

Outlook Express Secure POP Configuration Settings for Windows-based PC For HMS Local and Remote Usage

Overview

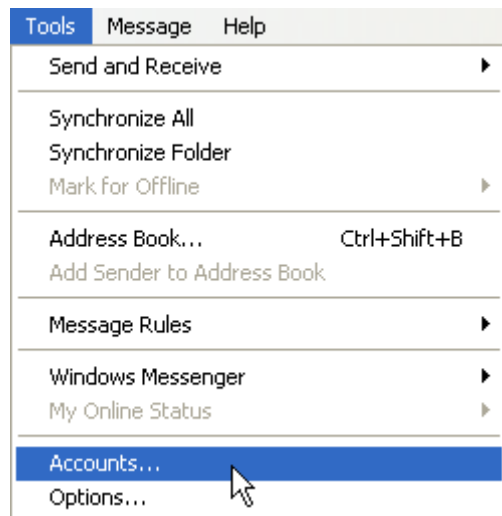
Harvard Medical School (HMS) recently made some adjustments to allow students the ability of accessing their HMS student email remotely with a desktop email client. Students may now use a secure protocol from outside of the HMS network. HMS assumes that students will have an Internet Service Provider 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

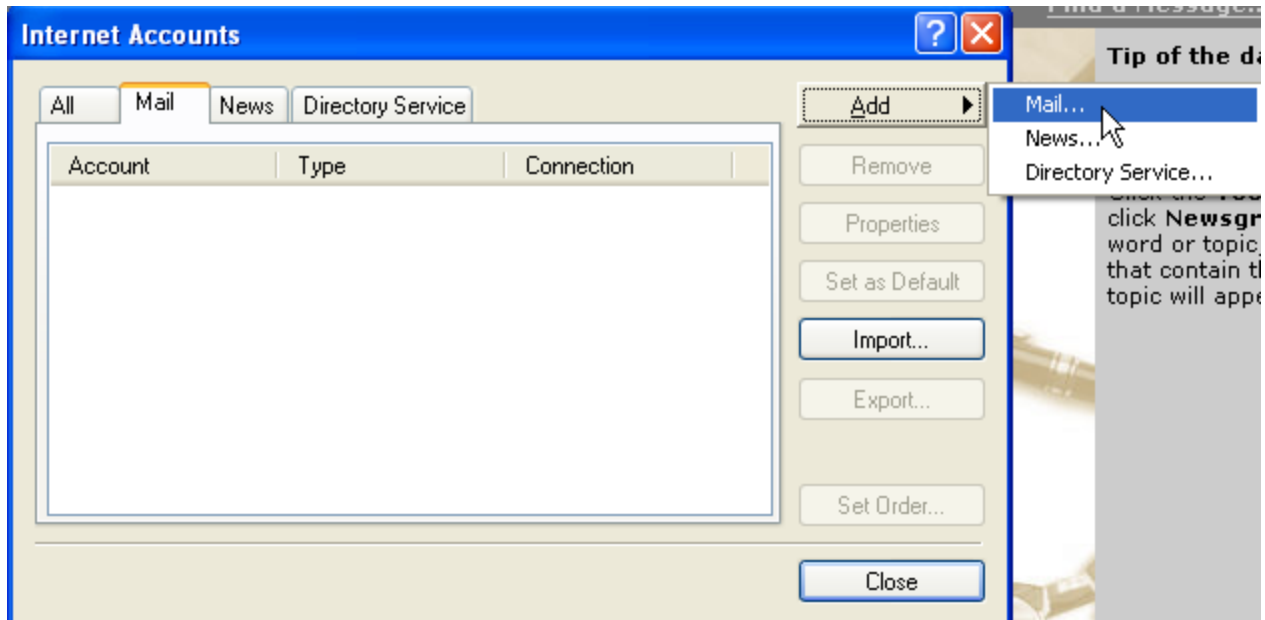
- **IMPORTANT:** If you have an anti-virus application such as **Symantec's Norton Anti-Virus**, disable the outbound email scanning option. If you have **Symantec Anti-Virus Corporate Edition**, disable the Internet E-mail Auto-Protect option under Configure. If you have **Norton Internet Security**, disable Security, disable the outbound email scanning option under AntiVirus, and disable the training engine under AntiSpam.
- Download/install any updates for Outlook Express. (This document has been tested using Outlook Express v6.)

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

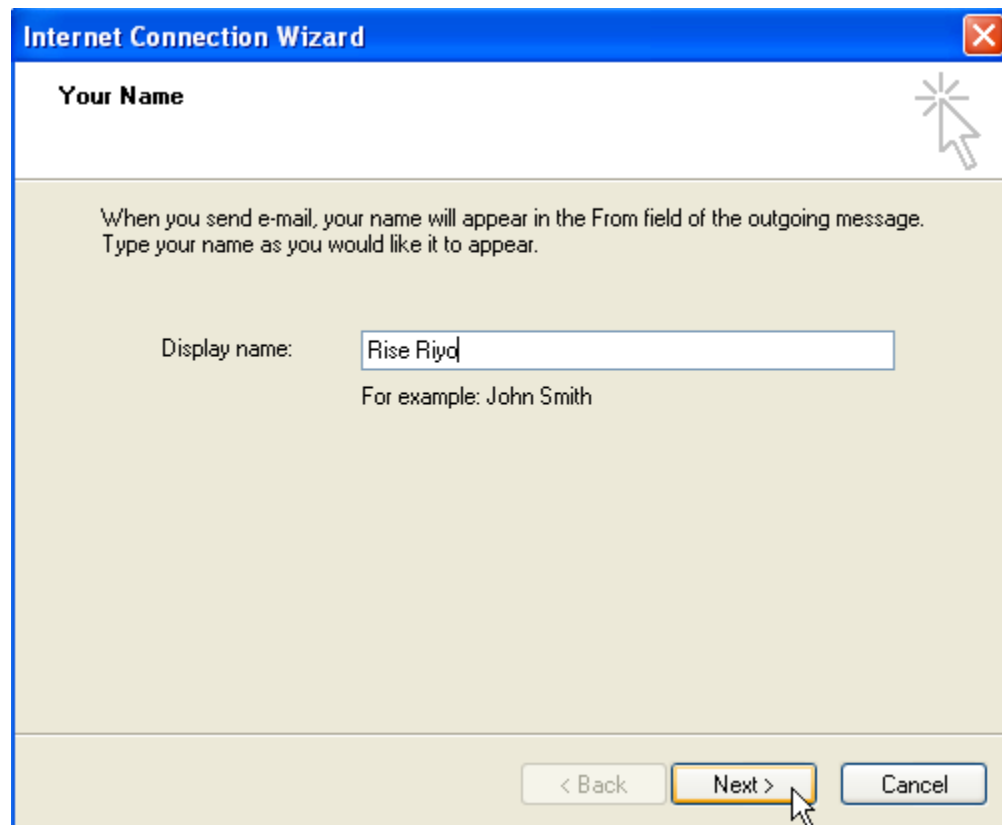


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Step 2: Click on the **Mail** tab and then select the button, **Add** and then **Mail...**

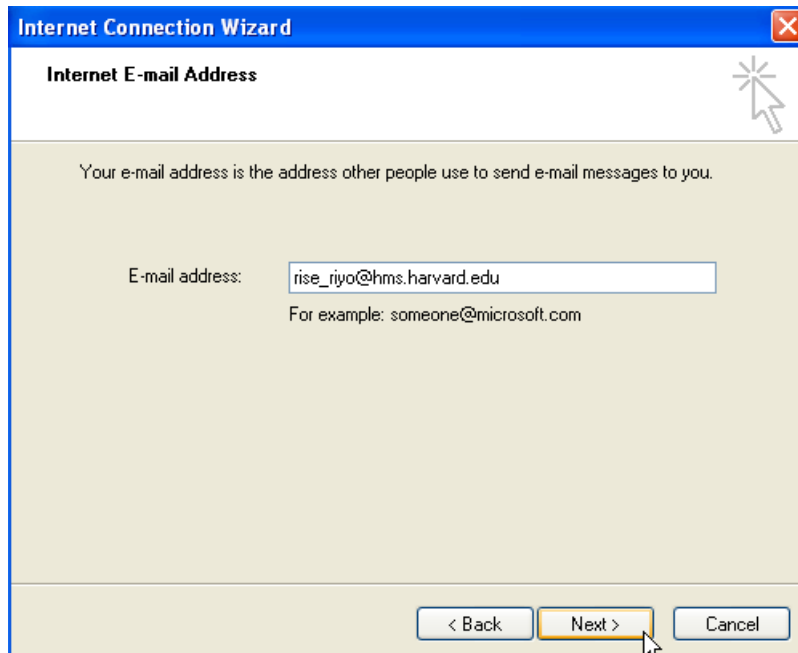


Step 3: Enter your full name in the **Internet Connection Wizard**. Click the button, **Next**.



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Step 4: Enter your official student email address*. Click the button, **Next**, to continue.



The screenshot shows the "Internet Connection Wizard" dialog box with the "Internet E-mail Address" step selected. The window title is "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box containing the email address "rise_rjyo@hms.harvard.edu". Above the text box, there is a note: "Your e-mail address is the address other people use to send e-mail messages to you." Below the text box, there is an example: "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a mouse cursor.

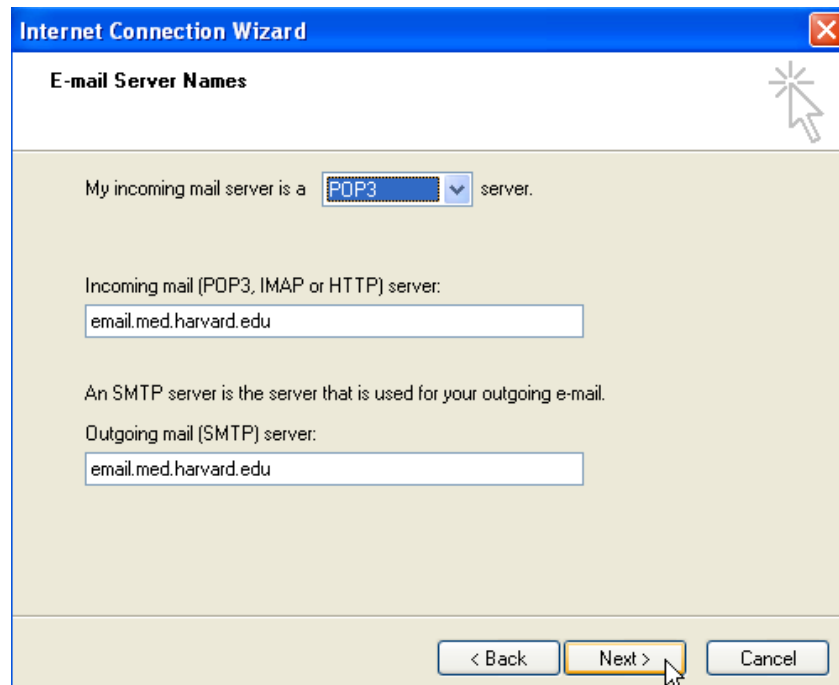
Step 5: Enter the following to configure the **E-mail Server Names**:

My incoming mail server is a _____ server: POP

Incoming mail server: *email.med.harvard.edu*

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

Click the button, **Next**, to continue.



The screenshot shows the "Internet Connection Wizard" dialog box with the "E-mail Server Names" step selected. The window title is "Internet Connection Wizard". The main heading is "E-mail Server Names". Below the heading, there is a text box containing the text "My incoming mail server is a POP3 server." The "POP3" is selected in a dropdown menu. Below this, there are two text boxes: "Incoming mail (POP3, IMAP or HTTP) server:" with the value "email.med.harvard.edu" and "Outgoing mail (SMTP) server:" with the value "email.med.harvard.edu". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a mouse cursor.

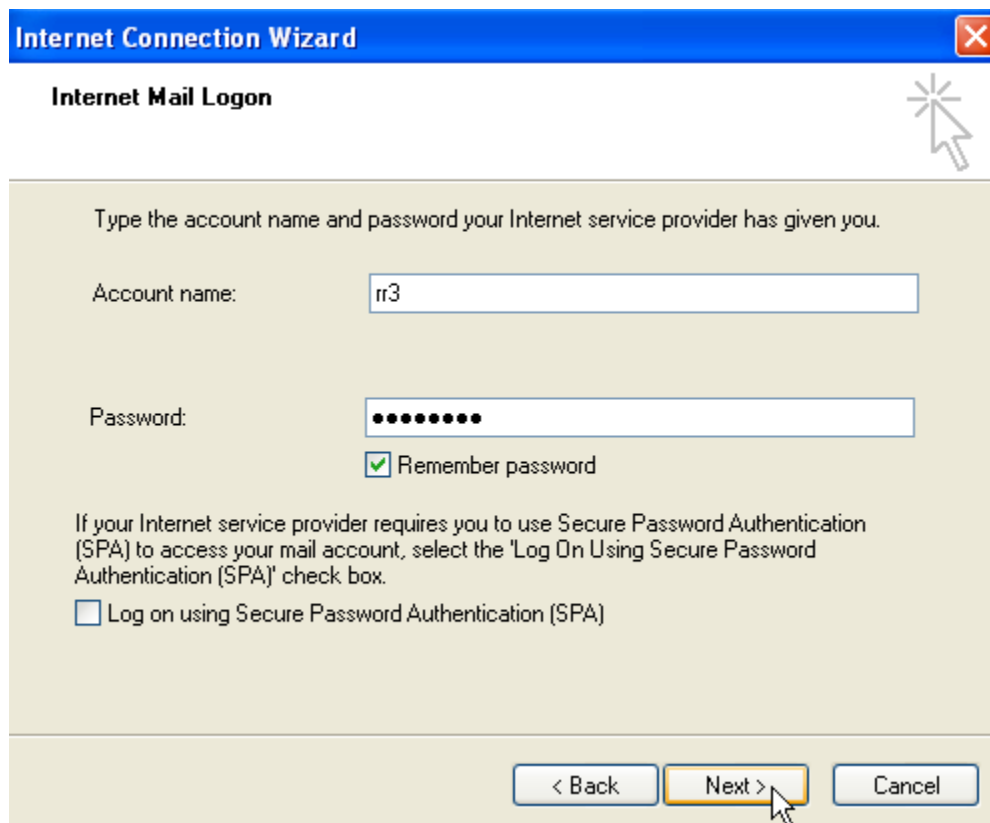
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Step 6: Enter the following to configure the HMS IT e-mail servers:

Account name: *your eCommons username (if necessary, use med\ecommons username)*

Password: *your eCommons case-sensitive password*

Click the button, **Next**, to continue.

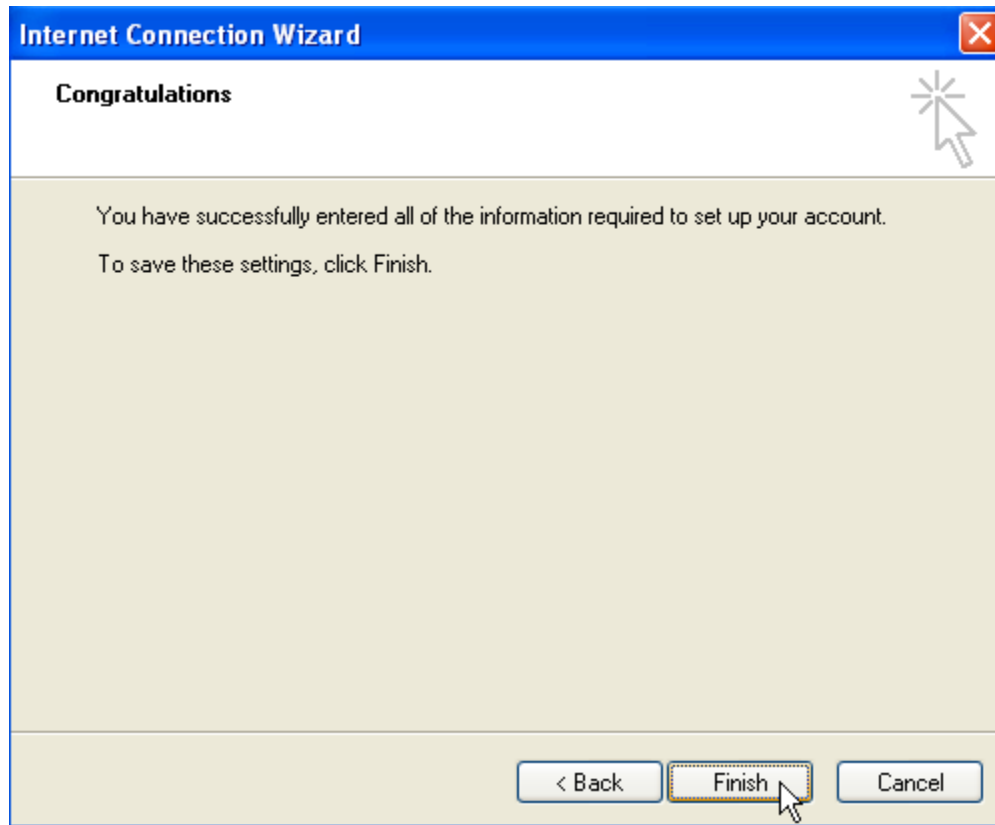


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title bar is blue with the text 'Internet Connection Wizard' and a close button. Below the title bar, the text 'Internet Mail Logon' is displayed. The main area is light beige and contains the following elements:

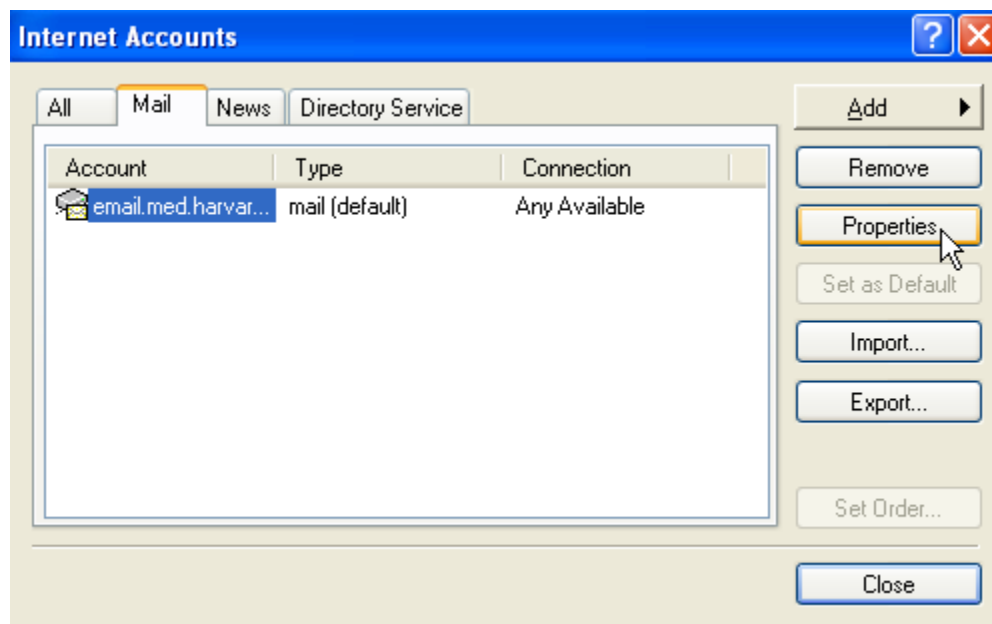
- A prompt: 'Type the account name and password your Internet service provider has given you.'
- An 'Account name:' label followed by a text box containing 'rr3'.
- A 'Password:' label followed by a text box containing ten black dots.
- A checked checkbox labeled 'Remember password'.
- Instructions: '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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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Step 7: Click the button, **Finish**, after having finished the **Internet Connection Wizard**.

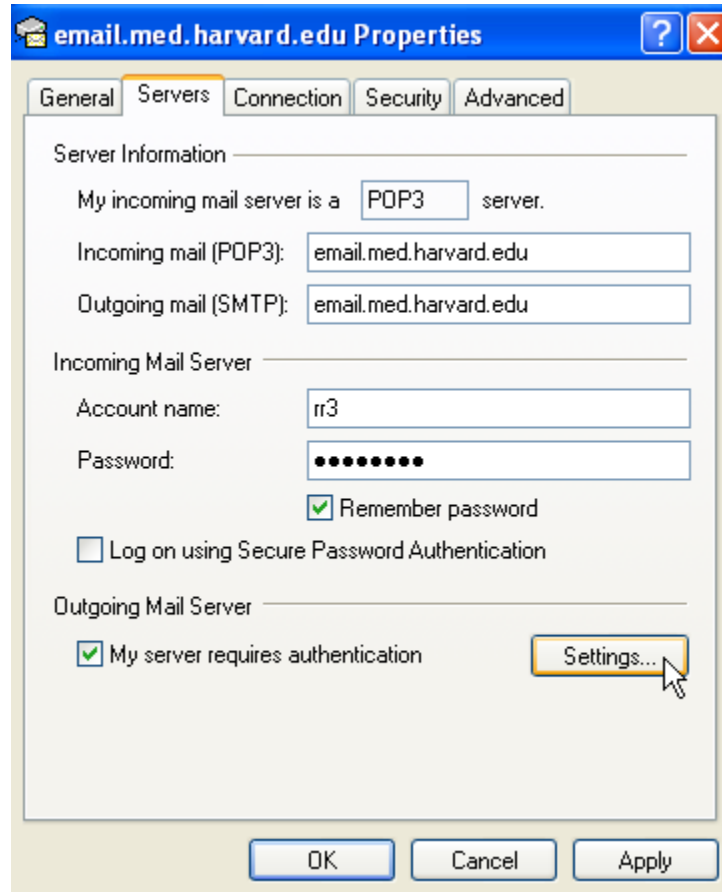


Step 8: Modify the configuration of the account you just created. Select the **Mail** tab. Highlight the account labeled **email.med.harvard.edu** and click the button, **Properties**.



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Step 9: Click the **Servers** tab. Select the checkbox next to **My server requires authentication** under the heading **Outgoing Mail Server**. Click the **Settings...** button.



Step 10: Select the radio button, **Use same setting as my incoming mail server** in the **Outgoing Mail Server** dialog box. Click **OK**.



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Step 11: Click the **Advanced** tab in the **email.med.harvard.edu** Properties dialog box.

Select the checkbox, **This server requires a secure connection (SSL)** under the headings, **Server Port Numbers and Outgoing mail (SMTP):**.

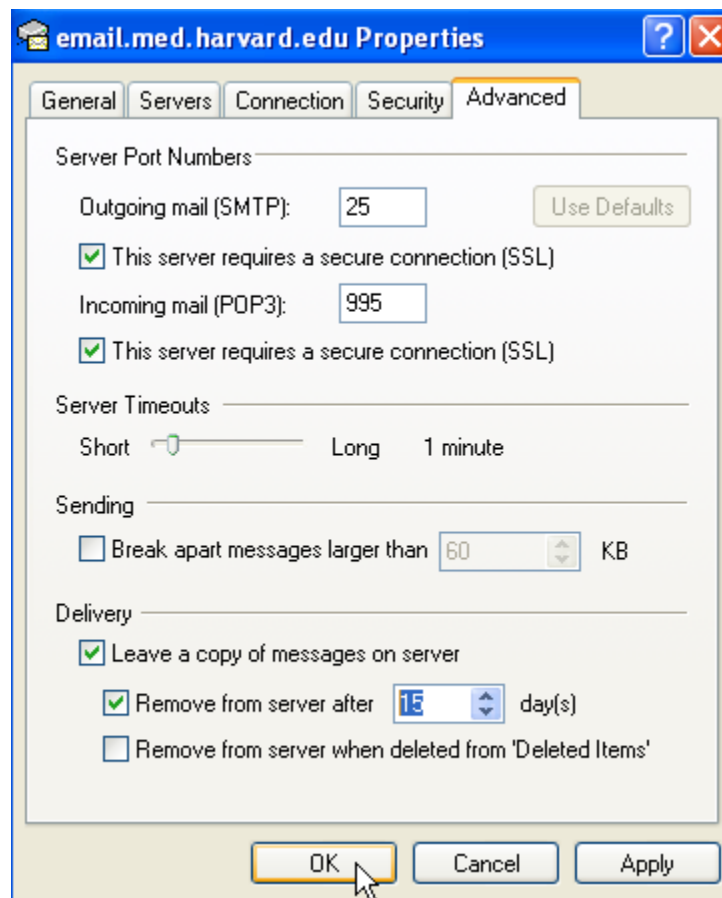
Outgoing mail (SMTP): 25 (NOTE: RCN requires their SMTP server settings.)

Select the checkbox, **This server requires a secure connection (SSL)** under the headings, **Server Port Numbers: and Incoming mail (IMAP):**.

Incoming Mail (POP3): 995

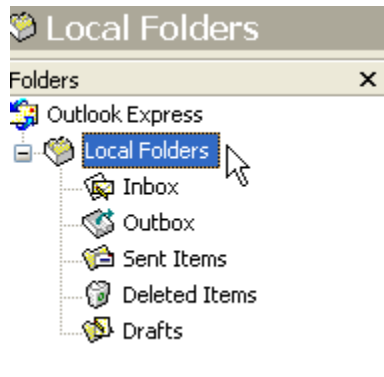
Suggestion: Select the checkboxes, **Leave a copy of messages on server** and **Remove from server after 15 day(s)**

Click the button, **OK**. Click Close to exit the **Accounts** dialog box.

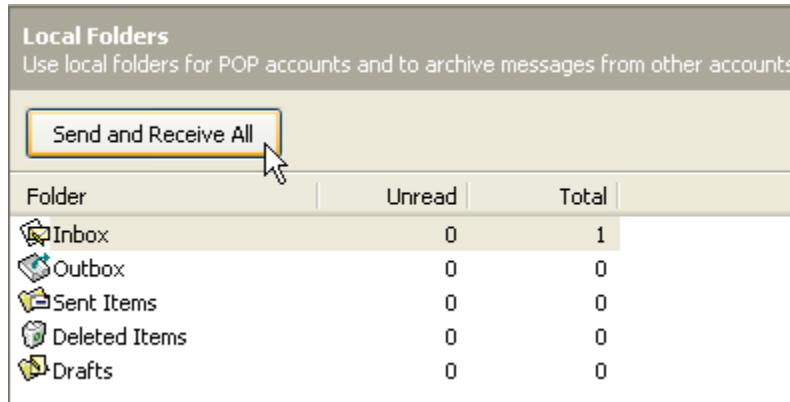


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Step 12: Double-click on the **Local Folders** on the left-hand side of the Folders column.



Click on the **Send and Receive All** button to download a copy of your Inbox email messages onto your home computer.



Step 14: Congratulations! You have completed the MS Outlook Express 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.