

## To set up your Outlook client to work with CAWB:

1. [Enable POP in your CAWB account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, and click **Next**.
5. Choose **POP3** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

### User Information

**Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.

**Email Address:** Enter your full CAWB email address (*username@cawb.com*)

### Server Information

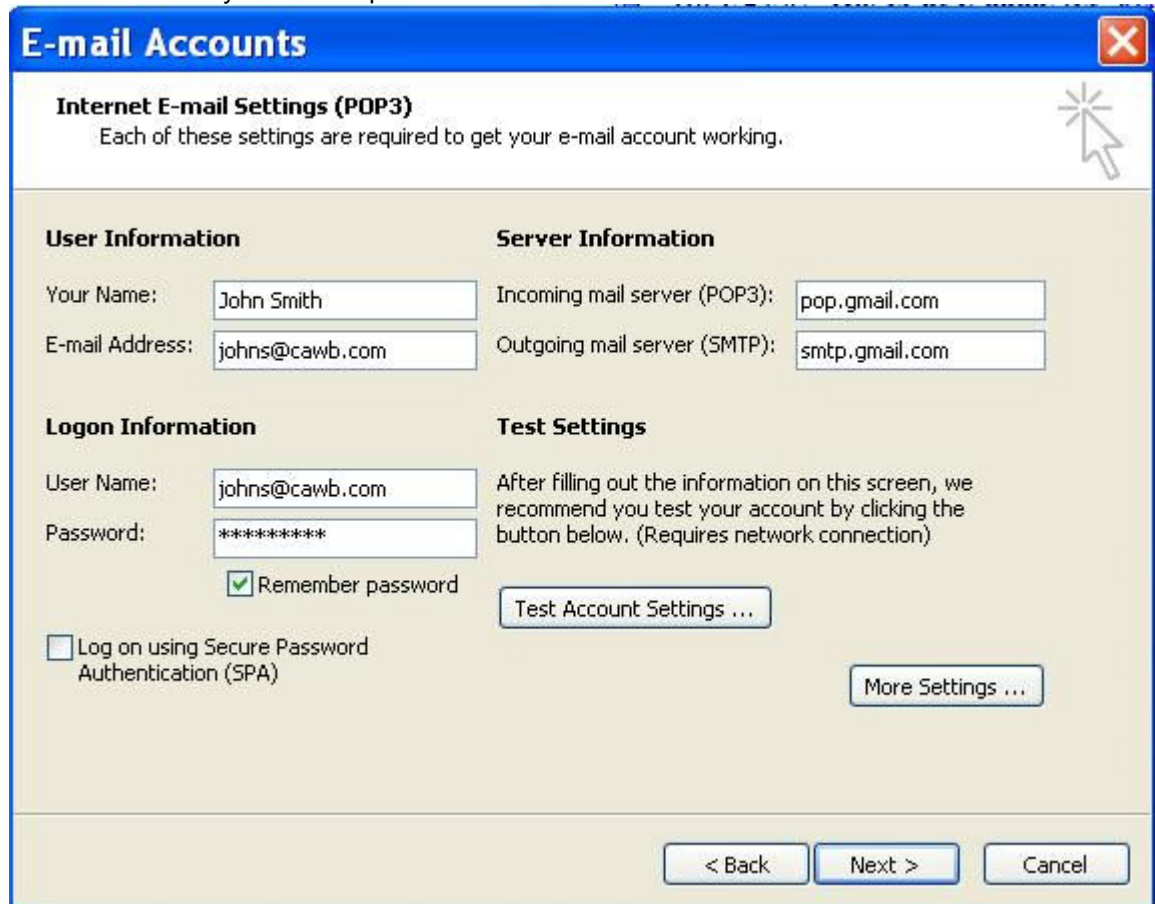
**Incoming mail server (POP3):** pop.gmail.com

**Outgoing mail server (SMTP):** smtp.gmail.com

### Login Information

**User Name:** Enter your CAWB username (including *@cawb.com*)

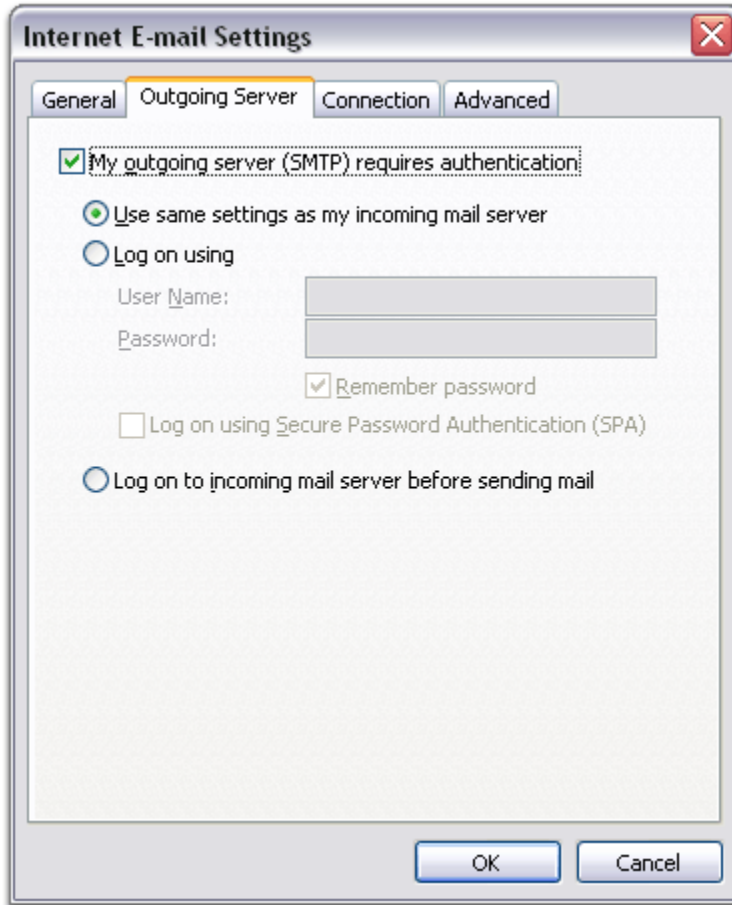
**Password:** Enter your CAWB password



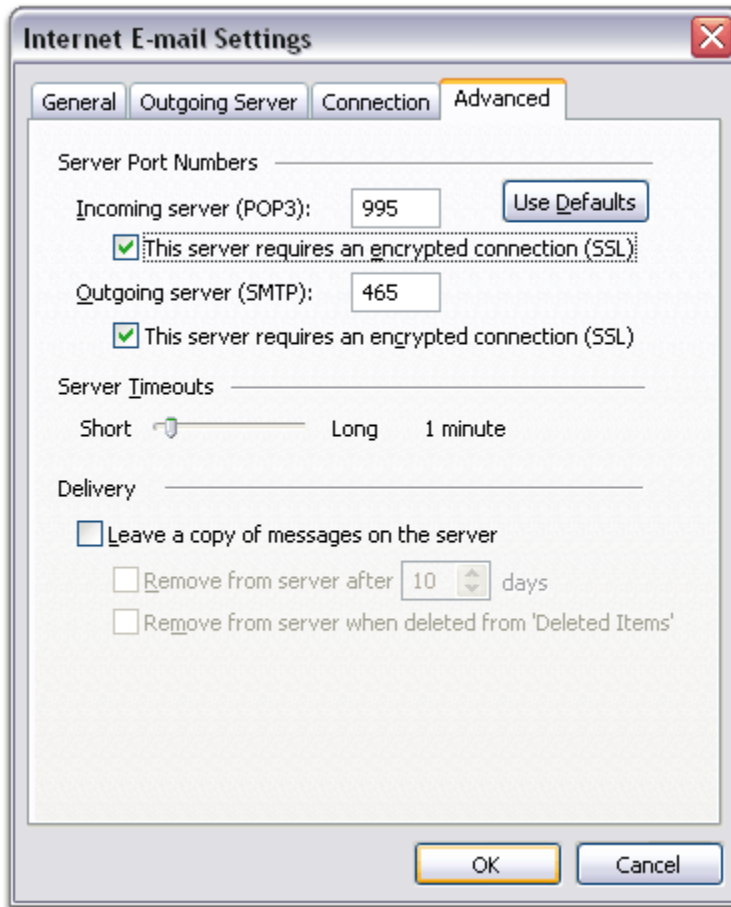
The screenshot shows the 'E-mail Accounts' dialog box in Outlook. The title bar is blue with the text 'E-mail Accounts' and a close button. Below the title bar, the text 'Internet E-mail Settings (POP3)' is displayed, followed by the instruction 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In the 'User Information' section, 'Your Name' is 'John Smith' and 'E-mail Address' is 'johns@cawb.com'. In the 'Server Information' section, 'Incoming mail server (POP3)' is 'pop.gmail.com' and 'Outgoing mail server (SMTP)' is 'smtp.gmail.com'. In the 'Logon Information' section, 'User Name' is 'johns@cawb.com' and 'Password' is masked with asterisks. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. In the 'Test Settings' section, there is a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the very bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click **More Settings...** and then click the **Outgoing Server** tab.

8. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.



10. 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.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
13. Click **Next**, and then click **Finish**.
14. [Download the latest updates](#) for Outlook from Microsoft. This will help prevent the most common Outlook errors CAWB users see.