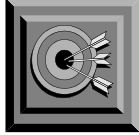




Post Office Protocol (POP)



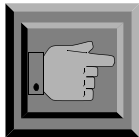
GOAL

Familiarity with POP Service, Installation & Verification



OBJECTIVES

- Describe POP service
- Create a POP service
- Use Verification & Test the POP Service



IN THIS MODULE

_____	Instructor Presentation	45	Minutes
_____	Lab Exercise (Verification)	5	Minutes
_____	Knowledge Check	5	Minutes



RESOURCES

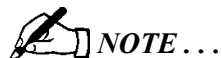
POP Service Procedure: <http://help.//us/mail/manage/manage-46.html>



INSTRUCTOR PRESENTATION

1 Familiarity with POP Service

- 1.1 Currently, only Mail (premium) users are able to get other email (work, home, school) through their Mail account. They do this by adding an account to their Mail and setting it up for POP access. These customers are supported by our internal customer care group.
- 1.2 Effective July 20, Mail will be allowing all Mail users to "POP" other email accounts to their Mail. This means that our customer care vendors who support free Mail users will need to be prepared to respond to customer emails related to this initiative.
- 1.3 You can get messages from most external email accounts, as long as the provider uses a POP mail server that doesn't require a secure connection (SSL). And you can also use Mail to send email from other account addresses, so an email will appear to be from your other account. It's a convenient way to do all your emailing from one place.
- 1.4 To complete the process, you'll need to find out the mail server name for each account you wish to add. This requires either a conversation or some hunting around in your documentation or online. Talk to either the Internet Service Provider (ISP) you use to connect to the Internet, or the Network Administrator who controls the system at your work or school. Verify with them that it's a POP server -- yep, P-O-P -- they'll know what you mean. (It stands for Post Office Protocol.)
- 1.5 You can either add an account with Mail's automatic delivery settings, or you can add an account and manually set the delivery options yourself.
 - 1.5.1 Delivery options include:
 - a. Choosing the Mail folder you want new messages to go into
 - b. Deciding whether or not emails in the other accounts should stay in those other Inboxes after you read them in Mail
 - c. Choosing to get either all your messages from the other account, or only the new ones
 - d. Applying your filters to that other mail, if you want



NOTE...

You won't be able to access another Mail account that has already been set up for POP access. And again, for now, you will not be able to access an account that requires a secure connection (SSL).



2 Create a POP Service

2.1 Use the first set of instructions to get 's automatic settings. Use the second instructions if you want to manually set the delivery options.

2.2 To add an account with Mail's automatic delivery settings:

- a. **Click Options** in the upper-right corner of your Mail page and select Mail Options.
- b. From the list on the left, **click Accounts**, then in the middle of the page, **click Add or edit an account**.
- c. On the "**Mail Accounts**" page that opens, **click Add**.
- d. Enter an account name—whatever you'd like to call it. For example, "Work," "School," etc. Then either **click Continue** on the lower-left, or **press Enter**.
- e. The second page asks for two things: the name you'd like to display in the "From" line for mail you send from this account, and the email address of the account. When you're done, **click Continue** on the lower-left, or **press Enter**.
- f. **Next, enter the name** of the mail server, your username, and the password for the account. **Click Setup Mail Server button**.
- g. If you want to add this information later, leave everything blank and click the Skip This Step button.
- h. You'll need to verify the account before you can send mail from it. **Click Send Verification** to send a verification message to the email address you added.
- i. In your Inbox in that account, you'll get the **Confirmation Code** in a verification email. **Enter it on the Mail setup page**, then **click Verify Account**.
- j. **Enter your password on the next page**, and now you can check mail in and send mail from the external account.

2.3 To add an account and manually select delivery options:

- a. **Click Options** in the upper-right corner of your Mail page and select Mail Options.
- b. From the list on the left, **click Accounts**, then in the middle of the page, **click Add or edit an account**.
- c. On the "**Mail Accounts**" page that opens, **click Add**.
- d. Before you do anything else, in the upper-right corner of this page, **click the Configure Account Manually link**.
- e. The page that opens has **3 sections: Account, Sending Mail and Receiving Mail**. Under **Account**, **enter whatever name you'd like** to call the account you're adding. For example, "Work," "School," etc.



- f. The Sending Mail section asks for three things:
 - The name you'd like to show in the "From" line for mail you send from this account,
 - The email address of the account, and
 - The Reply-To address, if you want replies to emails you send from this address to be directed to yet another email address.

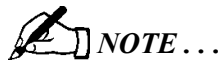
2.4 Finally, the Receiving Mail section contains spaces where you can enter

- a. Your mail server name
- b. Your user name for the account you're adding
- c. The password for the account you're adding.
- d. Also, you can select an indicator color to mark messages received from this account.

2.5 In "Deliver To:," choose a folder from the pull-down menu where you'd like to route incoming messages that are from this new account. Or, just leave "Inbox."

2.6 In "Options," check (or don't check) the boxes next to the following:

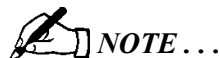
- a. Override default POP port: If you know your POP server uses a port other than 110, enter the port number here.



NOTE ...

To get this information, contact your Internet Service Provider or Network Administrator.

- b. Leave mail on POP server: Specify whether messages retrieved to your account will also remain in your external mail account, or whether you want them deleted from your external mail server.



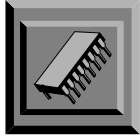
NOTE ...

Checking this box means that you intend for mail to stay in your external account AND in your account. If you do not check this box, the mail received from your external mail account to your Mail account will be deleted from your external mail account.

- 2.7 **Retrieve new messages only:** Specify whether Mail retrieves only the new messages in your external mail account, or all messages. Note: Checking this box means that your old emails will stay in your external mail account and only the new emails received to your external mail address will be sent to your account. If you do not check this box, all old and new emails to your external mail account will be sent to your Mail account.

2.8 Use filters: Checking this box applies your Mail filters to incoming external mail.

2.9 Click Save Changes.



LAB EXERCISE

Verification

3 Verify & Test the POP Service

- 3.1 **You'll need to verify the account before you can send mail from it. Click Send Verification to send a verification message to the email address you added.**
- 3.2 **In your Inbox in that account, you'll get the Confirmation Code in a verification email. Enter it on the Mail setup page, then click Verify Account.**
- 3.3 **Enter your password on the next page, and now you can check mail from and send mail from the external account.**



KNOWLEDGE CHECK

POP Services

1. What does POP mean?
 - a. Post Office Protocol.
2. What is POP?
 - a. POP allows other E-mail services to be collected to your account.
3. Why setup a POP service?
 - a. You can get messages from most external email accounts, as long as the provider uses a POP mail server that doesn't require a secure connection (SSL). And you can also use Mail to send email from other account addresses, so an email will appear to be from your other account. It's a convenient way to do all your emailing from one place.
4. When are the new POP changes effective?
 - a. Effective July 20,
5. What two choices are available for delivery options?
 - a. To add an account with Mail's automatic delivery settings
 - b. To add an account and manually select delivery options
6. What is the default POP server port and where will you find ports?
 - a. Default port is 110 and contact the ISP or Network Administrator.
7. After finishing all the changes what must be done to complete the procedure?
 - a. Save Changes
8. Why is the verification step so important?
 - a. This completes the installation and allows testing of the POP service.