

MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Overview

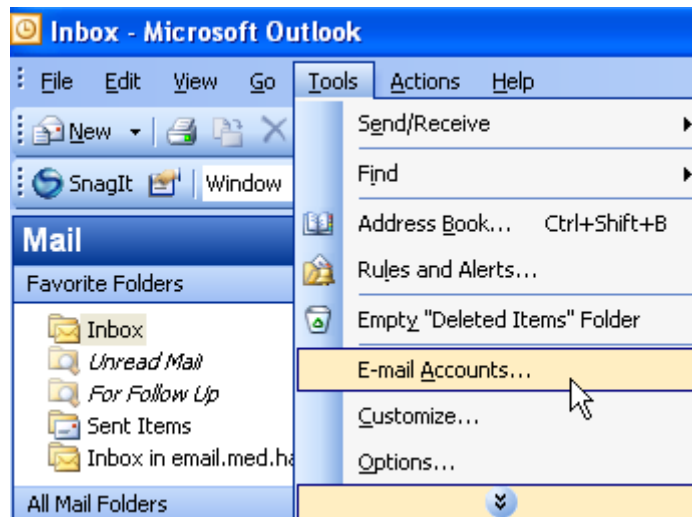
Harvard Medical School (HMS) recently made some adjustments to allow students the ability of accessing their HMS student email remotely with a desktop email client. Students may now use a secure protocol from outside of the HMS network. HMS assumes that students will have an Internet Service Provider to access the World Wide Web. This document is provided as a resource. Technical support is available *only* for the web-based email client, Outlook Web Access (OWA).

- *Pre-doctoral students entering medical school as of Fall 2004 will use the following official student email address: *firstname_lastname@hms.harvard.edu* for HMS/DMS/HST and *firstname_lastname@hsdm.harvard.edu* for HSDM. All other pre-doctoral students will follow the format of *firstname_lastname@student.hms.harvard.edu*.

Step-by-Step Configuration Instructions

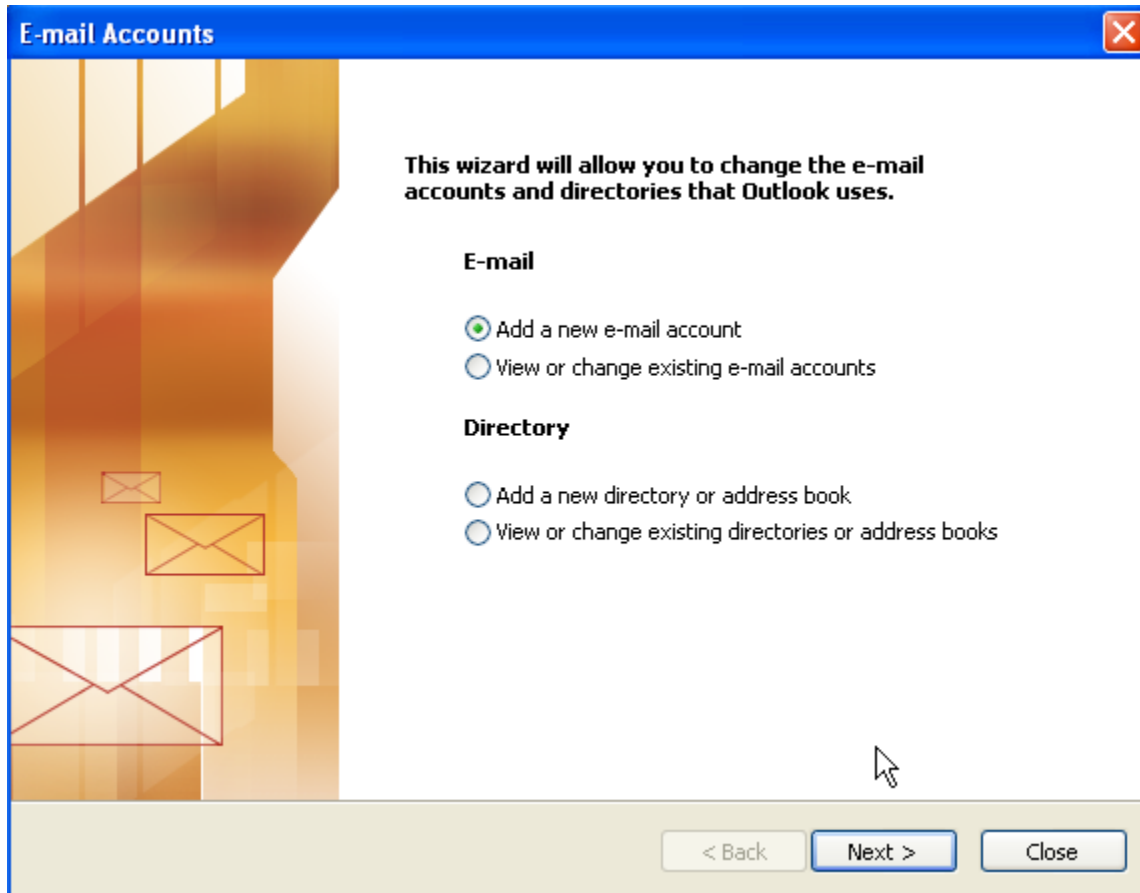
- **IMPORTANT:** If you have an anti-virus application such as **Norton Anti-Virus**, disable the outbound email scanning option. If you have **Symantec Anti-Virus Corporate Edition**, disable the Internet E-mail Auto-Protect option under Configure. If you have **Norton Internet Security**, disable Security, disable the outbound email scanning option under AntiVirus, and disable the training engine under AntiSpam.
- Download/install any updates for Outlook. (This document has been tested using MS Outlook 2003.)

Step 1: Launch MS Outlook 2003. Choose the **Tools** menu and highlight **E-mail Accounts** to begin configuring your e-mail.



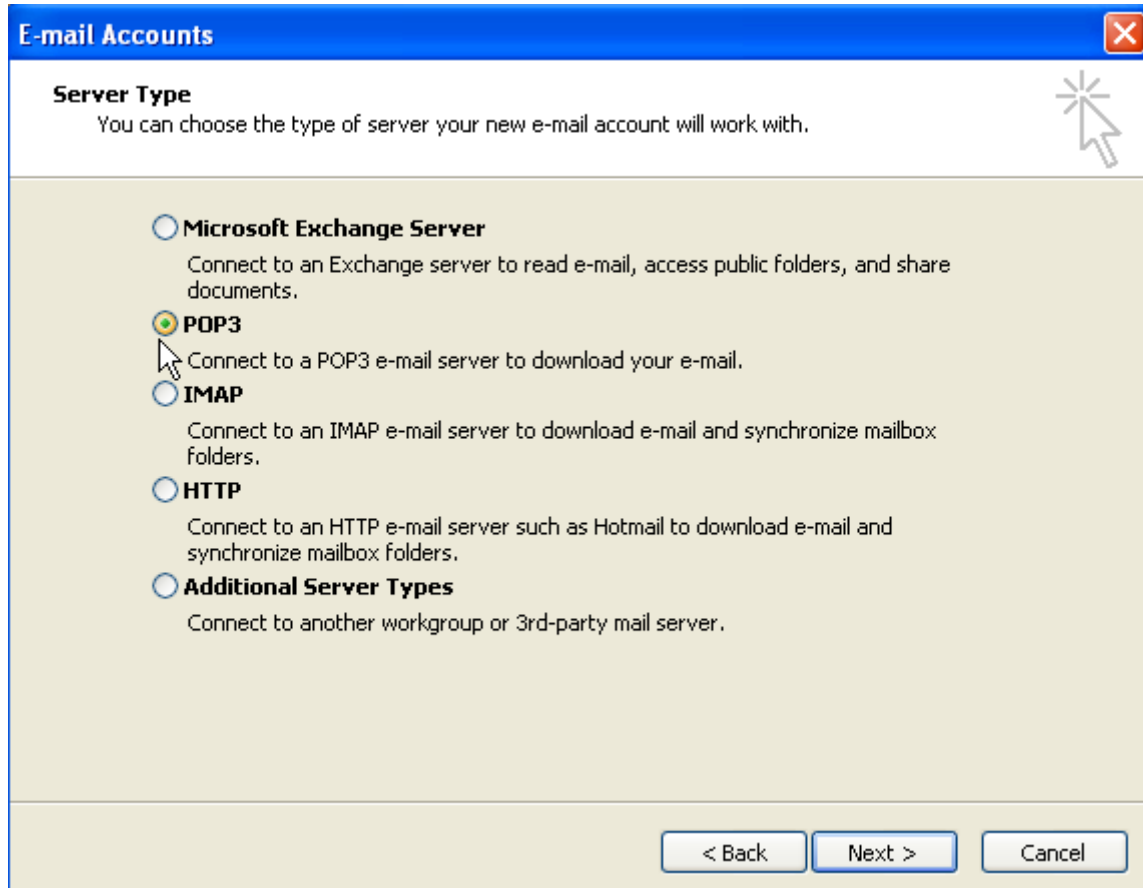
MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 2: Click the **Add...** button in the **E-mail Accounts** dialog box.
Select the button, **Add a new e-mail account**. Click the **Next** button.



MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 3: Select the button, **POP3**, **Connect to an POP3 e-mail server to download e-mail**. Click the button, **Next**.



MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 4: Make the following changes in the **E-mail Accounts** dialog box:

Your name: *firstname <space> lastname*

E-mail address: *Your Official Student Email Address dependent upon your entering year**

Incoming Mail Server (POP3): *email.med.harvard.edu*

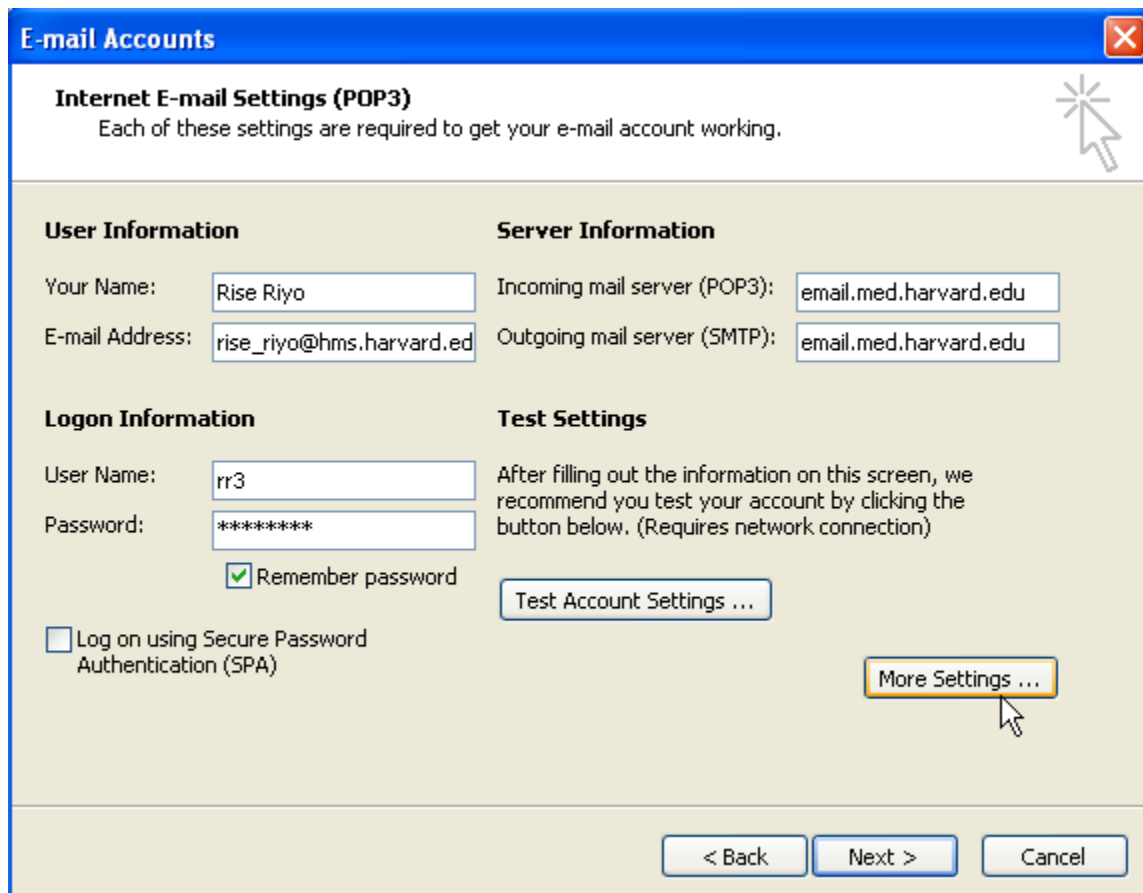
Outgoing Mail Server (SMTP): *email.med.harvard.edu (NOTE: RCN requires their SMTP settings)*

User Name: *eCommons username (if necessary, try med\ecommons username)*

Password: *eCommons case-sensitive password*

√ **Remember Password:** *Select this choice*

Click the button, **More Settings...** in the lower right corner of the dialog box when finished entering the above information.



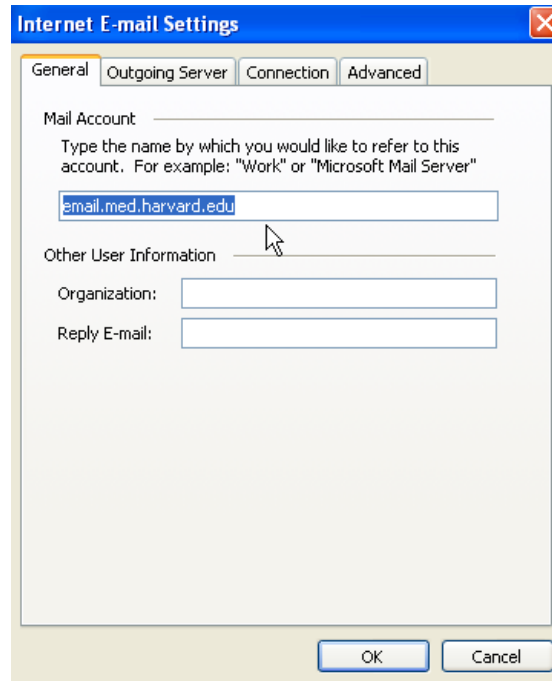
The screenshot shows the "E-mail Accounts" dialog box with the "Internet E-mail Settings (POP3)" tab selected. The dialog box contains the following fields and options:

- User Information:**
 - Your Name:
 - E-mail Address:
- Server Information:**
 - Incoming mail server (POP3):
 - Outgoing mail server (SMTP):
- Logon Information:**
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)
- Test Settings:**
 - After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
 -
-

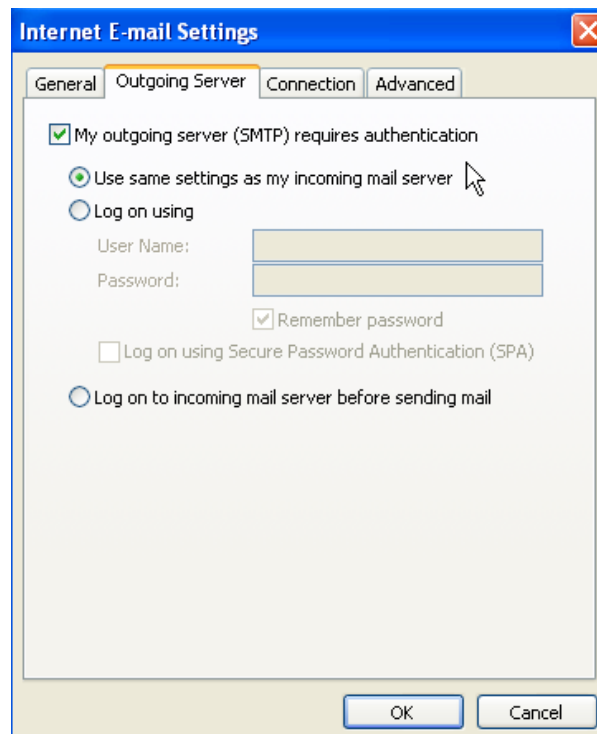
At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 5: If not entered, type in **email.med.harvard.edu** in the **Mail Account** textbox.



Step 6: Click the **Outgoing Server** tab on the **Internet E-mail Settings** dialog box. Select the checkbox, **My outgoing server (SMTP) requires authentication**. Select the radio button, **Use same settings as my incoming mail server**, as below:



MS Outlook 2003 Secure POP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 7: Click the **Advanced Server** tab on the **Internet E-mail Settings** dialog box. Under **Server Port Numbers**, enter the following information:

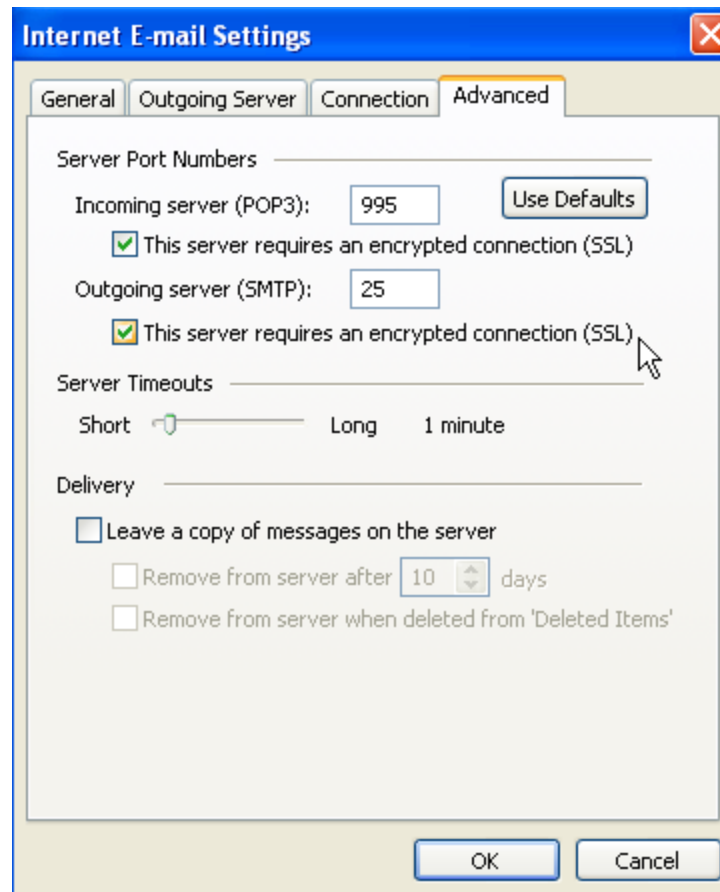
Incoming server (POP3): 995

Select checkbox: *This server requires a secure connection (SSL)*

Outgoing server (SMTP): 25

Select checkbox: *This server requires a secure connection (SSL)*

NOTE: The settings under **Delivery** are optional for the user. The suggested default setting for sPOP is leave messages on the server for 15 days. Click the button, **OK**. Click the **Next** button on the **Email Accounts** dialog box.



Step 8: Click the button, **Finish**, on the **Emails Account** dialog box. Congratulations! You have completed the MS Outlook 2003 Secure POP configuration process for a Windows-based PC. As always there are a number of optional configuration settings that you may choose to utilize or not, at your discretion. The information presented here represents the minimal configuration requirements to successful engage in the HMS Secure POP environment.