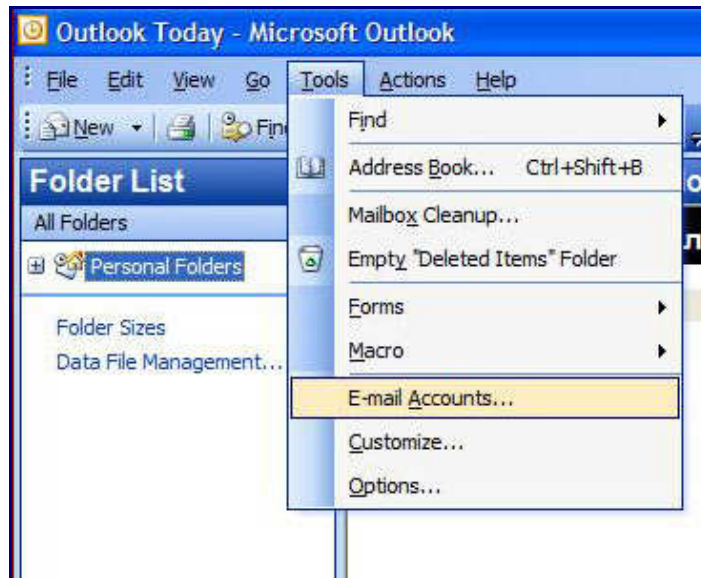


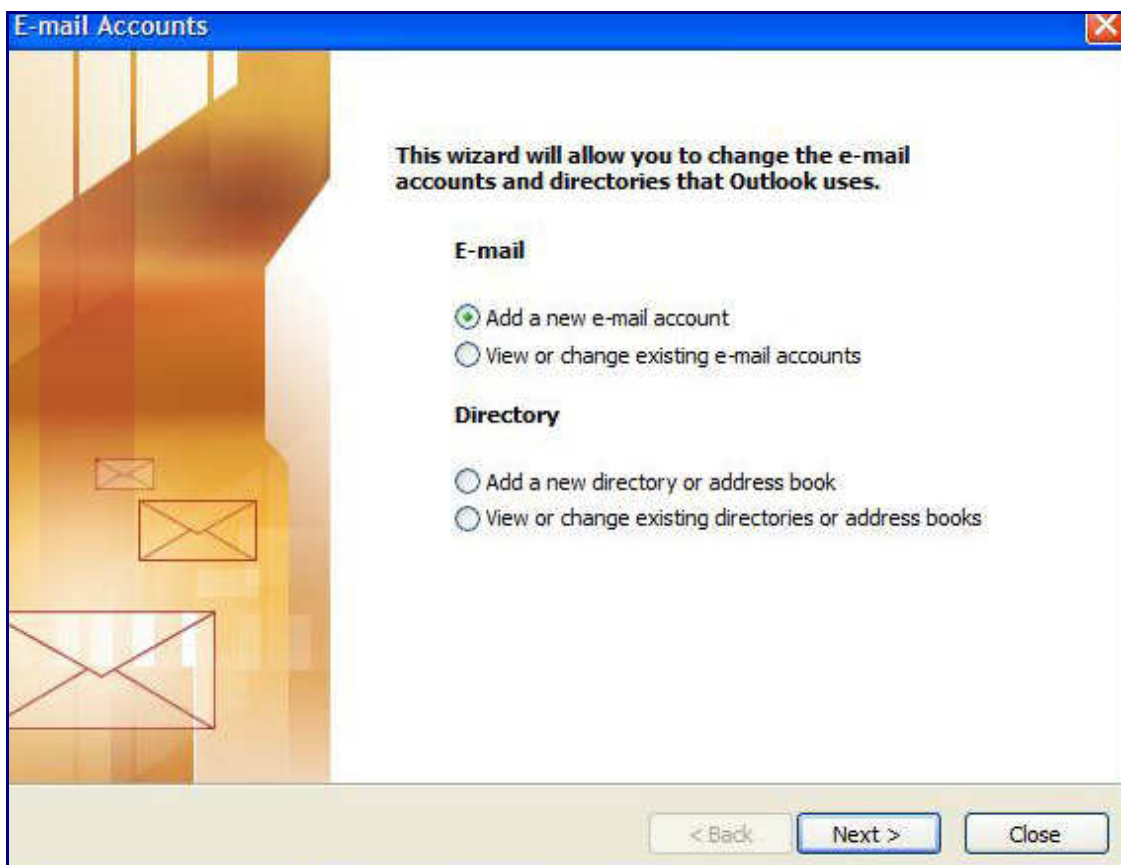
Post Office Protocol ver. 3 over SSL (POP3s) for faculty, administration and students based in Sofia

POP3 settings

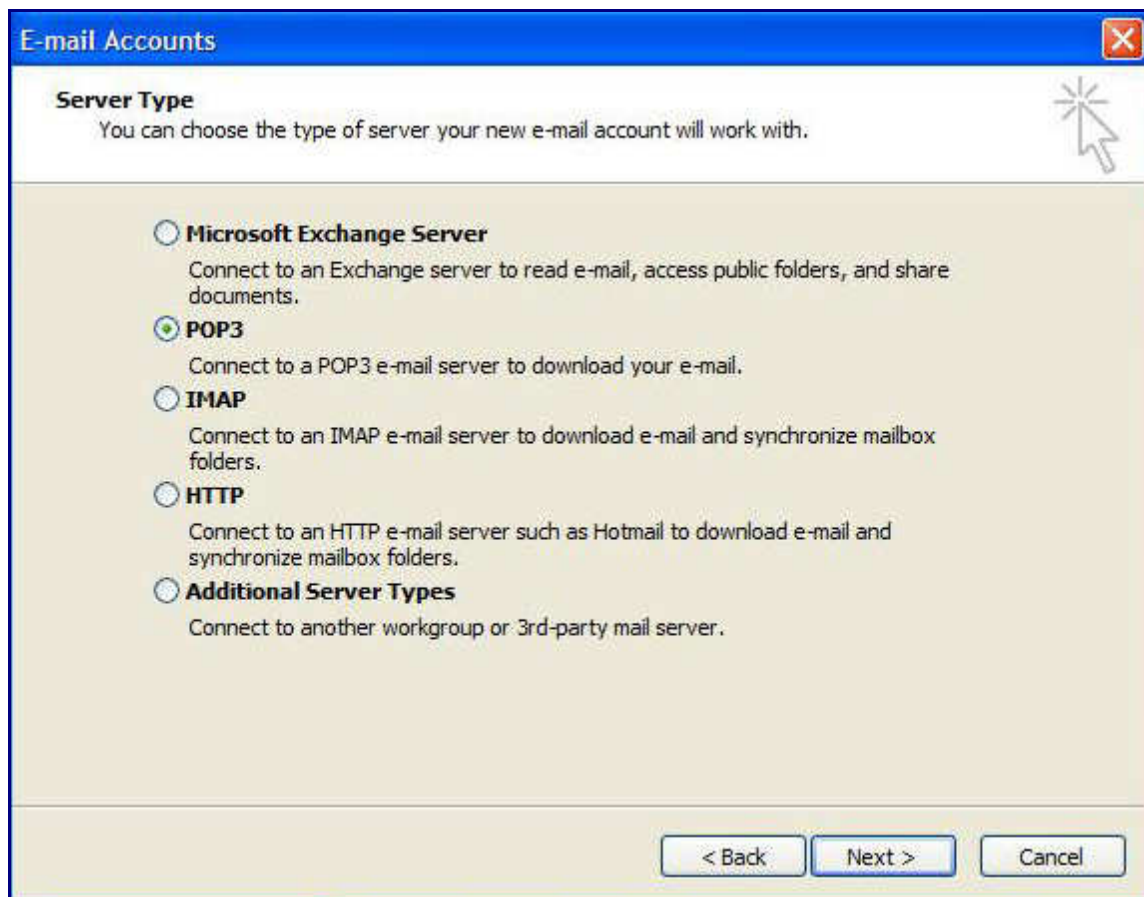
1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts**.



3. Click **Add a new e-mail account**, and click **Next**.



4. Choose **POP3** as your server type and click **Next**.



5. Fill the text boxes as is shown in the example of the picture below (replace E-mail Address and User Name fields with your owns) and click the **More Settings...** button.

User Information

Your Name: Enter your name

Email Address: Enter your full email address: **username@aubg.bg**

Server Information

Incoming mail server (POP3): mailsf.aubg.bg

Outgoing mail server (SMTP): Put your local SMTP provider here

Login Information

User Name: Enter your full AUBG username including **sofia** (for example: **sofia\username**).

Password: Enter your password

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: Philip Rusinov	Incoming mail server (POP3): mailsf.aubg.bg
E-mail Address: rusinov@aubg.bg	Outgoing mail server (SMTP): your local SMTP provider

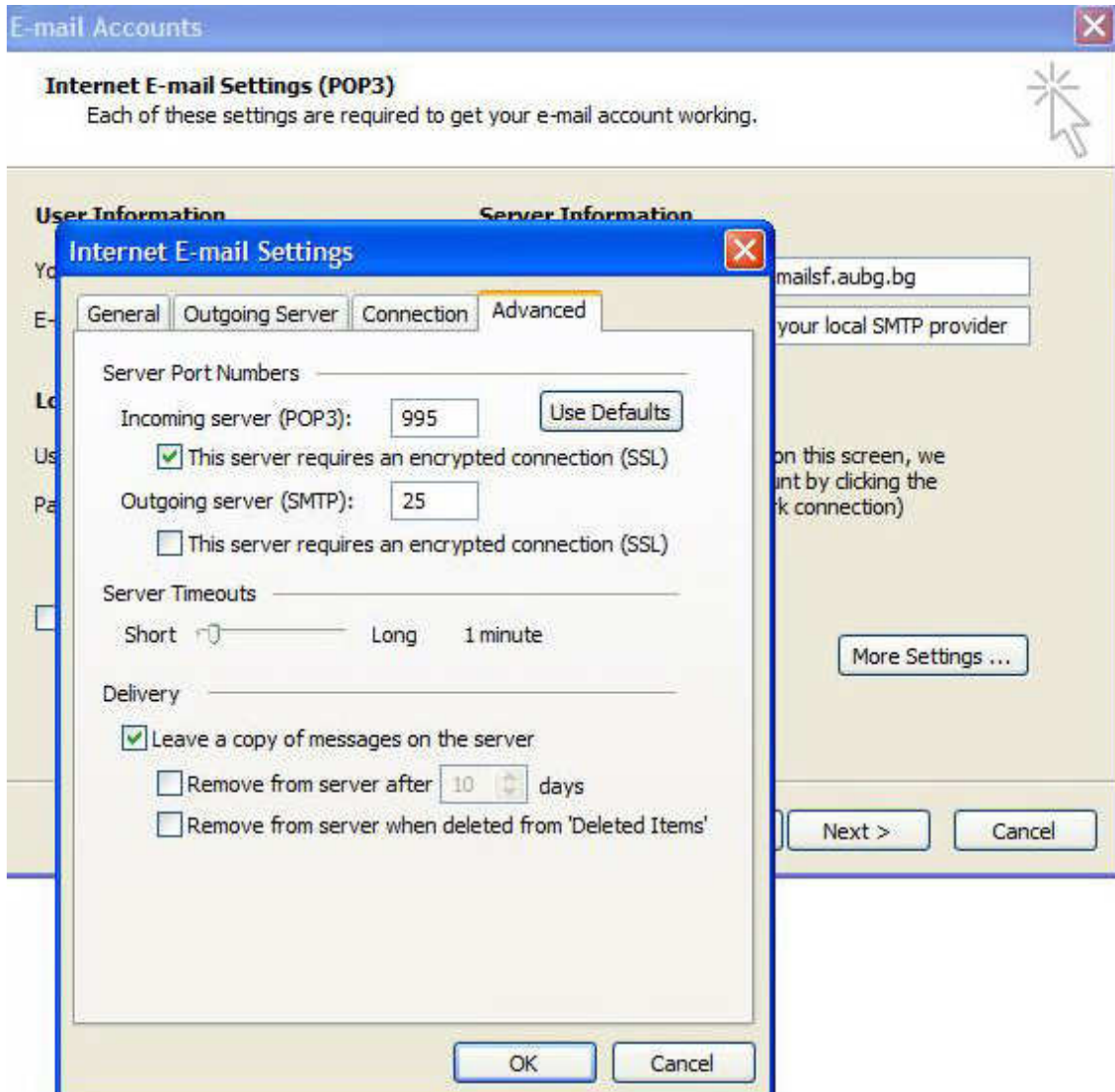
Logon Information	Test Settings
User Name: sofia\rusinov	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: *****	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	Test Account Settings ...

More Settings ...

< Back Next > Cancel

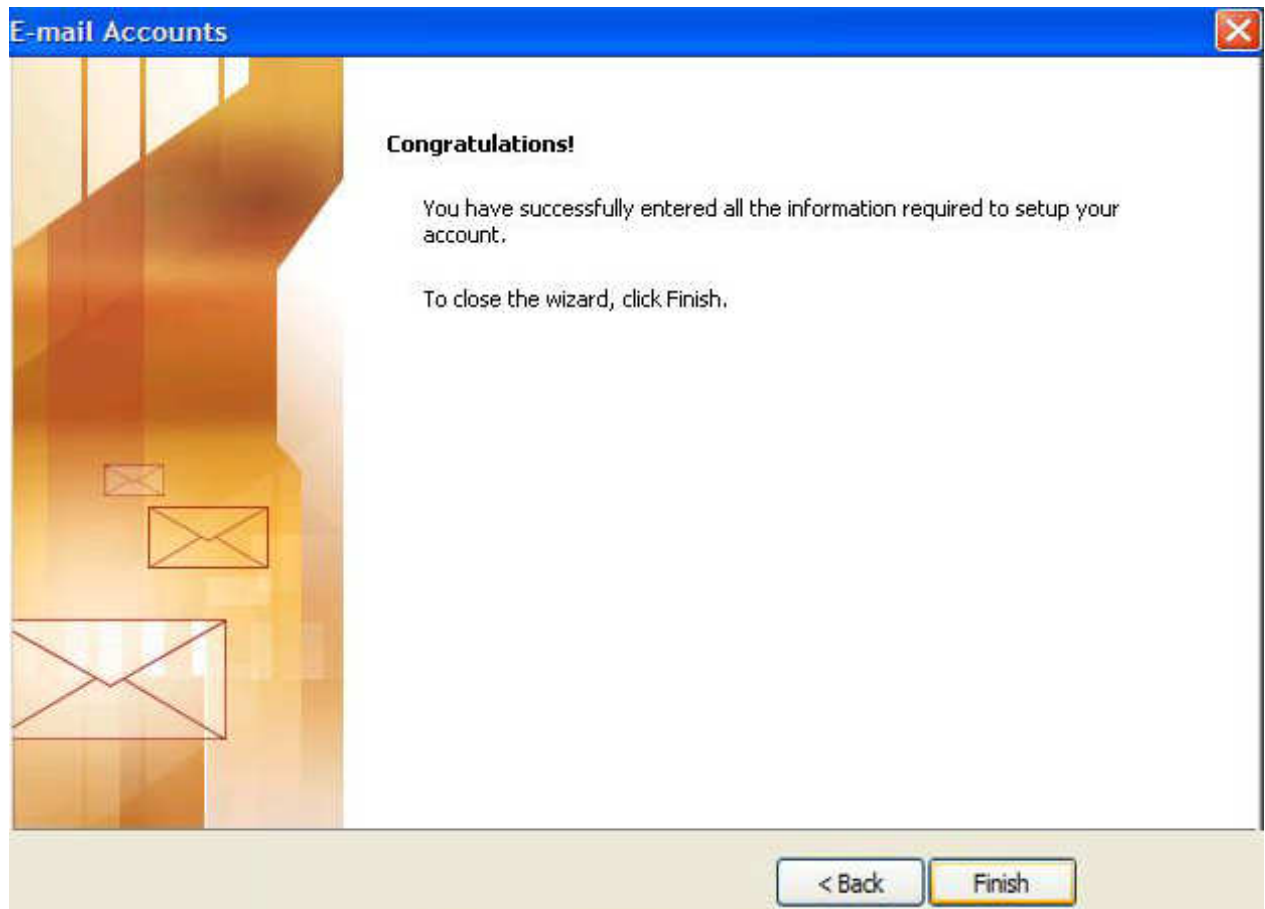
6. Click the **Advanced** tab.

Check the box **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**. **Incoming POP3** server port automatically changes to **995**.



Checking the box "**Leave a copy of messages on server**" will preserve your email on the server because by default Post Office Protocol ver. 3 (POP3) downloads the mail content to the local mail client (on the local computer) and erases it from server.

7. Click **OK**, **Next**, **Finish** and **Close** to save your POP3 settings.



Note:

When you are connecting to our **POP3** server, please click the **Yes** button to trust the certificate and continue with encrypted connection.

