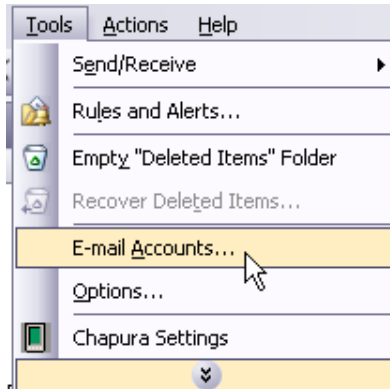
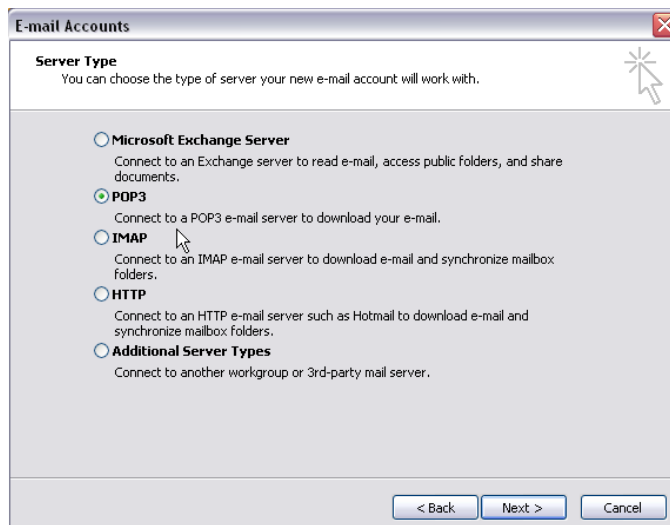
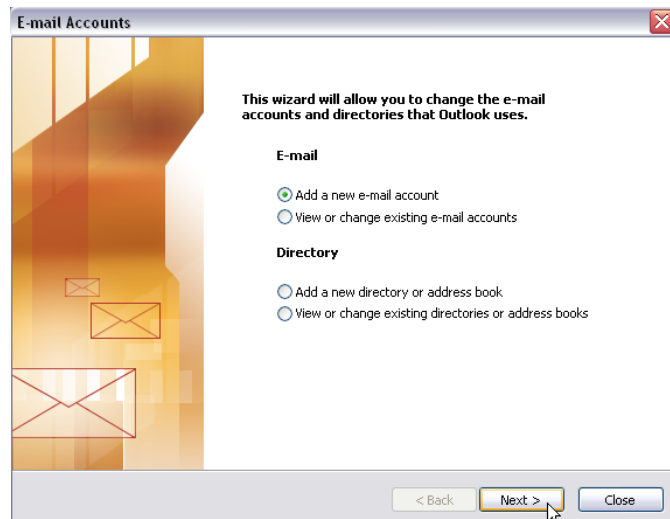


Bear Mail Configuration using Microsoft Outlook (similar setup can be made using Outlook Express too)

1. Select Tools, Email accounts.



2. Choose Add a new email account and then choose the Server Type—POP3 (will pull all email upon login off of the server) **or** IMAP (will keep a copy on the server and also download a local copy to your computer).



3. Enter your name, email address, user name (which is your Bear_Id and is case sensitive), password, and server name—**bearmail.baylor.edu** and then click the More Settings button.

User name
example:
Betty_Baylor, case
sensitive

E-mail Accounts

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

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)

4. Click on the Outgoing Server tab. Check off the box that says, “My outgoing server (SMTP) requires authentication.” Keep the selection “Use same settings as my incoming server .” Next, click on the Advanced tab and check to make sure the incoming server (POP or IMAP) port number is 143 and the outgoing server (SMTP) port is 25. Click OK when done.

Internet E-mail Settings

General Outgoing Server Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server
☐ Log on using

User Name:
Password:

☒ Remember password
☐ Log on using Secure Password Authentication (SPA)

Internet E-mail Settings

General Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (POP3):
☐ This server requires an encrypted connection (SSL)
Outgoing server (SMTP):
Use the following type of encrypted connection:

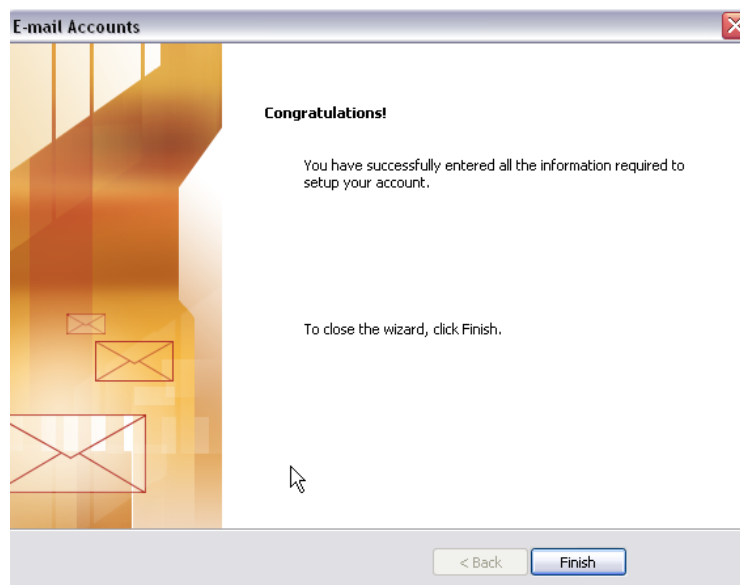
Server Timeouts

Short Long 1 minute

Delivery

☒ Leave a copy of messages on the server
☐ Remove from server after days
☐ Remove from server when deleted from 'Deleted Items'

5. Click finish when done configuring your Bearmail account.



***OPTIONAL** steps that may be required—depending upon your home ISP. Some ISP's may require you to use their outgoing (SMTP) mail server. If so, select the option "Log on using" and enter your account name and password that the ISP gave you upon contract with them. Another issue that can arise is the possibility of you having to change your port numbers under the Advanced tab. Common port numbers are 143 (incoming IMAP) and 25 (outgoing SMTP). **Note—the port numbers below are fictitious examples!** Please call your ISP for further details and the correct (if required) port numbers.

