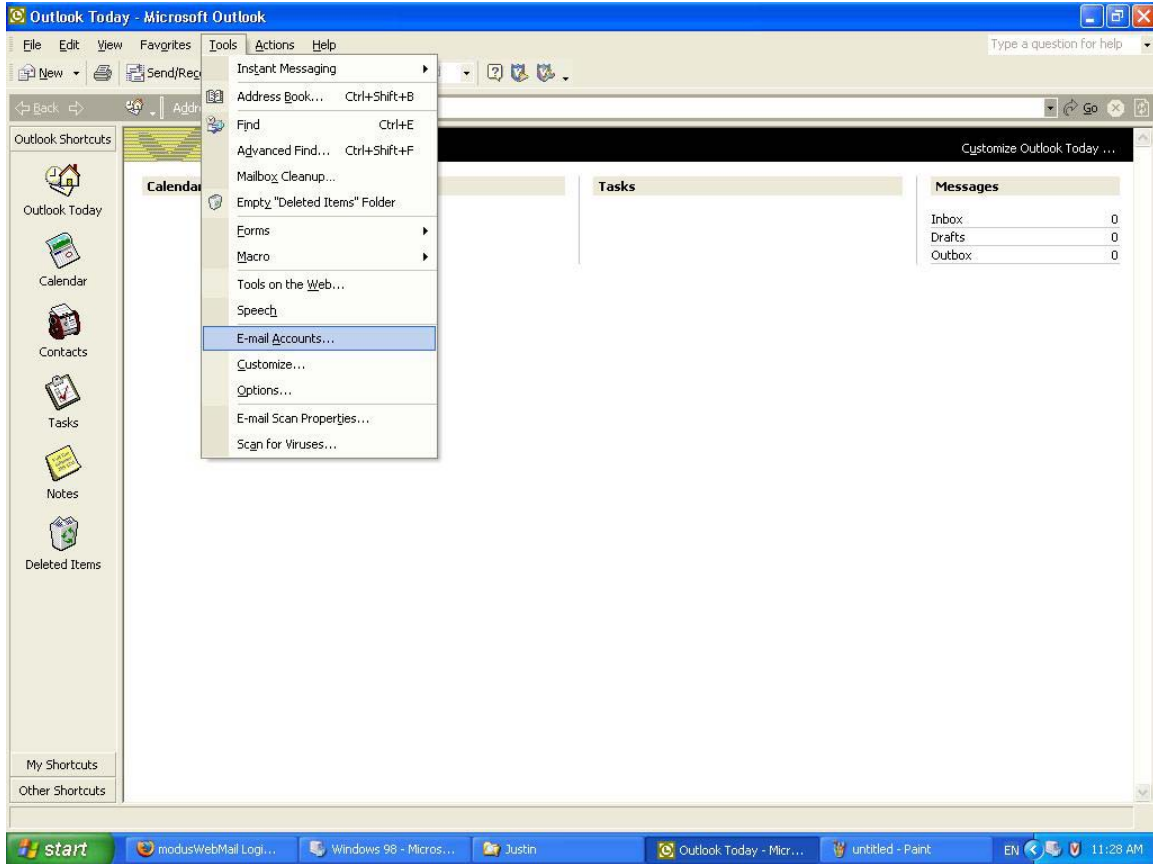


Setting up your Microsoft Outlook to check Webmail

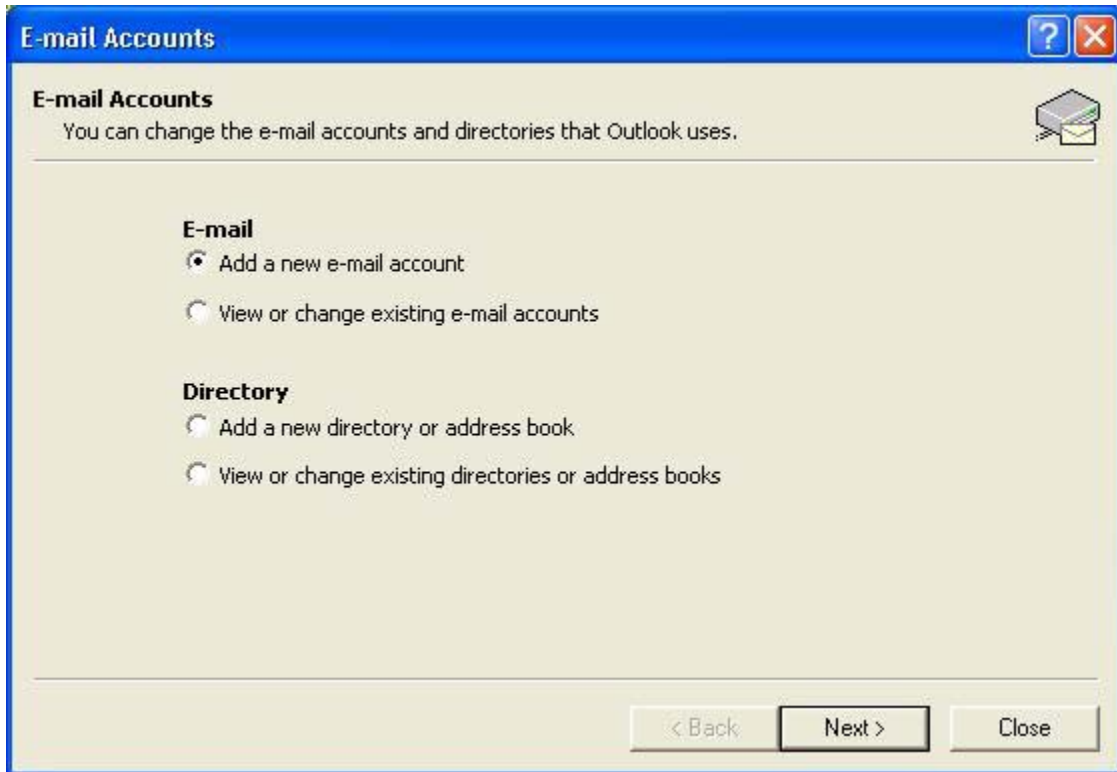
Step 1:

Open Outlook. On the Toolbar, click on Tools and then E-Mail Accounts.



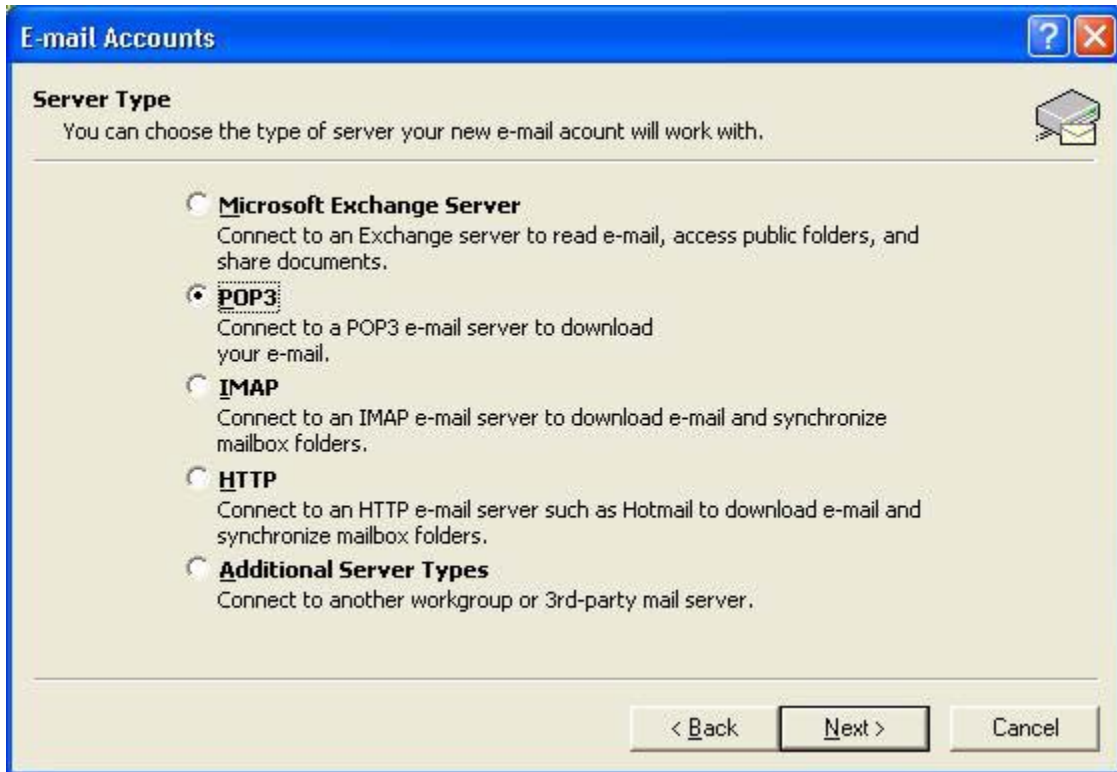
Step 2:

Choose "Add a new e-mail account" and click "Next".



Step 3:

Choose "POP3" as the server type and click "Next".



Step 4:

Next to "Your Name:" type in the name that you wish to be displayed when you send and receive e-mails. In the "E-mail Address:" box, type in your "firstname.lastname@murraystate.edu". In the "Incoming mail server (POP3):" box, type in "pop.murraystate.edu". In the "Outgoing mail server (SMTP):" box, type in "smtp.murraystate.edu". In the "User Name:" box, type in your "firstname.lastname". In the "Password:" box, type in your password. Your password is initially set to the last four digits of your Social Security Number. When all the fields are entered correctly, click "Next".

E-mail Accounts

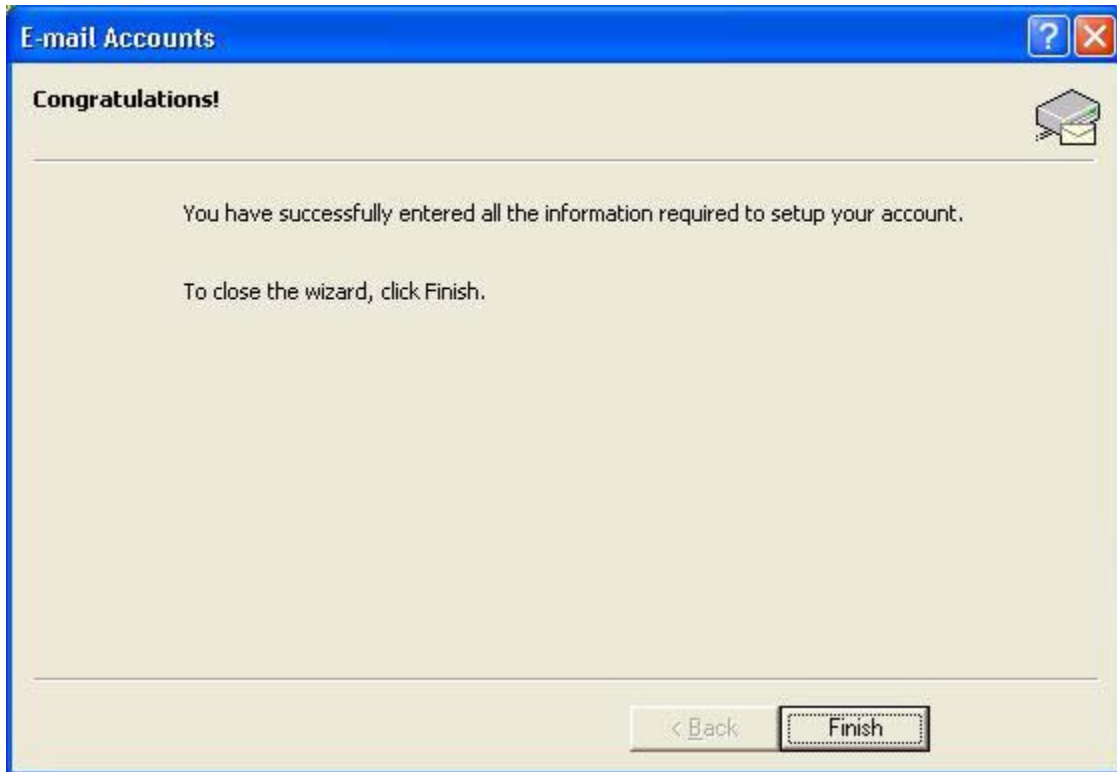
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="John Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.murraystate.edu"/>
E-mail Address: <input type="text" value="jn.smith@murraystate.edu"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.murraystate.edu"/>
Logon Information	Test Settings
User Name: <input type="text" value="john.smith"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

Step 5:

Simply click "Finish" on the final screen.



Step 6:

To check your e-mail, simply click on the "Send/Receive" button on the Toolbar.

