

PCC Webmail: Working with Personal Email Clients

PCC Webmail, Pegasus and Outlook are known as email clients. If in addition to PCC Webmail you use either Pasadena City College's Pegasus email client or a personal email client such as Outlook it is important to understand how your email client is configured to communicate with the server where your email is stored.

A. One method of communication is known as IMAP.

When this method of communication is used your email messages are stored remotely on the email server.

- PCC Webmail by default communicates using IMAP.
- If you wish to configure your personal email client to work with IMAP it is recommended that you consult the documentation for your email client.

Note: Unless your email messages are deleted they will remain stored on the mail server and can be retrieved from another computer or the same computer at a later time.

B. Another method of communication is known as POP3.

When this method of communication is used, your email messages are retrieved and delivered to your local computer. If you go to another computer or use PCC Webmail AFTER you have used POP3 to retrieve your email from the mail server - it will be not be available.

- Your personal email clients can also be configured to communicate by POP3.
- If you wish to configure your personal email client to work with POP3 it is recommended that you follow the appropriate link below or consult the documentation for your email client.

Note: Your campus Pegasus email account does not need to be configured for either IMAP or POP3.

C. Working with Outlook and Outlook 2000 On Campus and Off Campus

On Campus Configuration of Outlook

To link Outlook to the PCC email server, launch Outlook. Once Outlook has launched:

1. Click TOOLS
2. Click EMAIL ACCOUNTS
3. Make sure that ADD A NEW EMAIL ACCOUNT is selected and click NEXT
4. Select POP3 and click NEXT

5. Under User Information, enter your name the way you want it to appear on a message and enter your email address (For example: Tom Jones and txjones@pasadena.edu)
6. Under Server Information, enter 172.16.1.252 for both the incoming mail server (POP3) and the outgoing mail server (SMTP).
7. Under Logon Information, enter your network ID (username) and password (For example: TXJONES). There is an option of having Outlook remember your password. If you choose this option, you will have to remember to change your existing email account setting for your password once it is changed for logging on to the network, or you will not receive your mail.

Off Campus Configuration of Outlook

To link Outlook on an off-campus computer to the PCC email server, launch Outlook. Once Outlook has launched:

1. Click TOOLS
2. Click EMAIL ACCOUNTS
3. Make sure that ADD A NEW EMAIL ACCOUNT is selected
4. Click NEXT
5. Select POP3
6. Click NEXT
7. Under User Information, enter your name the way you want it to appear on a message and enter your email address (For example: Tom Jones and txjones@pasadena.edu)
8. Under Server Information, enter *manage.paccd.cc.ca.us* for both the incoming mail server (POP3) and the outgoing mail server (SMTP).
9. Under Logon Information, enter your network ID (username) and password (For example: TXJONES).

Note: There is an option of having Outlook remember your password. If you choose this option, you will have to remember to change your existing email account setting for your password once it is changed for logging on to the network, or you will not receive your mail.

Remember: Due to differences between INTERNET SERVICE PROVIDERS (ISPs), Computing Services cannot guarantee that the above information will work for everyone without modification. If you are experiencing difficulty once you have entered the above information, consult your ISP.

On Campus Configuration of Outlook 2000

To link Outlook to the PCC email server, launch Outlook. Once Outlook has launched:

1. Click TOOLS
2. Click ACCOUNTS
3. Click ADD
4. Click MAIL

5. Enter Your name the way you want it to appear on the messages you send
6. Click NEXT
7. Enter your email account (For example: txjones@pasadena.edu)
8. Make sure your incoming mail server is a POP3 server. Enter *172.16.1.252* for both the Incoming mail (POP3 or IMAP) server and the Outgoing mail (SMTP) server
9. Click NEXT
10. Enter your account name and password (For example: txjones).
Note: There is an option to have Outlook remember your password. If you choose this option, you will have to remember to change your password in the account properties once it has been changed to log in to the network, or you will not receive your mail.
11. Click NEXT
12. Select Connect using my local area network (LAN)
13. Click NEXT
14. Click FINISH

Off-Campus Configuration of Outlook 2000

To link Outlook to the PCC email server, launch Outlook. Once Outlook has launched:

1. Click TOOLS
2. Click ACCOUNTS
3. Click ADD
4. Click MAIL
5. Enter Your name the way you want it to appear on the messages you send
6. Click NEXT
7. Enter your email account (For example: txjones@pasadena.edu)
8. Make sure your incoming mail server is a POP3 server. Enter *MANAGE.PACCD.CC.CA.US* for both the Incoming mail (POP3 or IMAP) server and the Outgoing mail (SMTP) server
9. Click NEXT.
10. Enter your account name and password (For example: txjones).
Note: There is an option to have Outlook remember your password. If you choose this option, you will have to remember to change your password in the account properties once it has been changed to log in to the network, or you will not receive your mail.
11. Click NEXT
12. Select the appropriate option for your connection type
13. Click NEXT
14. Click FINISH

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