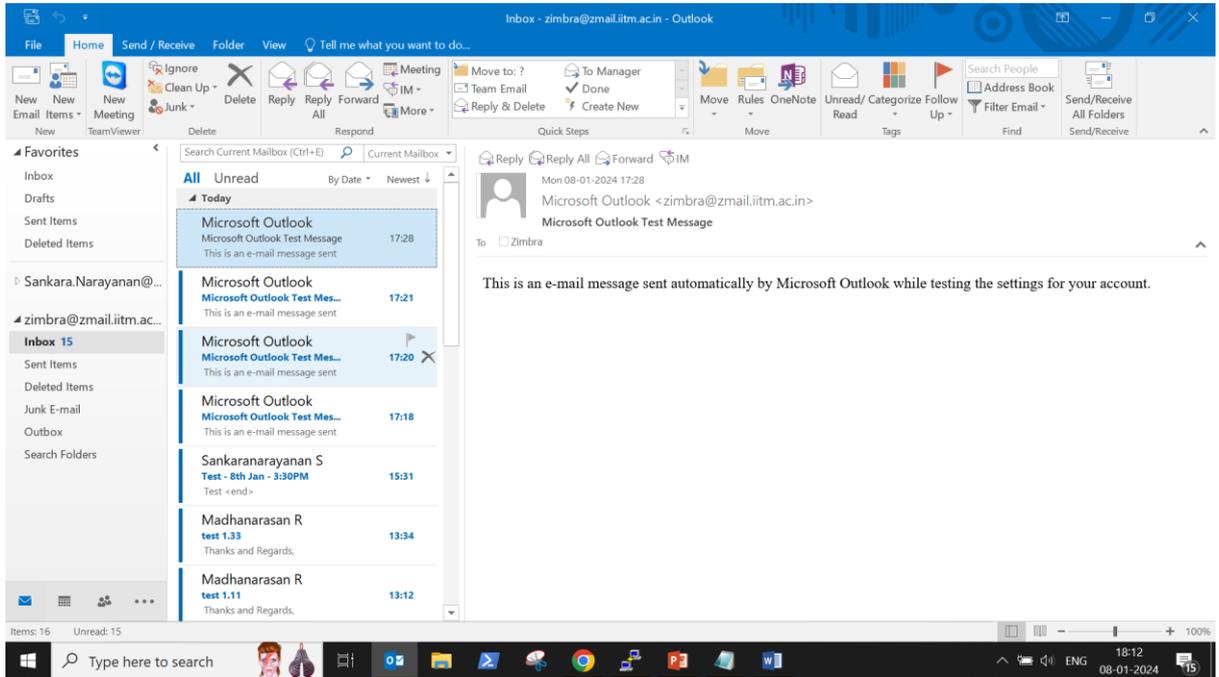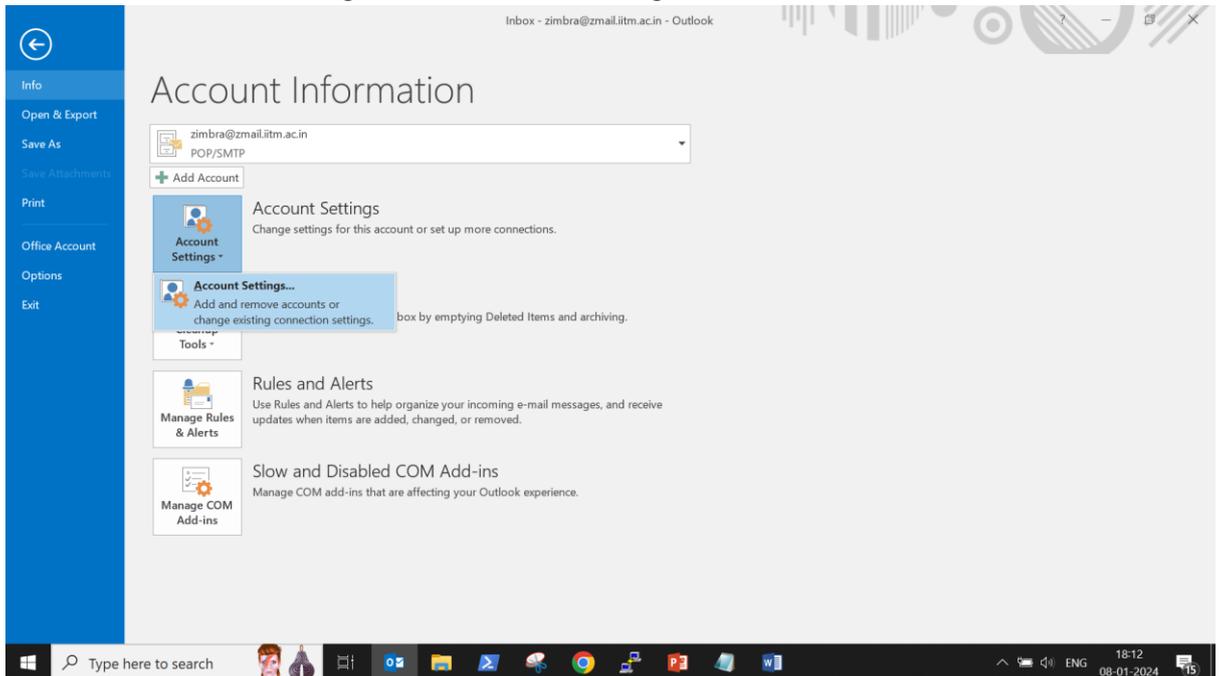# POP3 Connection Steps:
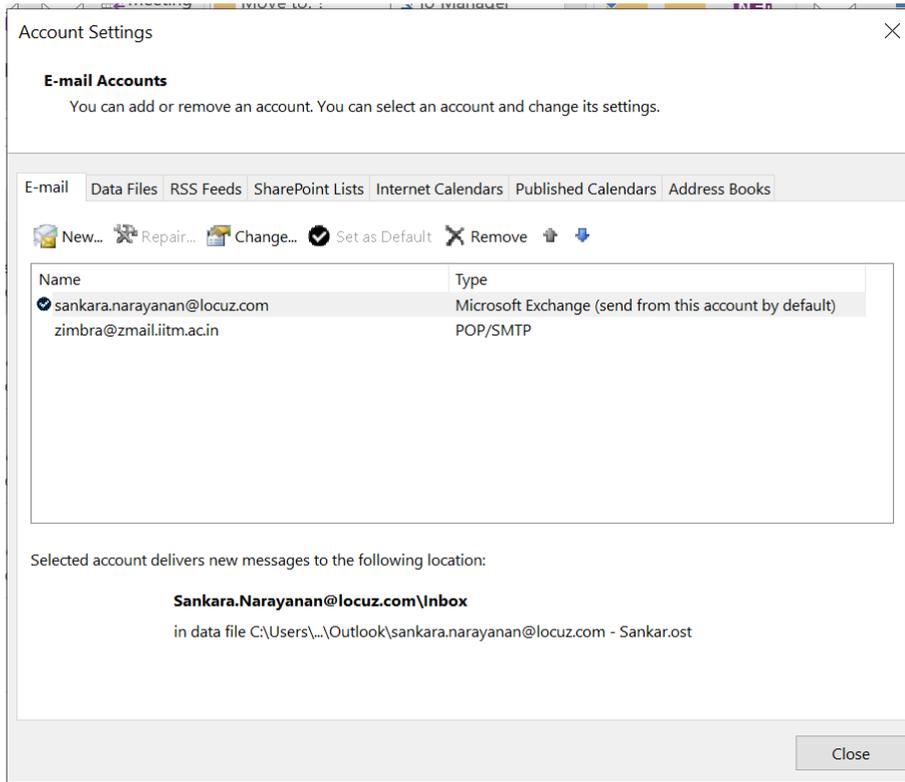
1. Open MS Outlook

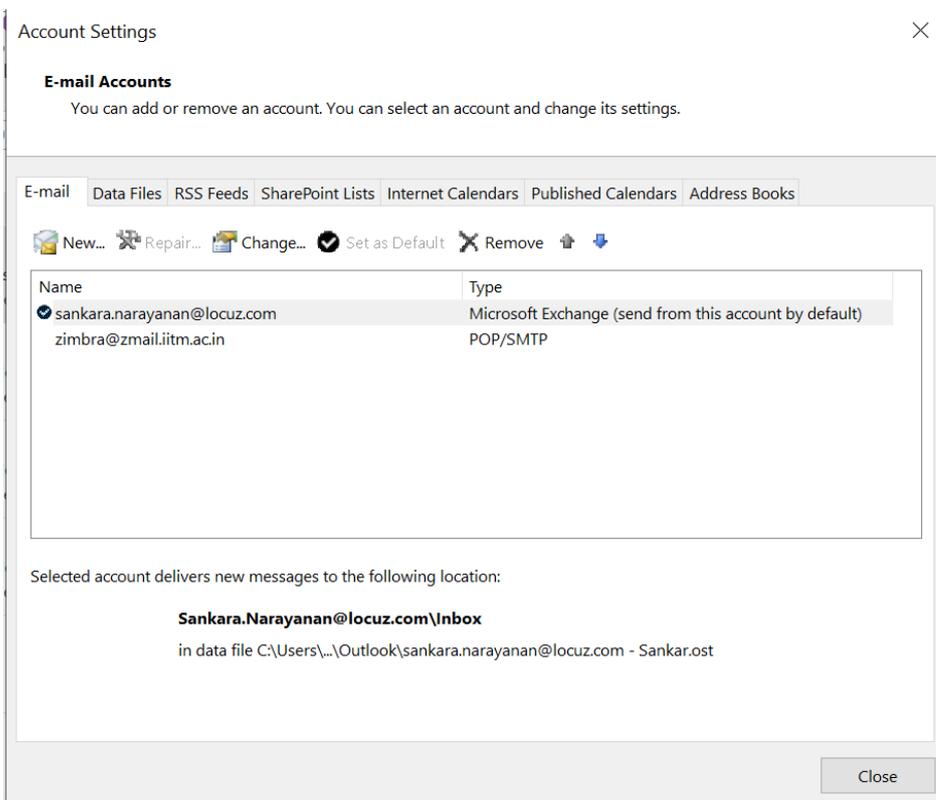
2. Go to File --> Account Settings --> Click Account Settings.

3. Email Accounts - A window will pop-up

Account Settings
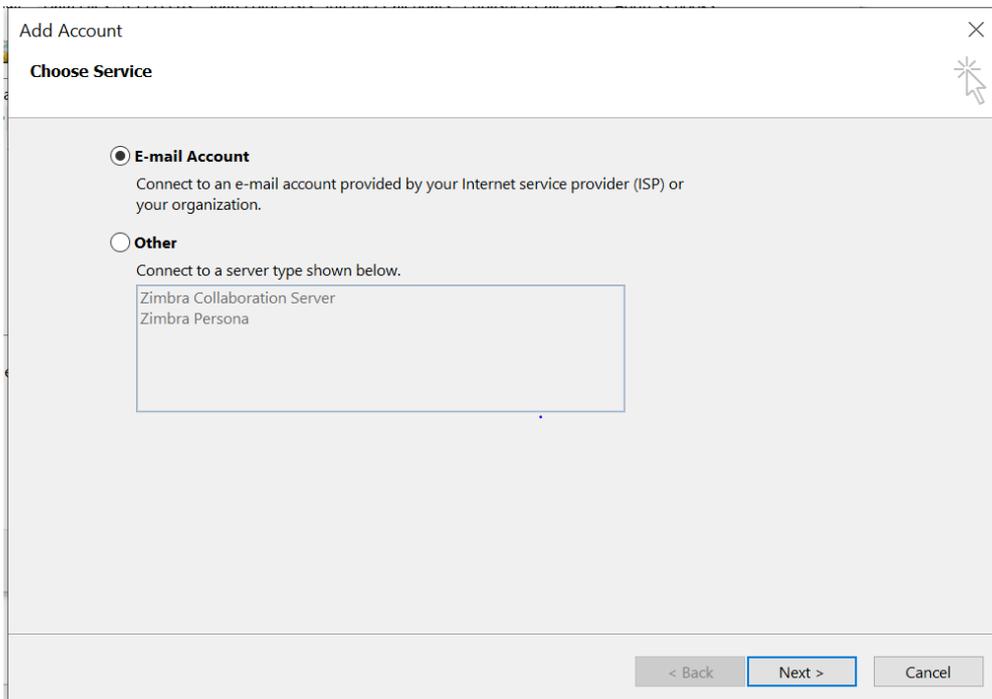
E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove | ⬆ ⬇

Name	Type
✔ sankara.narayanan@locuz.com	Microsoft Exchange (send from this account by default)
zimbra@zmail.iitm.ac.in	POP/SMTP

Selected account delivers new messages to the following location:

Sankara.Narayanan@locuz.com\Inbox

in data file C:\Users\...\Outlook\sankara.narayanan@locuz.com - Sankar.ost

Close

4. Go to Email Tab --> Click New

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

New... | Repair... | Change... | Set as Default | Remove | ⬆ ⬇

Name	Type
✔ sankara.narayanan@locuz.com	Microsoft Exchange (send from this account by default)
zimbra@zmail.iitm.ac.in	POP/SMTP

Selected account delivers new messages to the following location:

Sankara.Narayanan@locuz.com\Inbox

in data file C:\Users\...\Outlook\sankara.narayanan@locuz.com - Sankar.ost

Close

5. Choose Service window will pop-up.
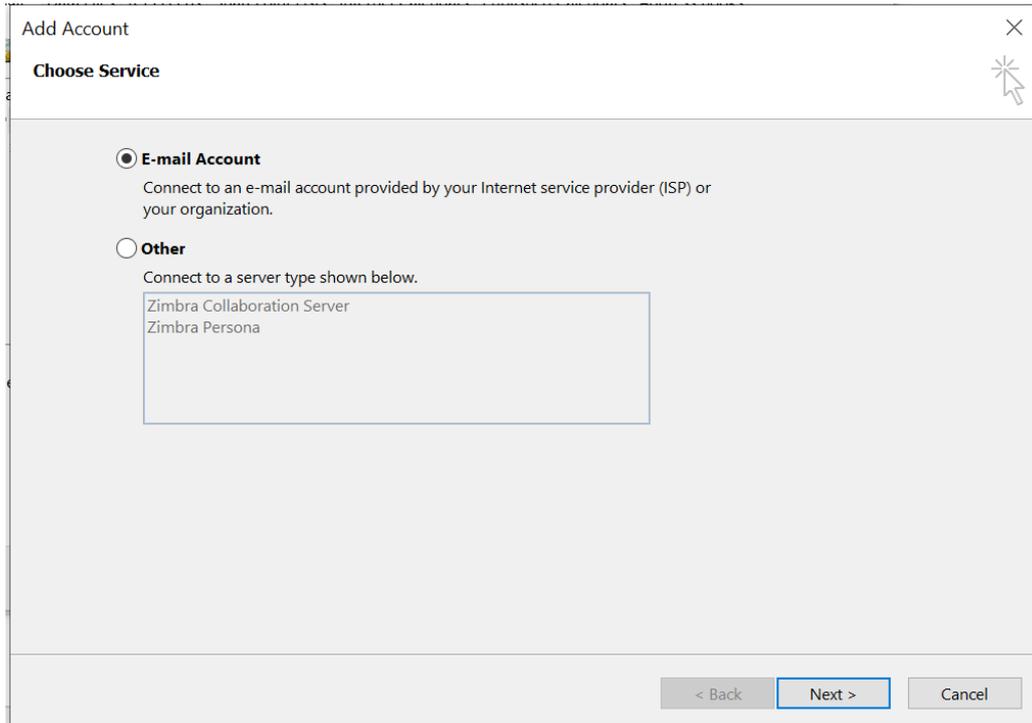
6. Select Email account

Click Next

7. Select Manual setup or additional server types

8. Select POP or IMAP

Click Next

9. Enter User Information

User name:

Email address:

Server Information:

Choose Account Type (POP3 or IMAP)

Incoming mail server: web.zmail.iitm.ac.in

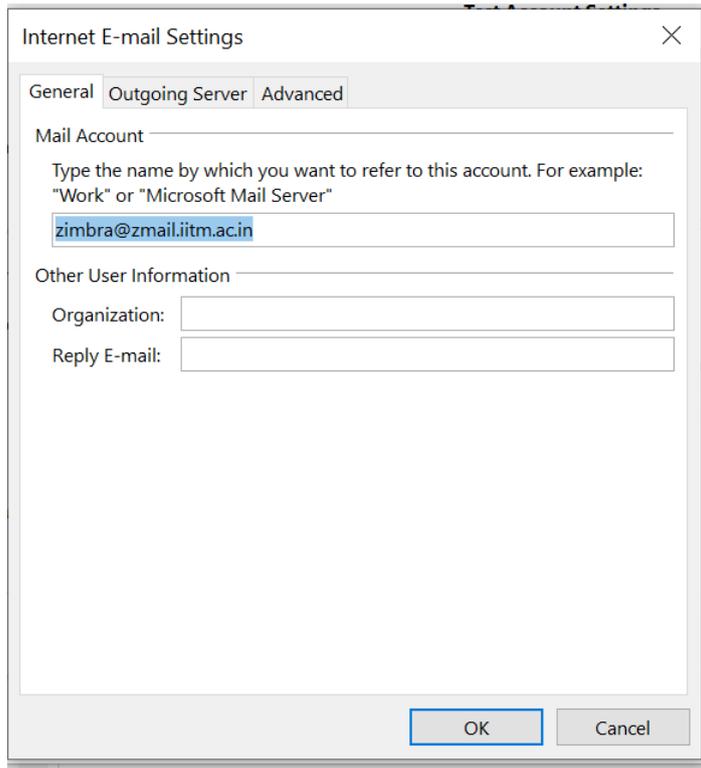Outgoing mail server: smtp2.iitm.ac.in

Logon Information:

User name:

Password:

10. Go to More Settings --> Outgoing Server

Select My outgoing server requires authentication:

Enter user name & Password:
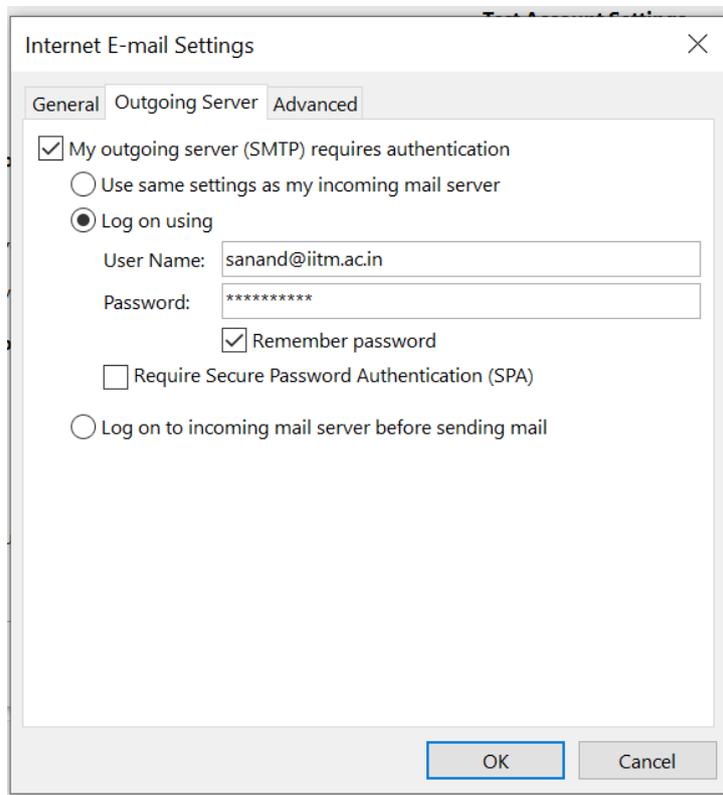
11. Go to Next Tab --> Advanced

Incoming server POP3: 995

Check This server requires an encryption connection

Outgoing server (SMTP) : 25

Use the following type of encryption connection

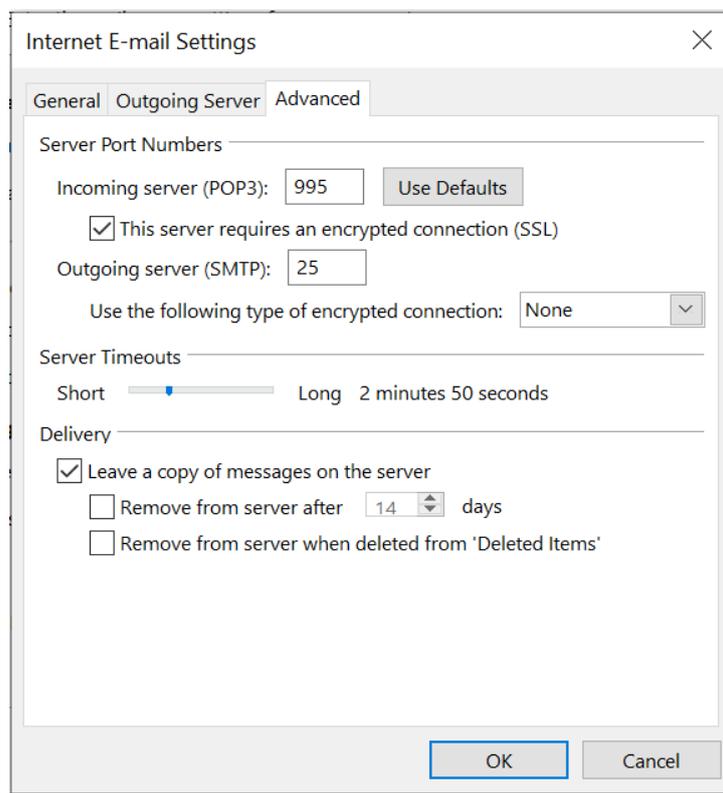Select None (as port no is 25)

Server Timeouts

Set 2 mins

Delivery:

Check of Leave a copy of messages on the server Tab

Uncheck Remove from server after days

Uncheck Remove from server when deleted from Deleted Items.

Click OK

12. Click Test Account settings

13. It will show both green check mark.