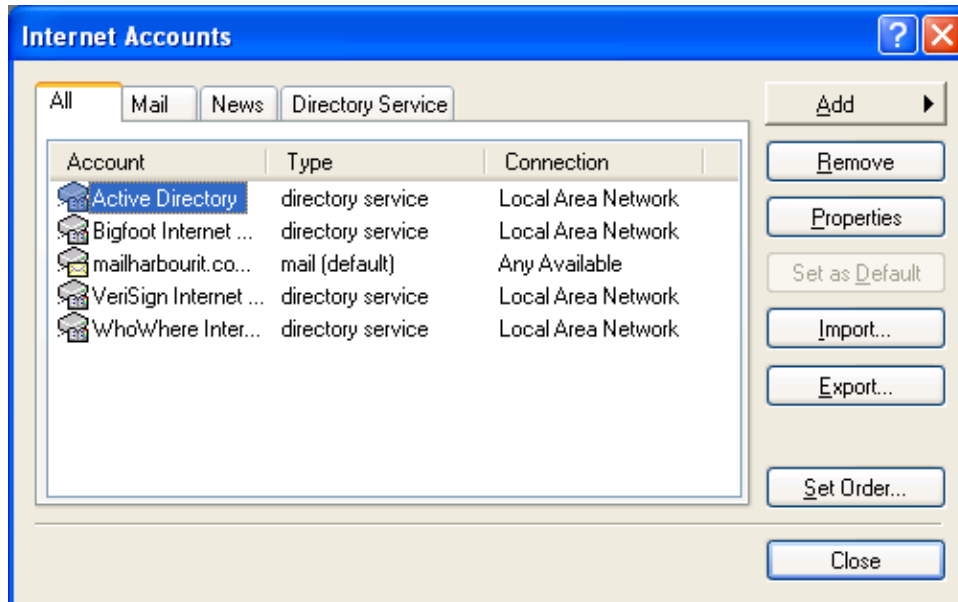


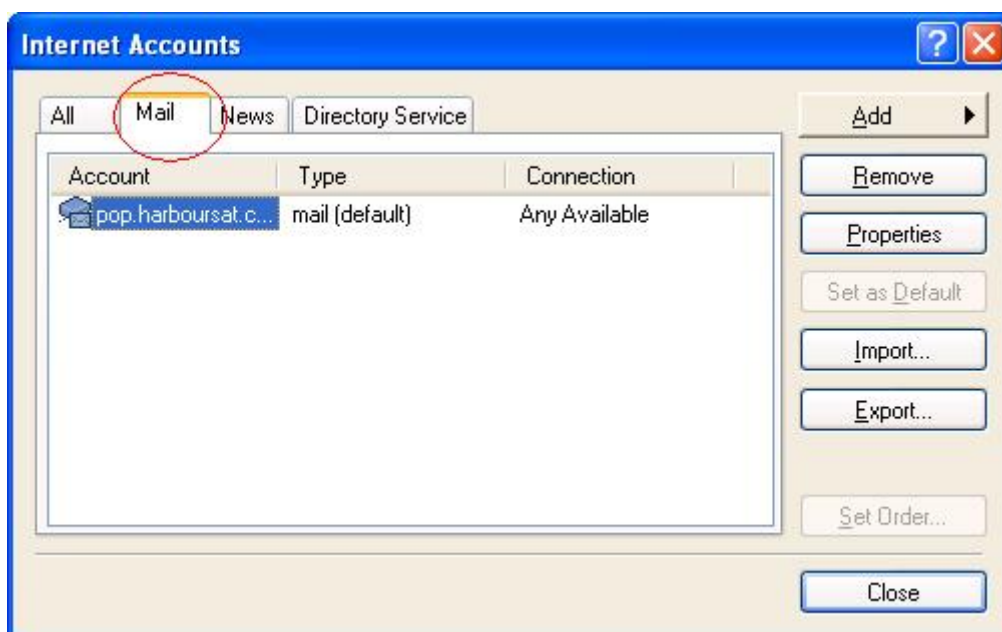
Outlook Express

To change an existing Outlook Express POP account to access Gmail POP.

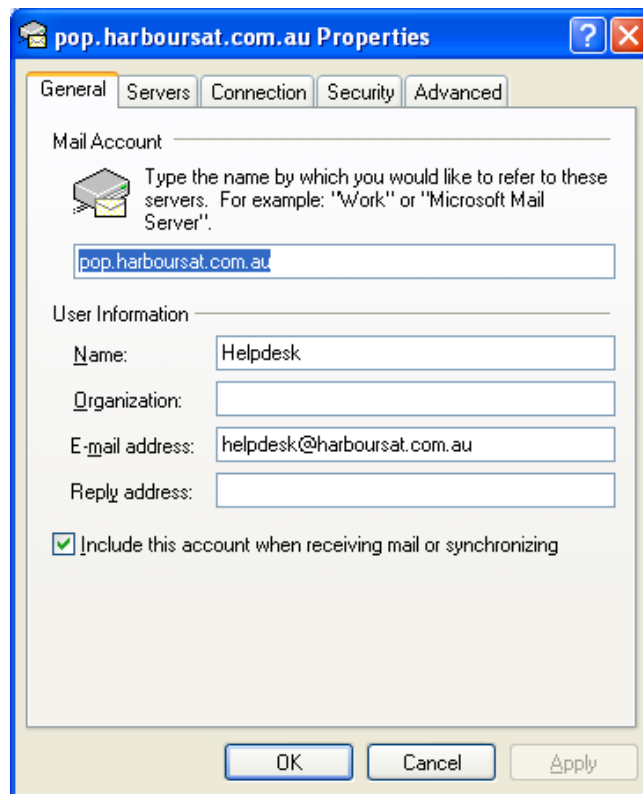
1. Open Outlook Express.
2. Click the **Tools** menu, and select **Accounts...** The screen below will be displayed;



3. Select the **Mail** tab



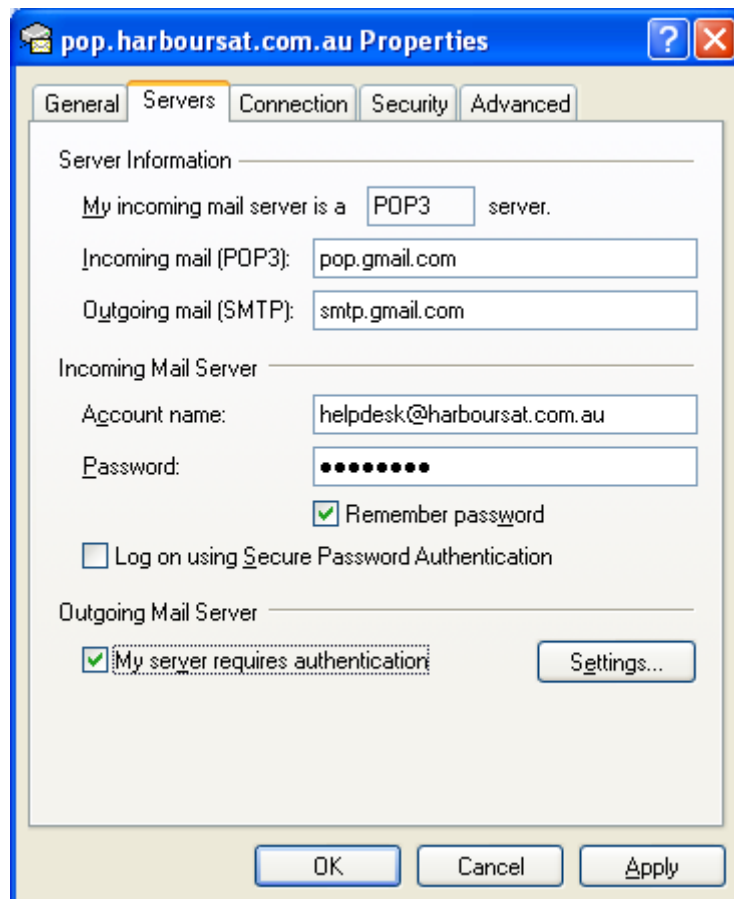
4. Select the current **pop.harboursat.com.au** or **mail.harboursat.com.au** email account.
5. Click the **Properties** button.
6. A properties box will appear as per screen shot below;



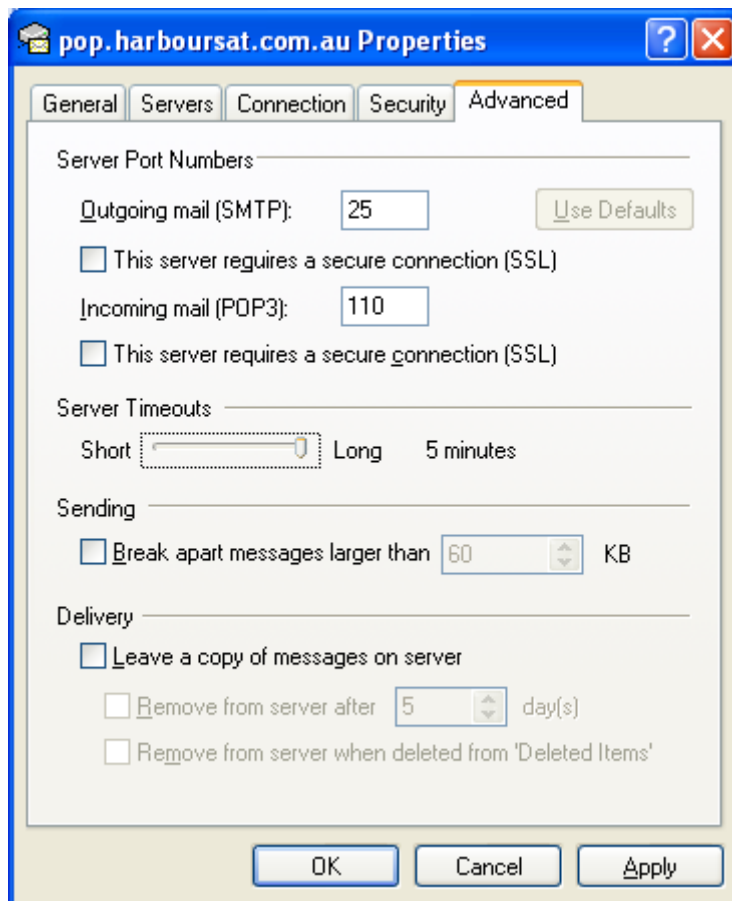
7. Select the **Servers** tab. The follow page will be displayed;



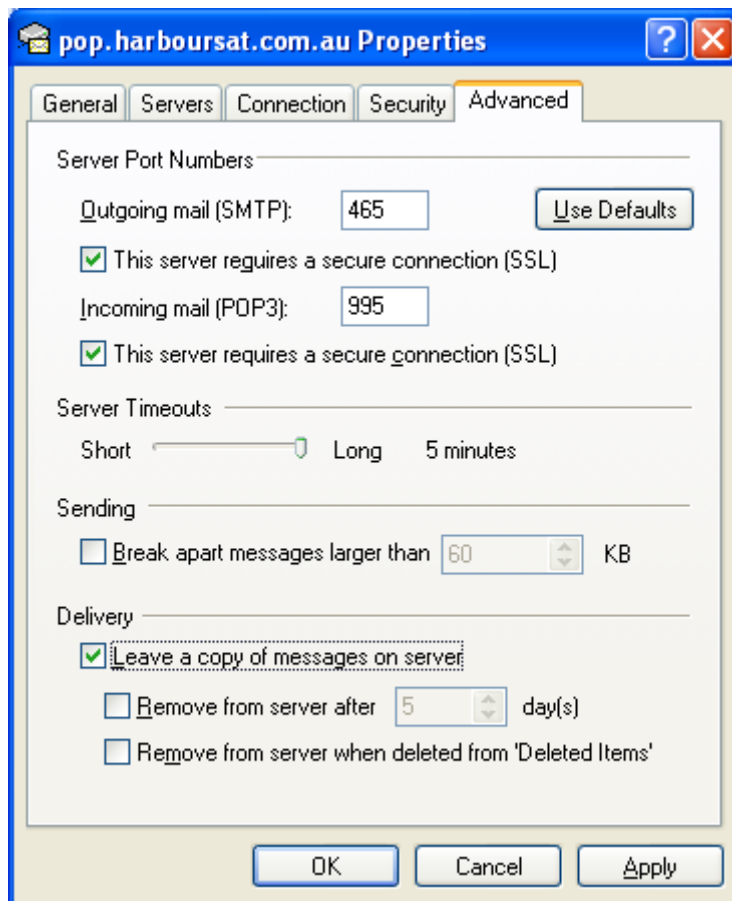
8. Delete the current entry in the incoming mail (POP3) field and enter **pop.gmail.com** in this field.
9. Delete the current entry in the Outgoing mail (SMTP) field and enter **smtp.gmail.com** in this field.
10. Delete the current entry in the Account name field and enter your full email address in this field.
11. Delete the current entry in the password field and enter your new password [password] in this field.
12. Tick the check box **My server requires authentication**



13. Select the **Advanced** tab. You will see a page as per screen shot example below;



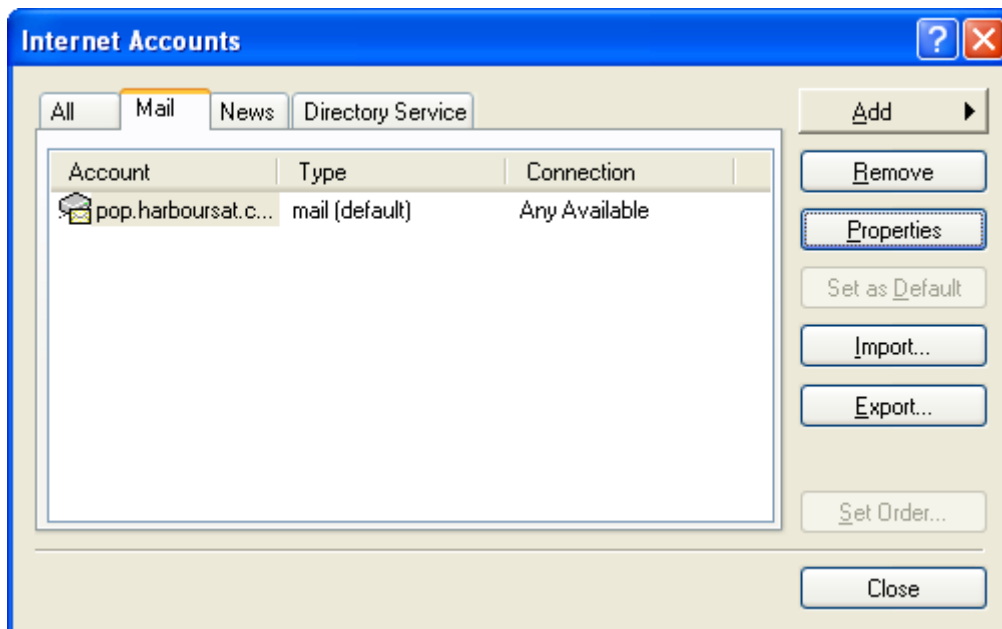
14. Under **Outgoing Mail (SMTP)**, tick the check box 'This server requires a secure connection (SSL)'.
15. Enter **465** in the Outgoing mail (SMTP) field.
16. Under **Incoming mail (POP3)**, tick the check box 'This server requires a secure connection (SSL)'. The port will change automatically to **995**.
17. Tick the check box **Leave a copy of messages on the server**. See screen shot example below



18. Click the **Apply** button

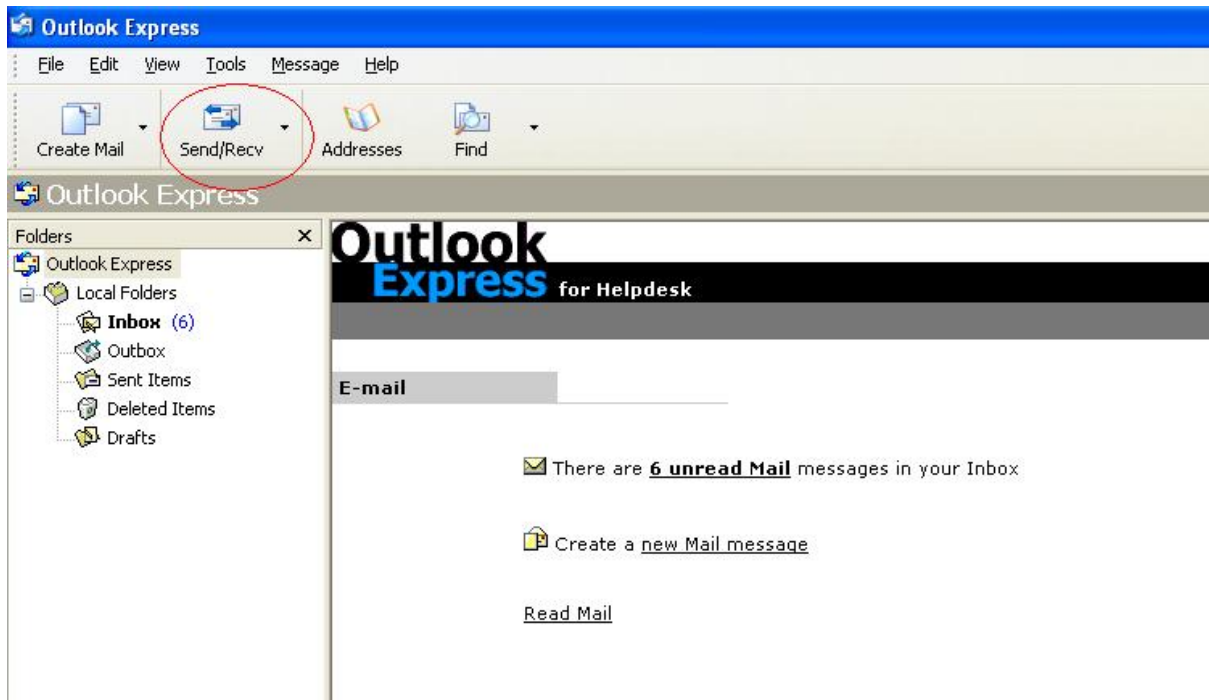
19. Click the **OK** button

20. You will be returned to the accounts page as per screen shot example below;



21. Click the **Close** button

22. Click Send/Receive in the top menu bar.



Congratulations! You're done configuring your client to send and retrieve Gmail messages.

You will note that everything looks the same and works as it did before the upgrade to Gmail. We thank you for your assistance in migrating to Gmail.

You can also access your emails from the internet by going to **webmail.harboursat.com.au**

Simply enter the first part of your email address (without the @harboursat.com.au) as your username and the password supplied in the instruction step 11 above

[Optimising Outlook Express Settings](#)

On the **Send** tab in **Tools > Options**:

Save copy of sent messages in the "Sent Items" folder > **do NOT Check**

Send messages immediately > **checked**

As a general rule, we suggest the following.

Sending:

- Do **NOT** save sent messages on the server. If your client is sending mail through Gmail's SMTP server, your sent messages will be automatically copied to the **[Gmail]/Sent Mail** folder.

- **DO** save draft messages on the server. If you want your drafts in your mail client to sync correctly with Gmail's web interface, set your client to save drafts to the **[Gmail]/Drafts folder**.

Deleting:

- Do **NOT** save deleted messages on the server. Messages that are deleted from an IMAP folder (except for those in **[Gmail]/Spam** or **[Gmail]/Trash**) only have that label removed and still exist in **All Mail**. Hence, your client doesn't need to store an extra copy of a deleted message.
- Do **NOT** save deleted messages to your **[Gmail]/Trash** folder because this will delete a message in all folders.
- Do **NOT** save deleted messages to your **[Gmail]/All Mail** folder as some clients will try to empty this folder and ultimately fail. This can lead to delayed mail access or excessive battery consumption on a mobile device.

Junk mail and spam:

- Do **NOT** enable your client's junk mail filters. Gmail's spam filters also work in your IMAP client, and we recommend turning off any additional anti-spam or junk mail filters within your client. Your client's filter will attempt to download and classify all of your existing messages, which may slow down your client until the process is complete.

Congratulations! You're done fine tuning your email program to send and retrieve Gmail messages.