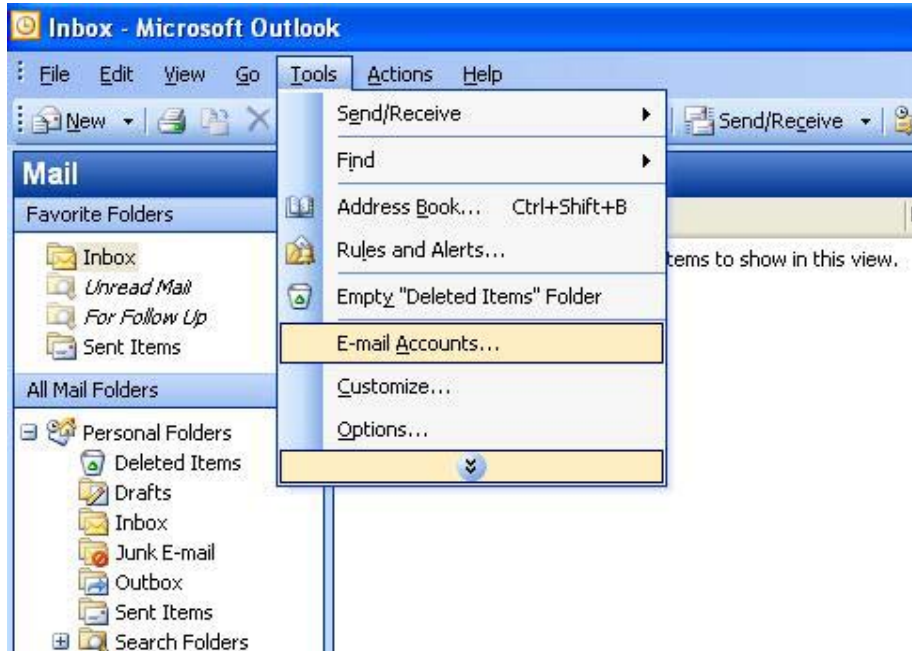


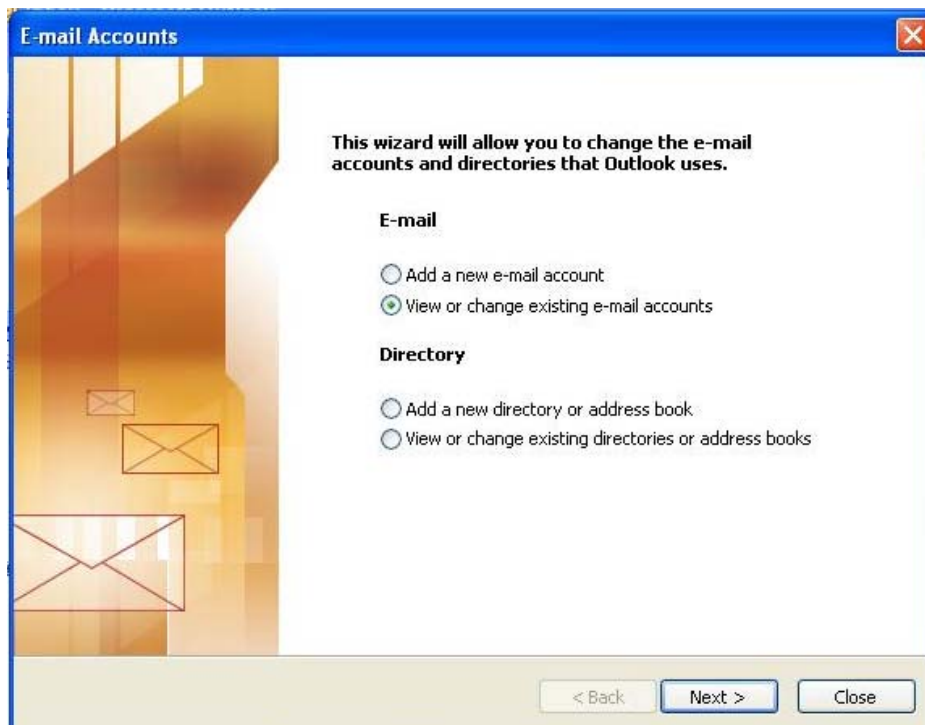
Outlook 2003

Changing an existing POP account to Gmail POP using Outlook 2003:

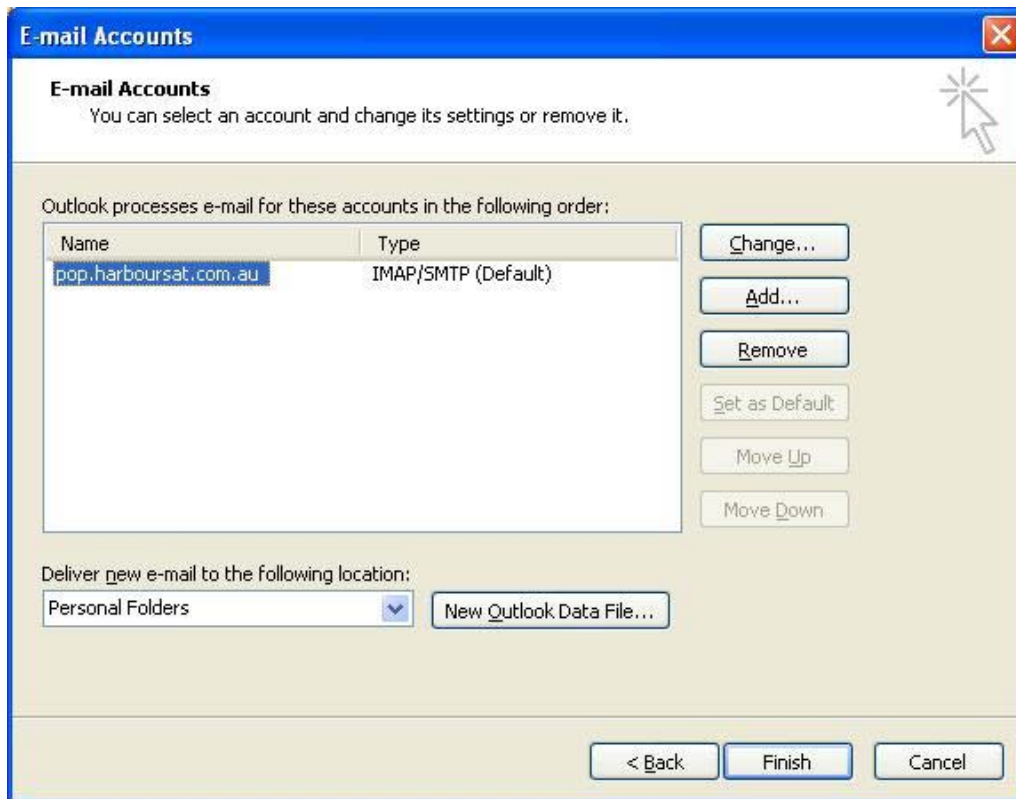
1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...** See screen show example below.



You will be shown the E-mail accounts page as per screen shot below;

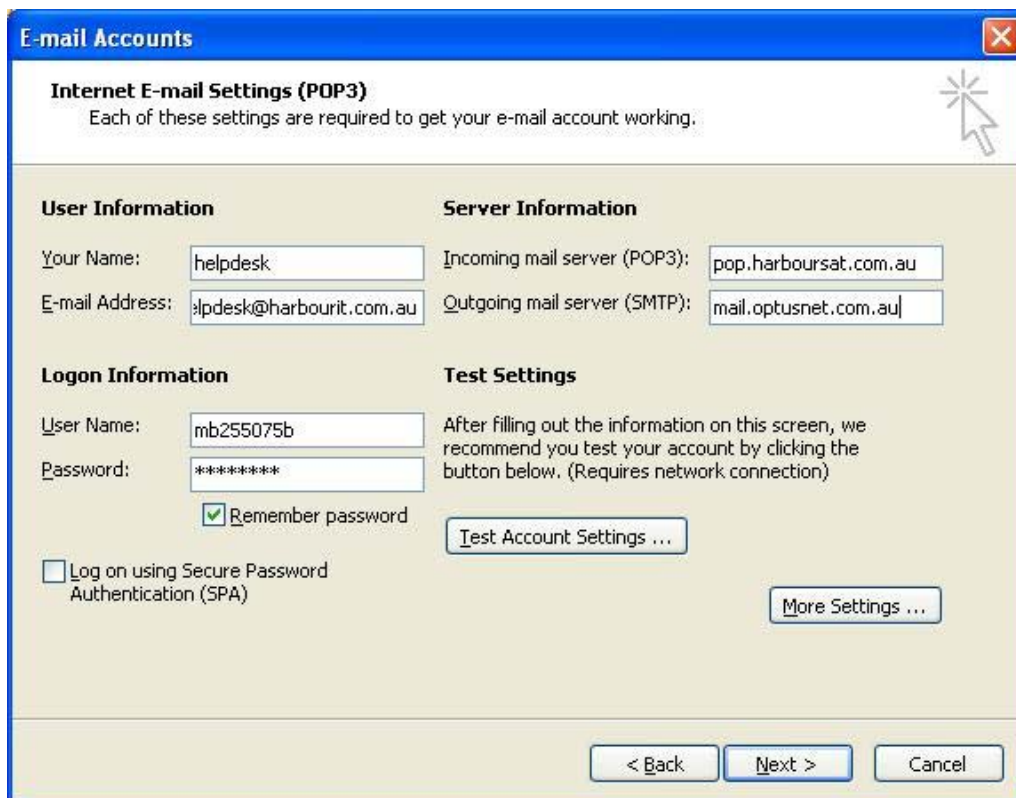


3. Select the option **View or change existing e-mail accounts**
4. Click **Next**
5. You will be displayed all the email accounts currently installed in Outlook. See screen shot example below;



6. Click **Change**

A summary page of your POP account will be displayed. See screen shot example below;



Under User Information

7. Ensure that your name is in the **Your Name** field.
8. Delete the entry in the E-mail Address field.
9. Enter your new Gmail email address in the E-mail Address field.

Under Server Information

10. Delete the entry in the **Incoming mail server (POP3)**: field.
11. Enter **pop.gmail.com** in the **Incoming mail server (POP3)**: field.
12. Delete the entry in the **Outgoing mail server (SMTP)**:
13. Enter smtp.gmail.com in the **Outgoing mail server (SMTP)**: field

Under Login Information

14. Delete the entry in the **User Name**: field.
15. Enter your full email address helpdesk@harboursat.com.au **User Name** field
16. Delete the entry in the **Password** field.
17. Enter your new Gmail password in the **Password**: field.

Please Note: If a complex password has not been provided please make sure the password is at least 8 characters in length and has at least one upper case and one numeral. If not then the Gmail Capcha will be enabled and an authentication error will occur.

E-mail Accounts

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

User Information	Server Information
Your Name: <input type="text" value="Helpdesk"/>	Incoming mail server (IMAP): <input type="text" value="pop.gmail.com"/>
E-mail Address: <input type="text" value="helpdesk@harboursat.co"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>

Logon Information

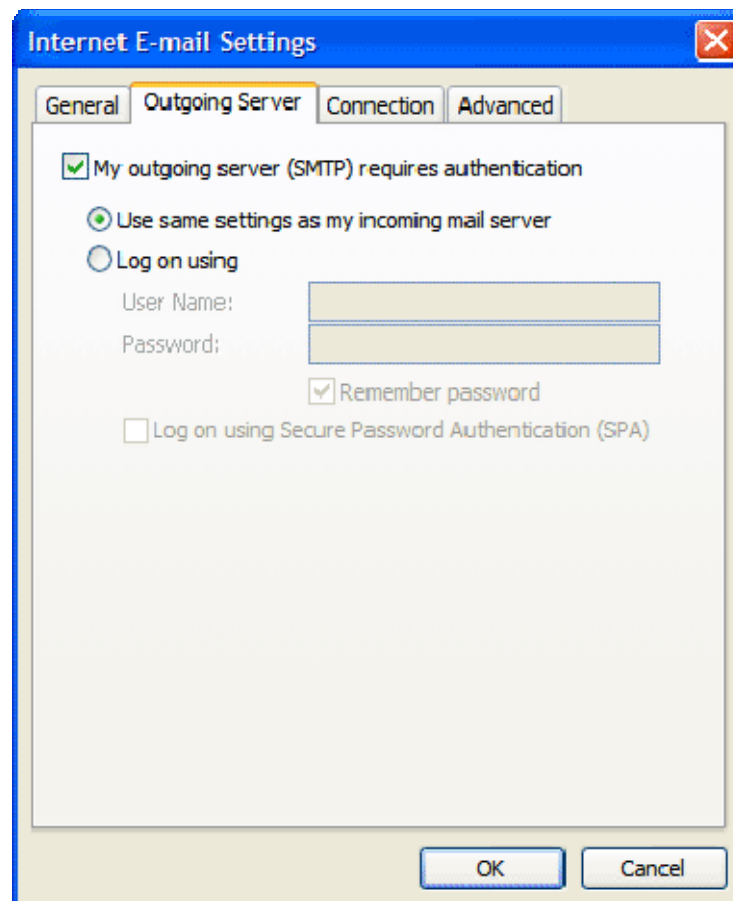
User Name:

Password:

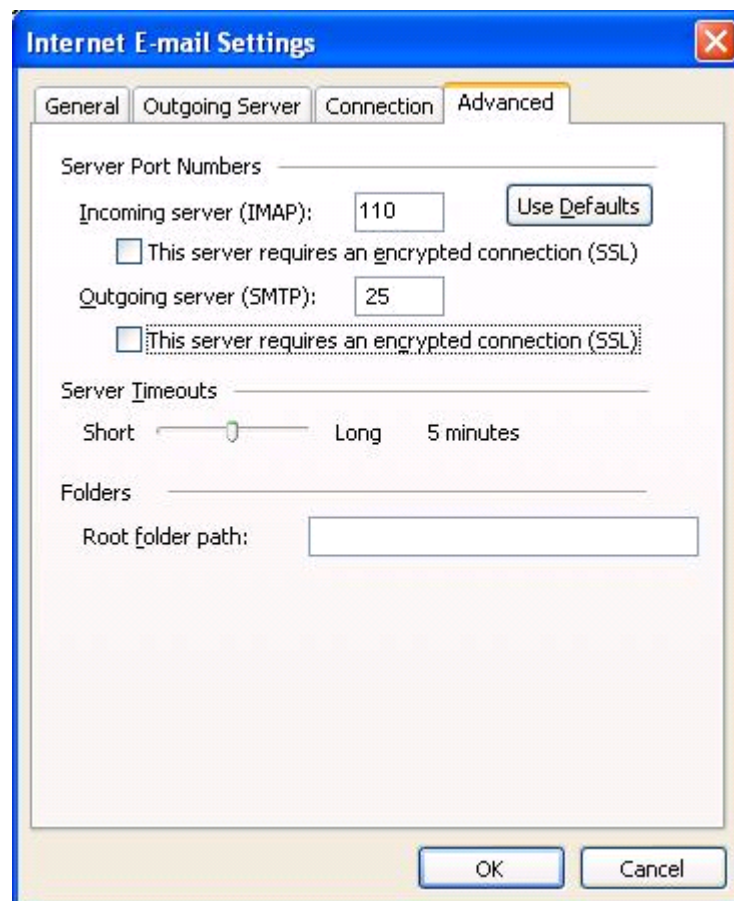
Remember password

Log on using Secure Password Authentication (SPA)

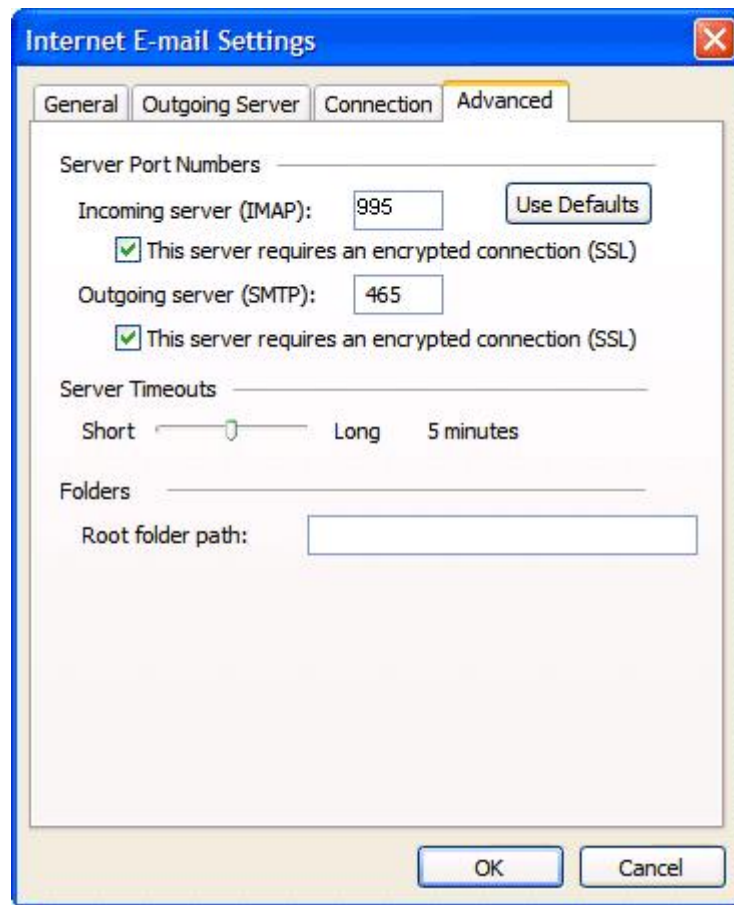
18. Click **More Settings...** and then click the **Outgoing Server** tab.
19. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**. See screen shot example below.



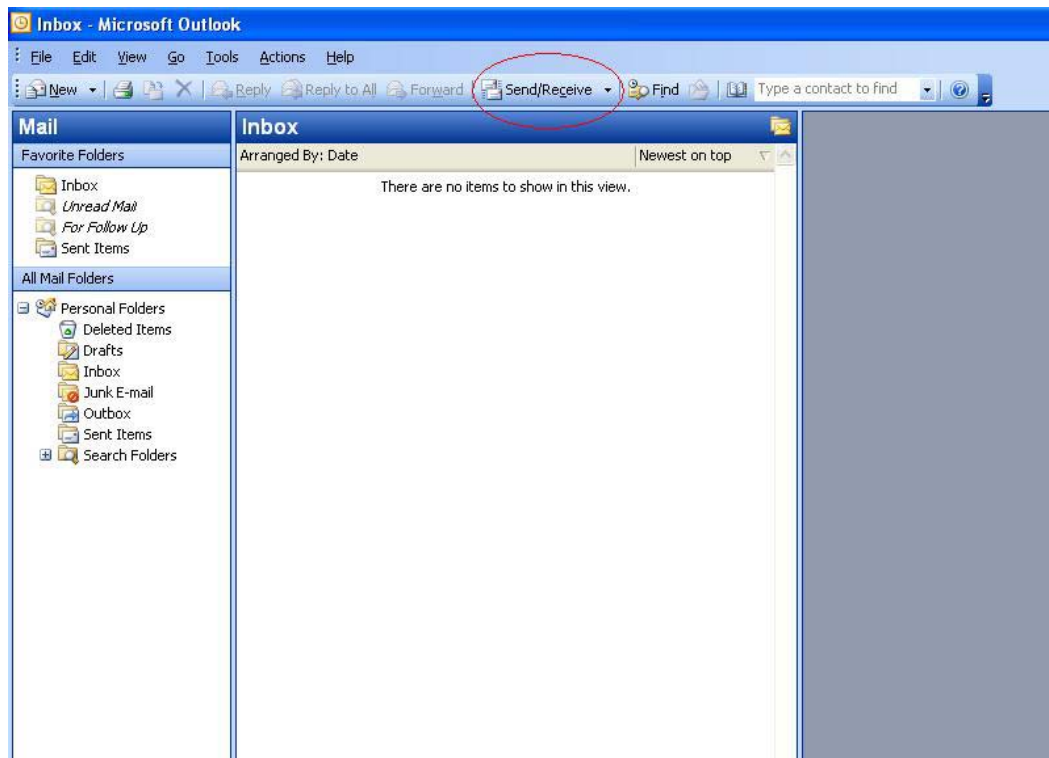
20. Click the **Advanced** tab



21. Check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (POP3)**. Please make sure that the port number changes to **995**



22. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter **465** in the **Outgoing server (SMTP)** box.
23. Below the **Server Timeouts** option move the slider across to the right until it reads 5 minutes.
24. Tick the check box **Leave copy of messages on the server**
25. Click **OK** button. You will be returned to the E-mail Accounts page.
26. Click **Next**,
27. Click **Finish**.
28. You will be returned to the main as per screen shot below. Please click send and receive on the main page.



Congratulations. You are finished setting up your Gmail account