Changing your mail setting in Outlook

To check the version of Outlook on your machine, click on Help > About Microsoft Outlook. The version will be displayed at the top of that window.

In Outlook 2002 (XP)

1. Open Outlook

2. Select Email Accounts from the Tools menu, as shown below.

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3. Select *View or change existing email accounts*.

4. Select your MICA email account and click the *Change* button.
5. In the window that opens, change the POP3 and SMTP server information to mail.mica.edu, as shown below.

6. Click Next and Finish.
In Outlook 2000

1. Open Outlook.

2. Select Accounts from the Tools menu, as shown below.

3. Select your MICA email account and click the Properties button.
4. In the window that opens, change the POP3 and SMTP server information to \texttt{mail.mica.edu}, as shown below.

5. Click \textit{Apply} and then \textit{OK}.