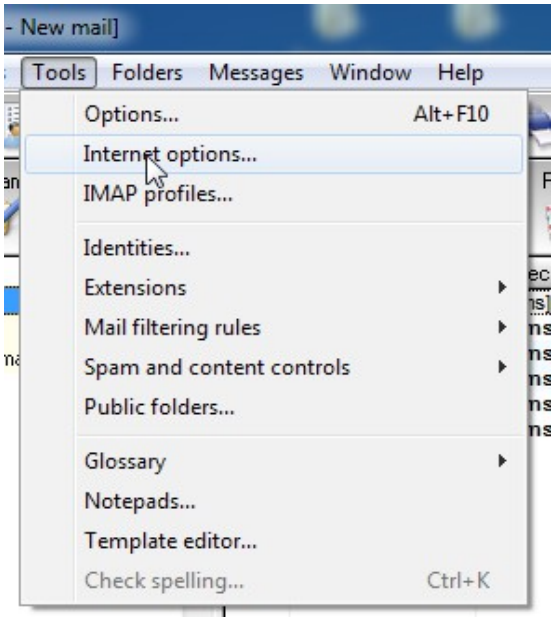
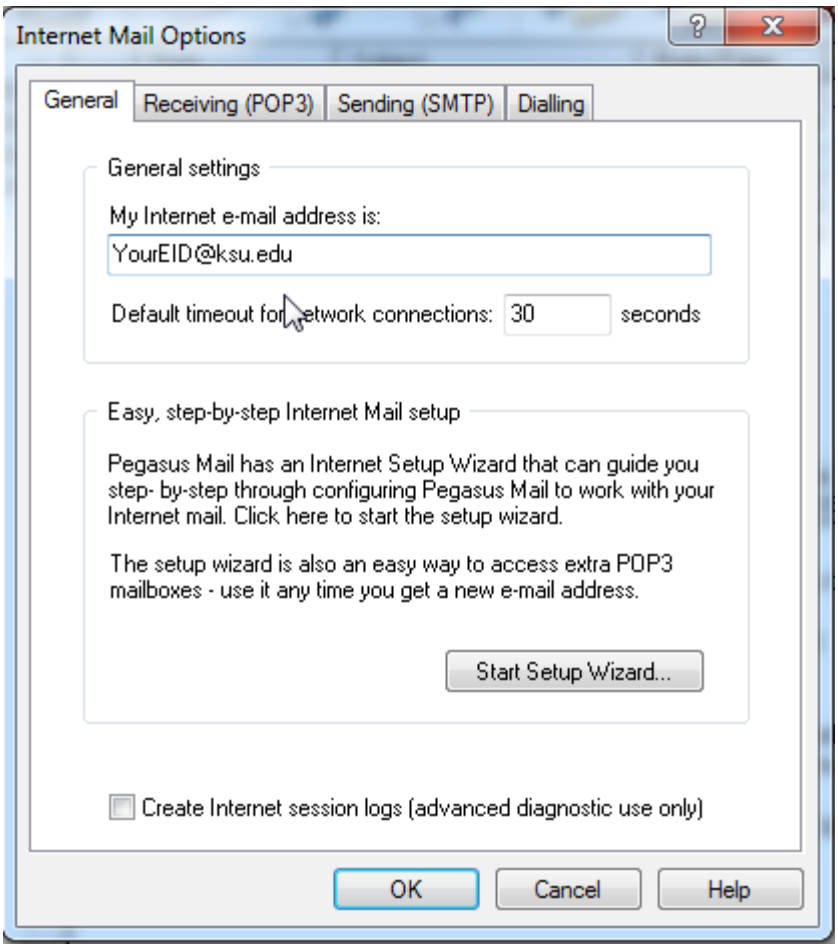
Changing the Internet settings in Pegasus Mail for use with Office 365

With Pegasus Mail running click the **Tools** menu then **Internet options**.

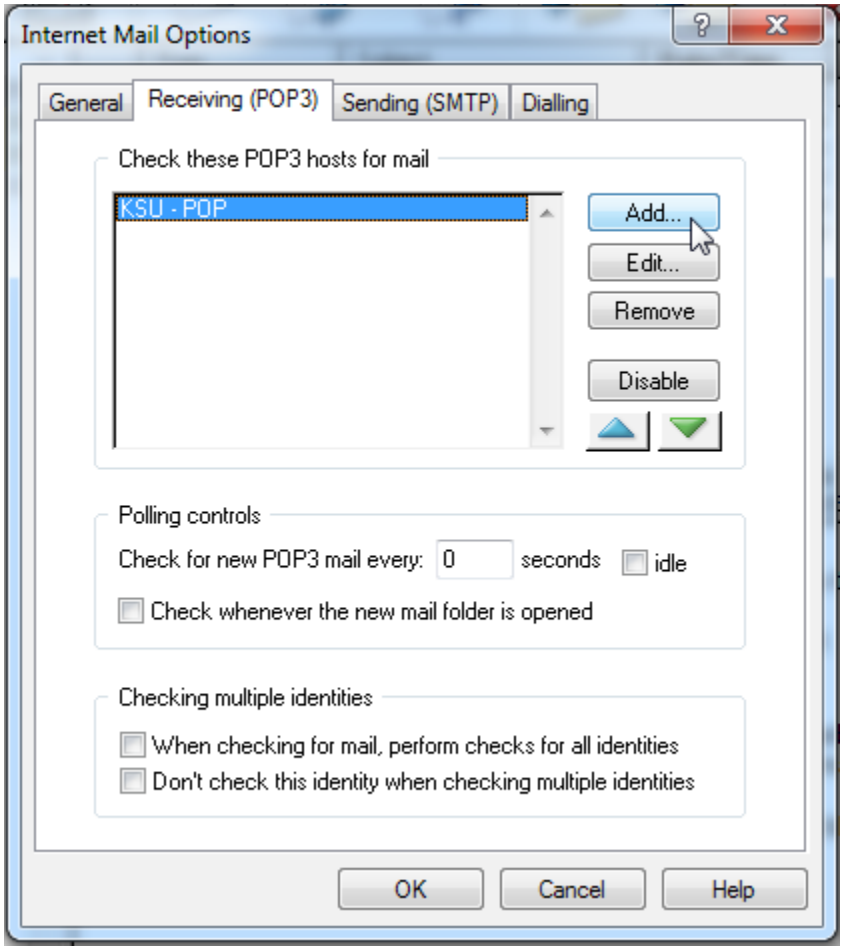


On the **General** tab of Internet Mail Options make sure your email address is correct. Replace "YourEID" in the example with your K-State eID.

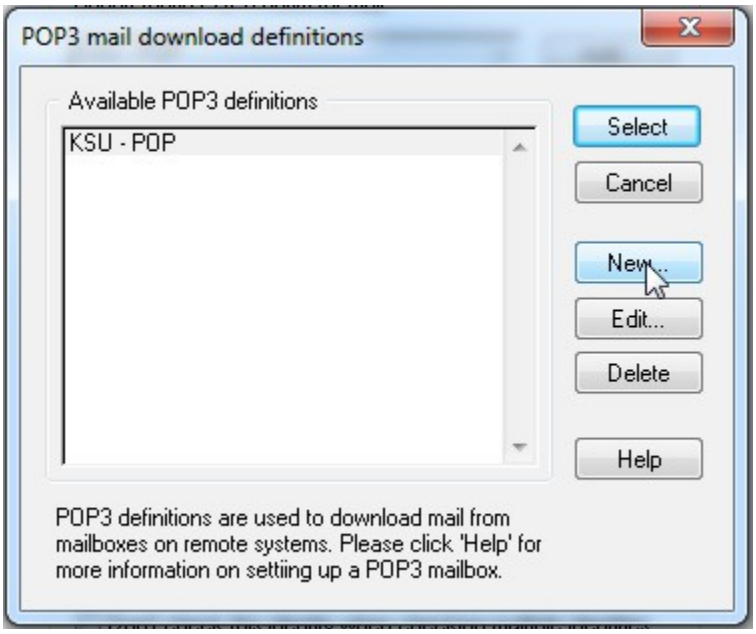
Don't use the **Start Setup Wizard** button.



Now click on the **Receiving (POP3)** tab and click the **Add** button



When the **POP3 mail download definitions** menu pops up click the **New** button.



Fill in the **Enter Name for this definition** window with “KSU Office 365 – POP”.

Fill in **Server host name** with “outlook.office365.com”.

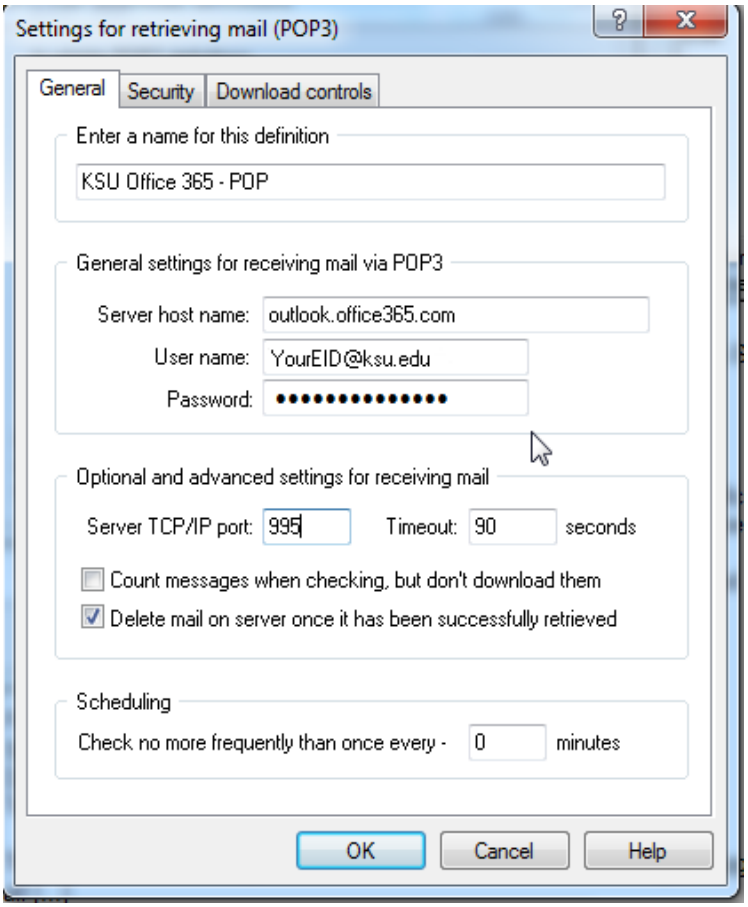
Fill in **User name** with “YourEID@ksu.edu” replacing the “YourEID” with your own K-State eID (Do not use the “@k-state.edu” version of the email address here or your email will fail to work.

Fill in **Password** with your K-State eID password.

Fill in **Server TCP/IP port** with “995”.

Set **Timeout** to 90 seconds

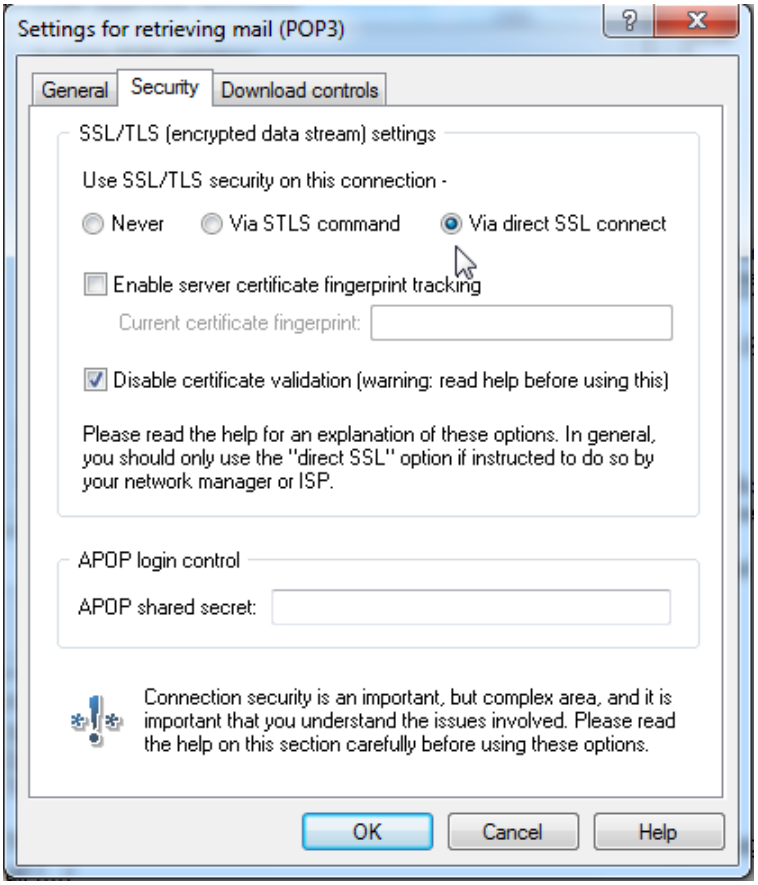
Check “**Delete Mail On Server once it has been retrieved**”.



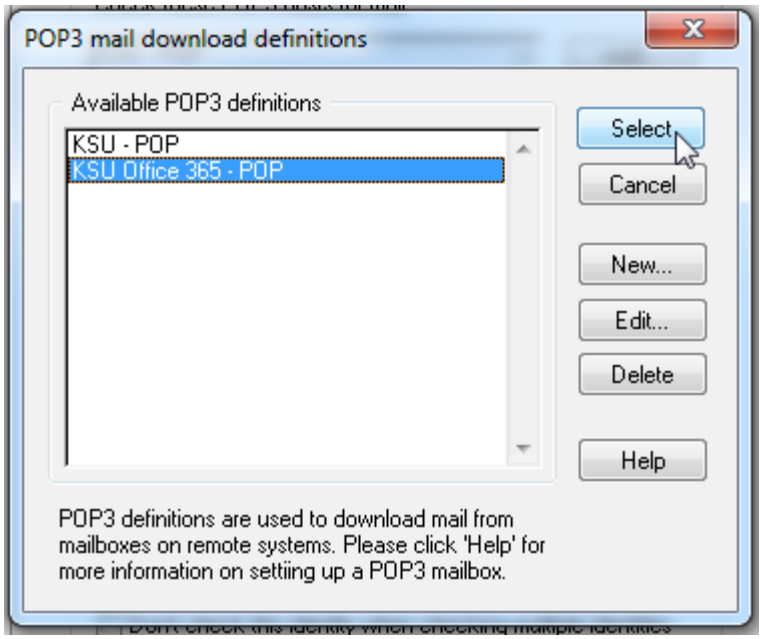
Click on the **Security tab**.
Now click on the **Via direct SSL connect** button.

Check **Disable Certificate Validation**.

Click on the OK button and that will close the Settings for retrieving mail (POP3) window.

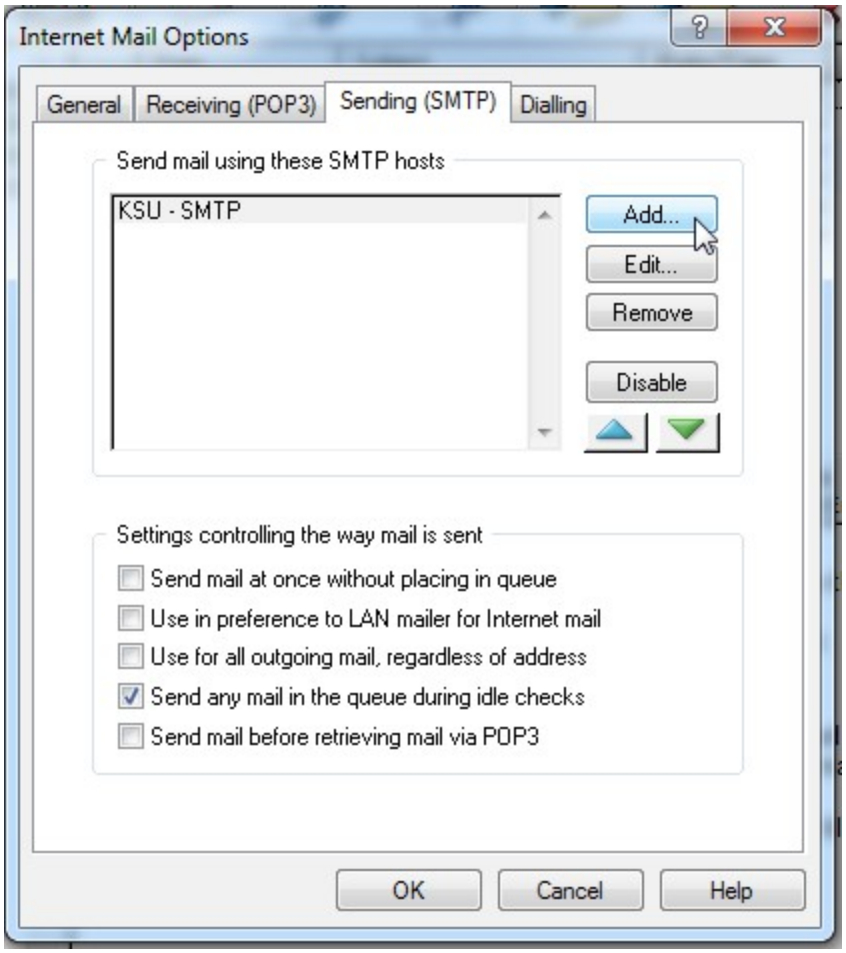


Click **KSU Office 365 – POP** to highlight it and then click the **Select** button.

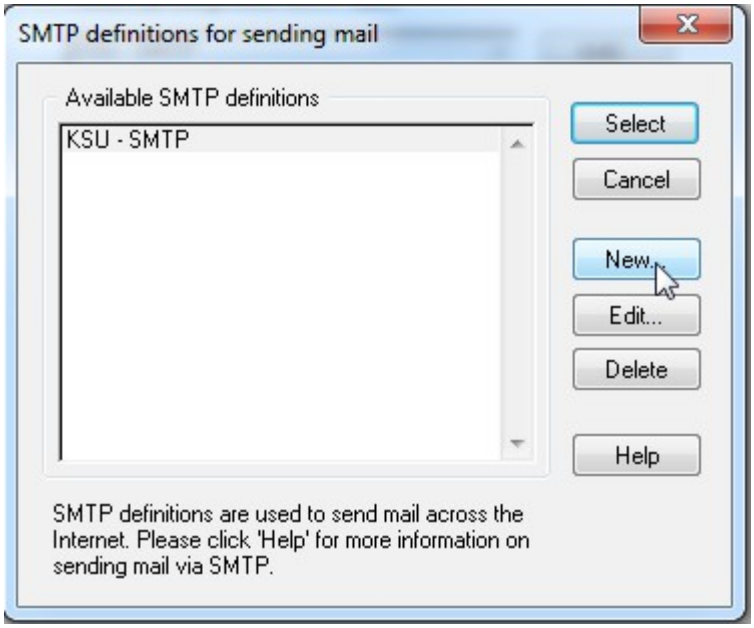


Now click the **Sending (SMTP)** tab in the **Internet Mail Options** menu.

Click on the **Add** button



In the **SMTP definitions for sending mail** menu click on the **New** button.

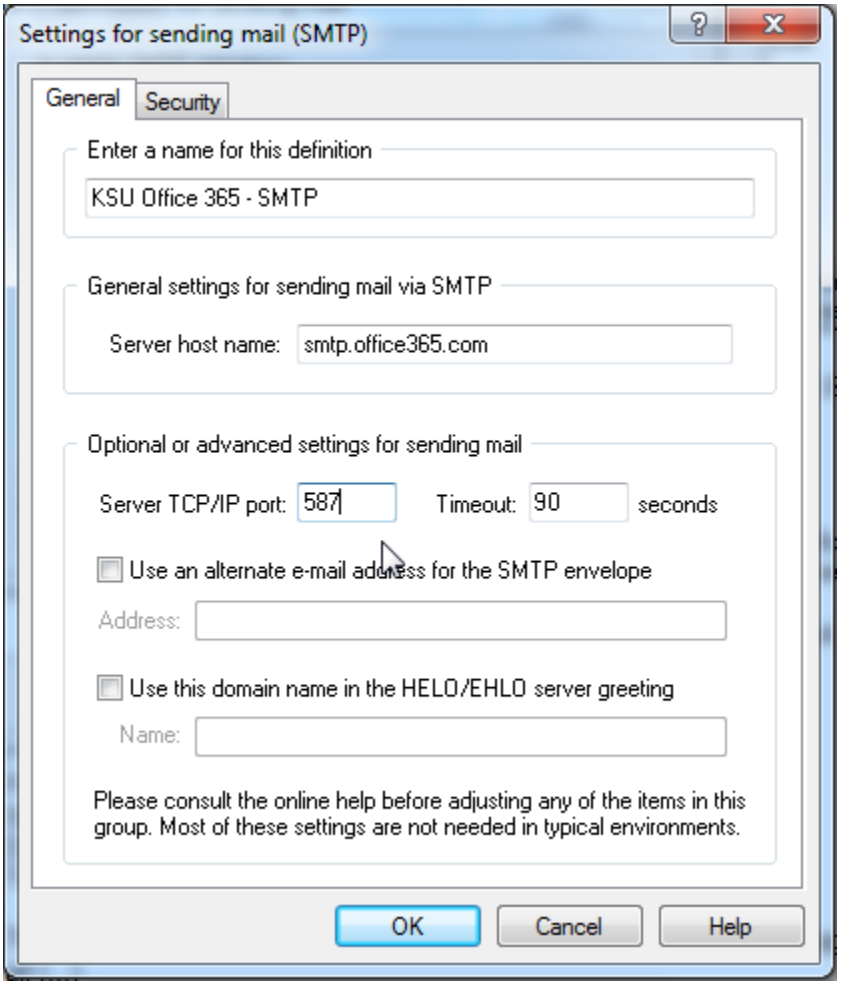


In the **Settings for Sending Mail (SMTP)** menu on the **General** tab fill in the **Enter a Name for this definition** with "KSU Office 365 – SMTP".

Fill in the **Server host name** with "smtp.office365.com"

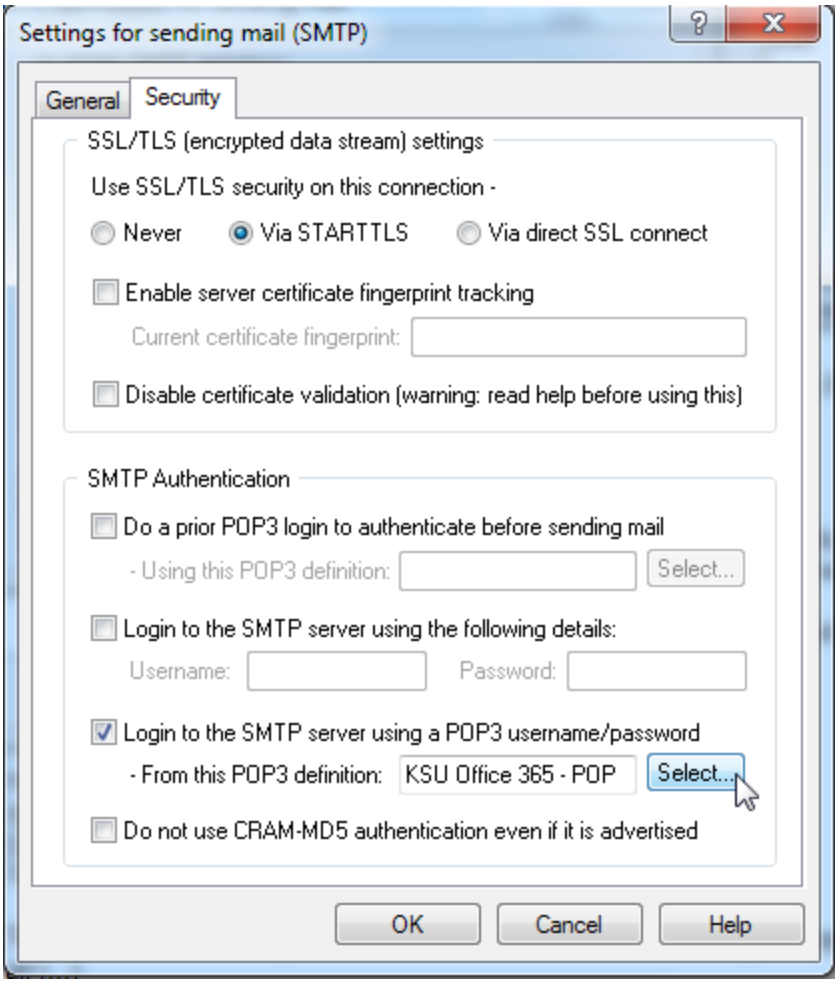
Fill in the **Server TCP/IP port** with "587".

Set **Timeout** to 90 seconds.

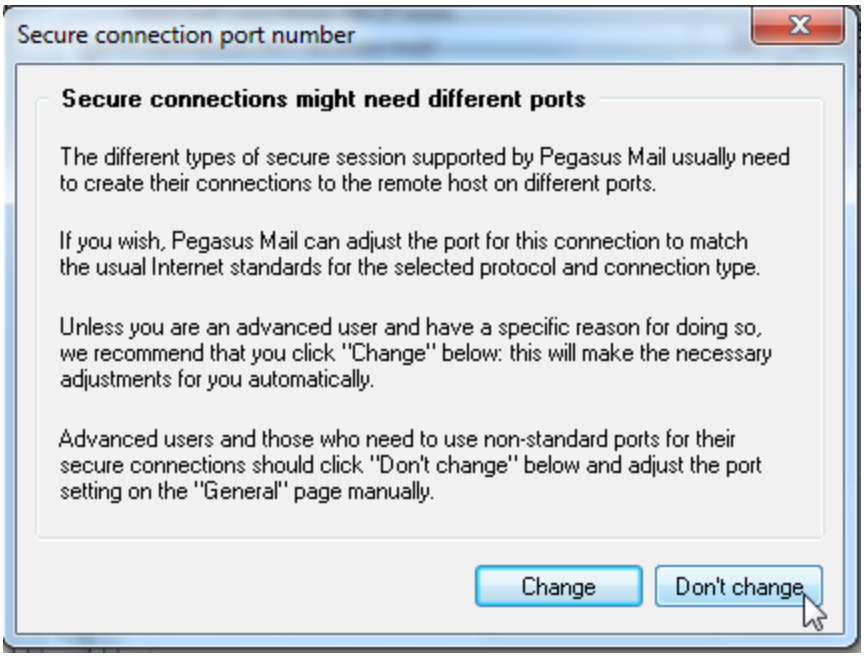


Click on the **Security** tab and then click on the **Via STARTTLS** button.

The following warning will pop up.



Click the **Don't change** button on the warning screen.

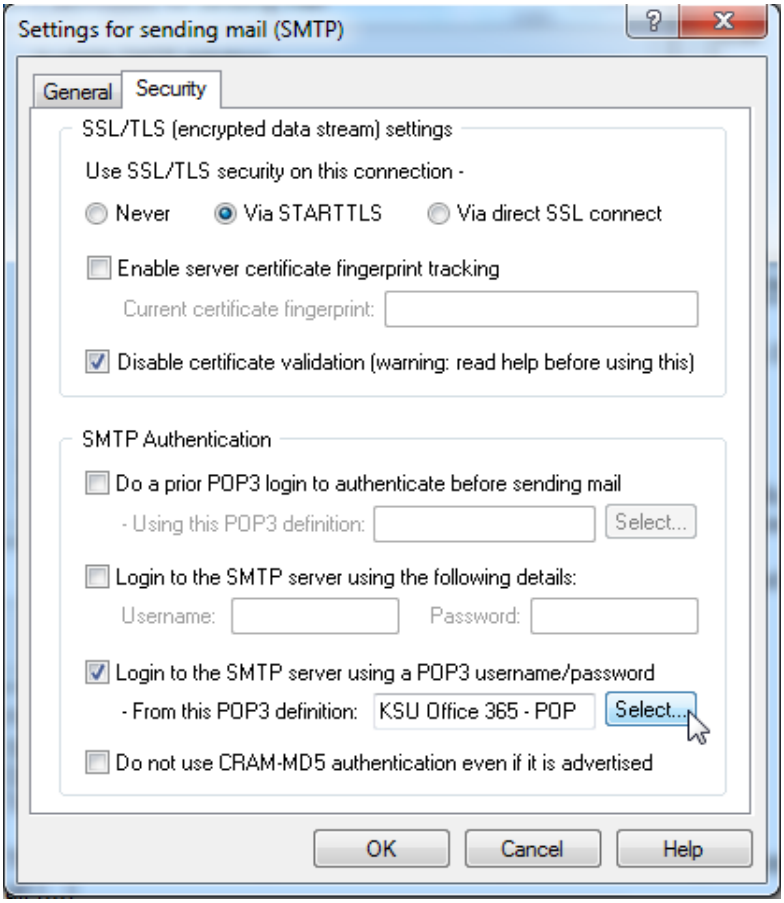


Click **Disable certificate validation**.

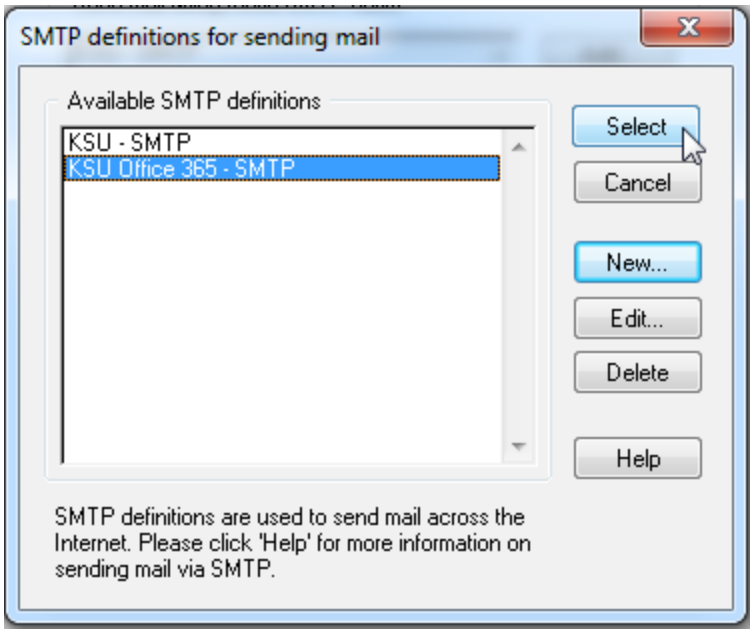
Now click the check box next to **Login to the SMTP server using a POP3 username/password**.

Click the **Select** button on the next line and pick **KSU Office 365 – POP.**

Now click the **OK** button.



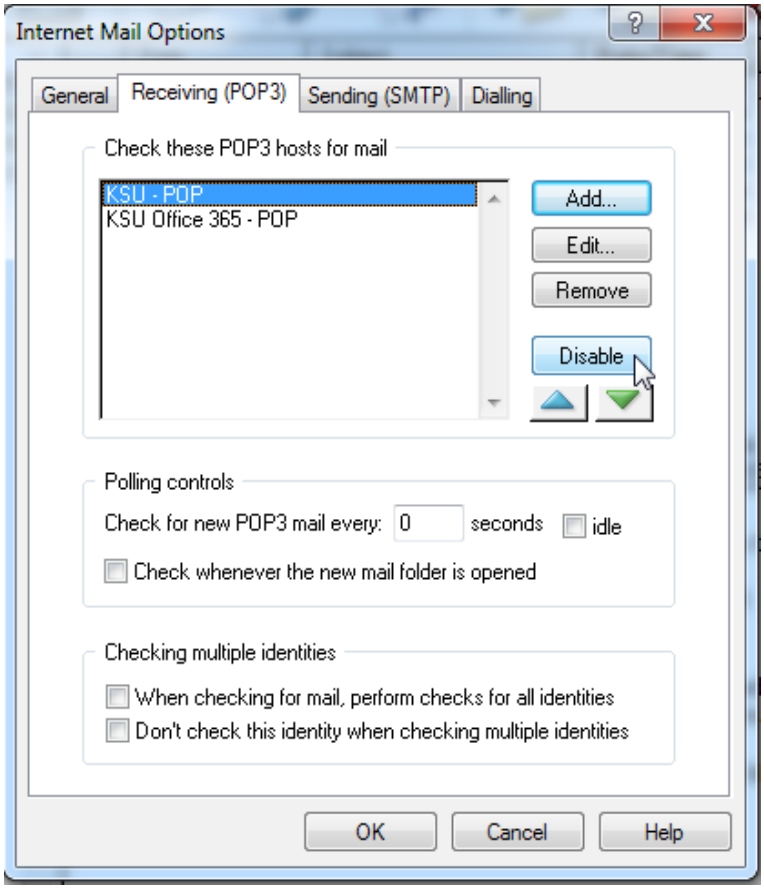
In the **SMTP definitions for sending mail** window click on **KSU Office 365 – SMTP** and then click the **Select** button.



Click the **Receiving (POP3)** tab in the **Internet Mail Options** menu.

Highlight your old POP3 settings and click the **Disable** button.

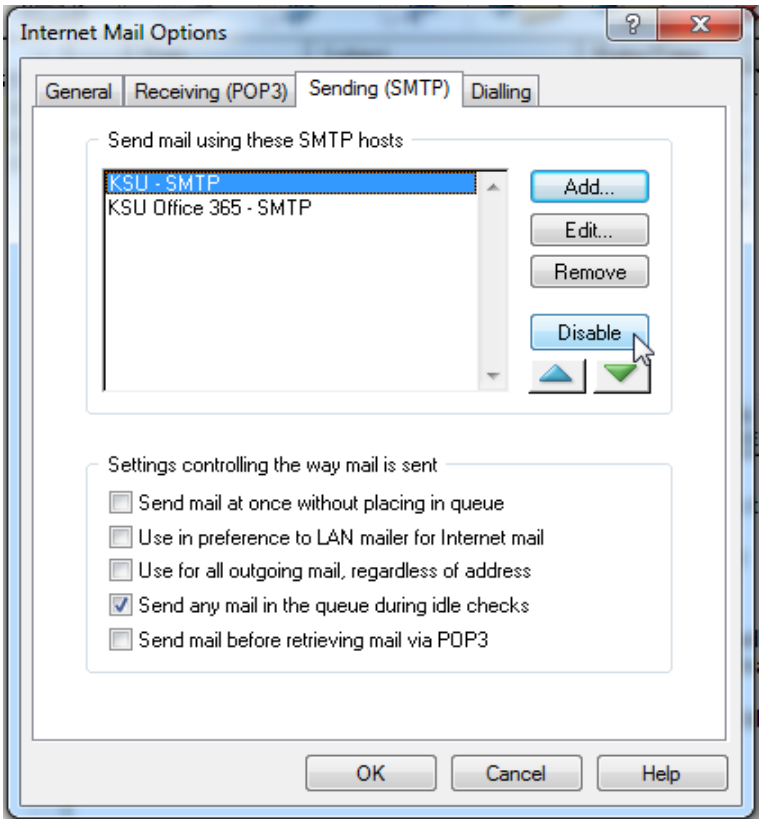
Do not remove the old settings at this time.



Click the **Sending (SMTP)** tab in the **Internet Mail Options** menu.

Highlight your old SMTP settings and click the **Disable** button.

Do not remove the old settings at this time.

Click **OK** to close the menu.

You are now configured to use KSU Office365.