Setting up a POP Account

- If this is the first time you’ve started Outlook 2011:
  - Optional: Check the box to make Outlook 2011 the default application.
  - Click “Add account”.
- If you have already run Outlook 2011 previously:
  - Select Tools-> Accounts
Configure Microsoft Outlook 2011 for Mac

- Click on the icon to the left of “E-mail account”.
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Enter the following fields:

- **E-mail address**: Enter your HMS email address.
- **Password**: Enter your eCommons Password.
- **User name**: Enter your eCommons ID.
- **Type**: POP.
- **Incoming server**: email.med.harvard.edu.
  - Check “Use SSL to connect”.
- **Outgoing server**: email.med.harvard.edu.
  - Check “Use SSL to connect”.

**Click** “Add Account”.
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- Click “Always Allow”

- Click “More Options” in the Outgoing server section.
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From the Authentication menu:
  o Select "Use Incoming Server Info".
  • Click “OK”.
  • You may close the Accounts window.

The POP account should now be configured. Outlook 2011 will start downloading messages from the server.

Note: Outlook 2011 may take up to several hours to complete the downloading process depending on how many messages are stored on the server.