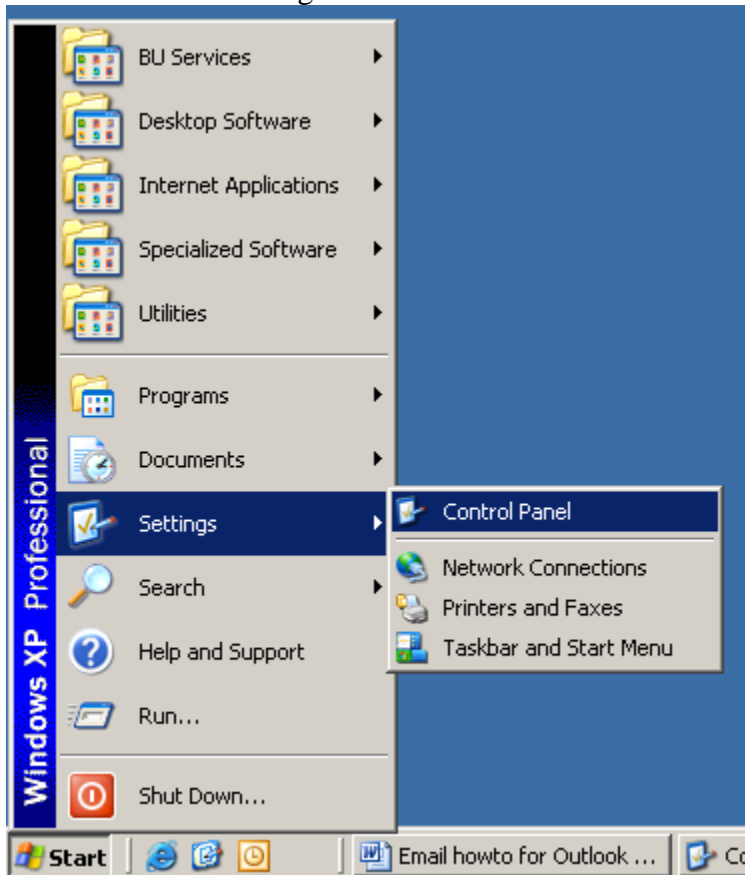


Outlook 2003 IMAP Instructions For Faculty and Staff

This guide will instruct you how to set-up Microsoft Outlook 2003 to use your Bloomsburg University campus e-mail account.

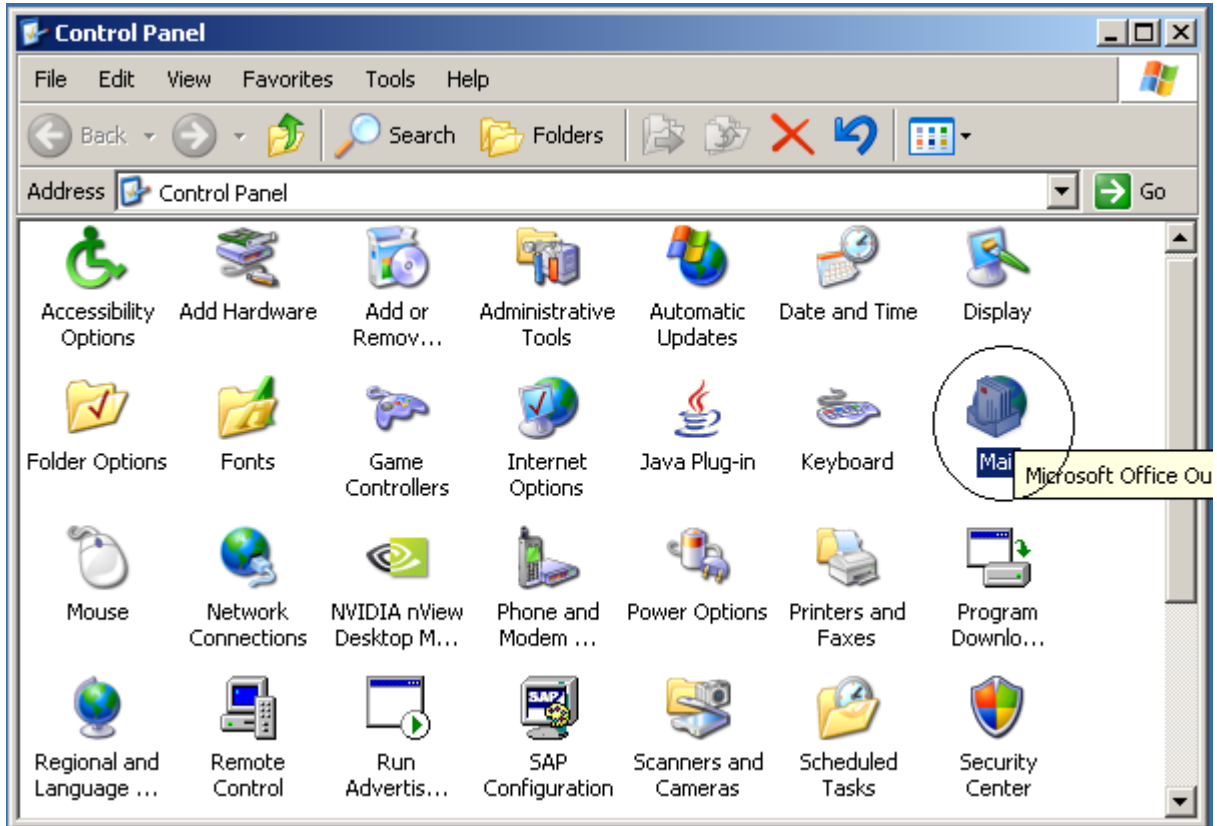
/**Make sure Office 2003 is up to date. Visit the Microsoft Office update site at <http://officeupdate.microsoft.com> and check for updates.**/

1. Go to Start->Settings->Control Panel

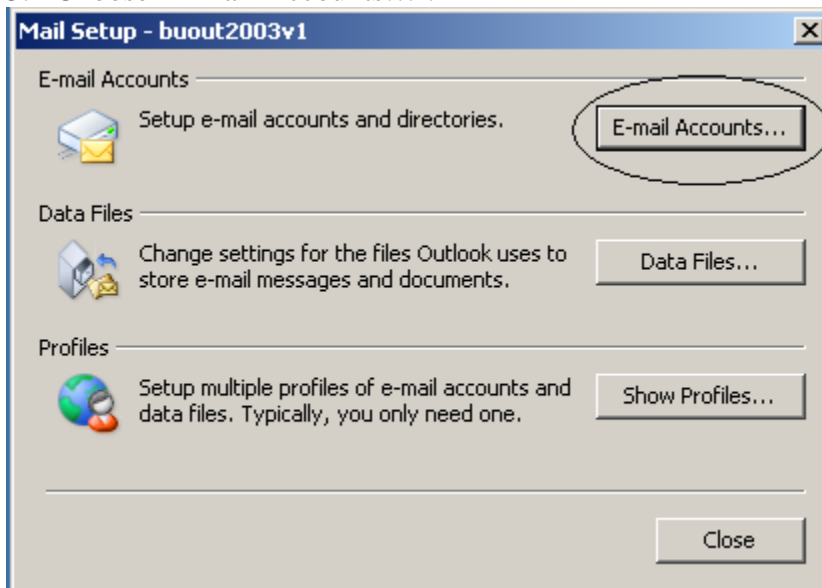


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2. Choose 'Mail'

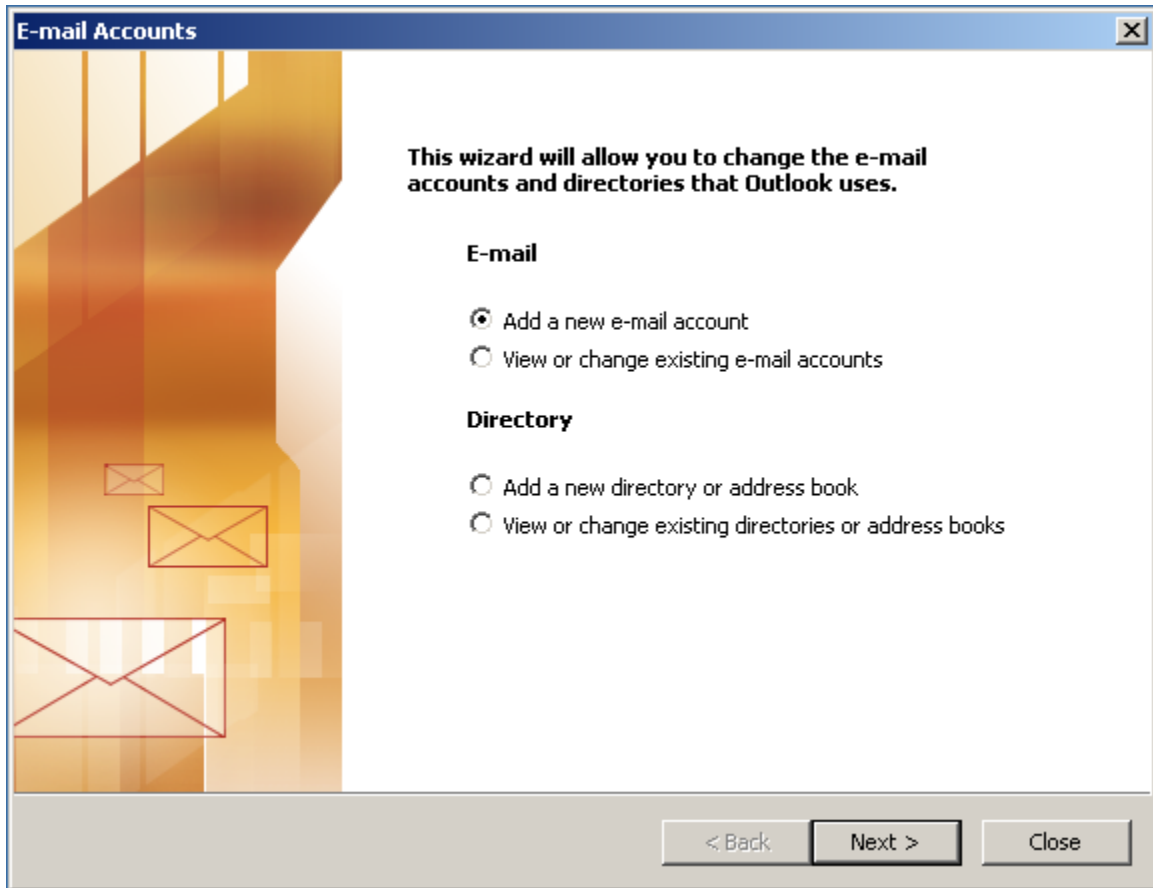


3. Choose 'E-mail Accounts...'



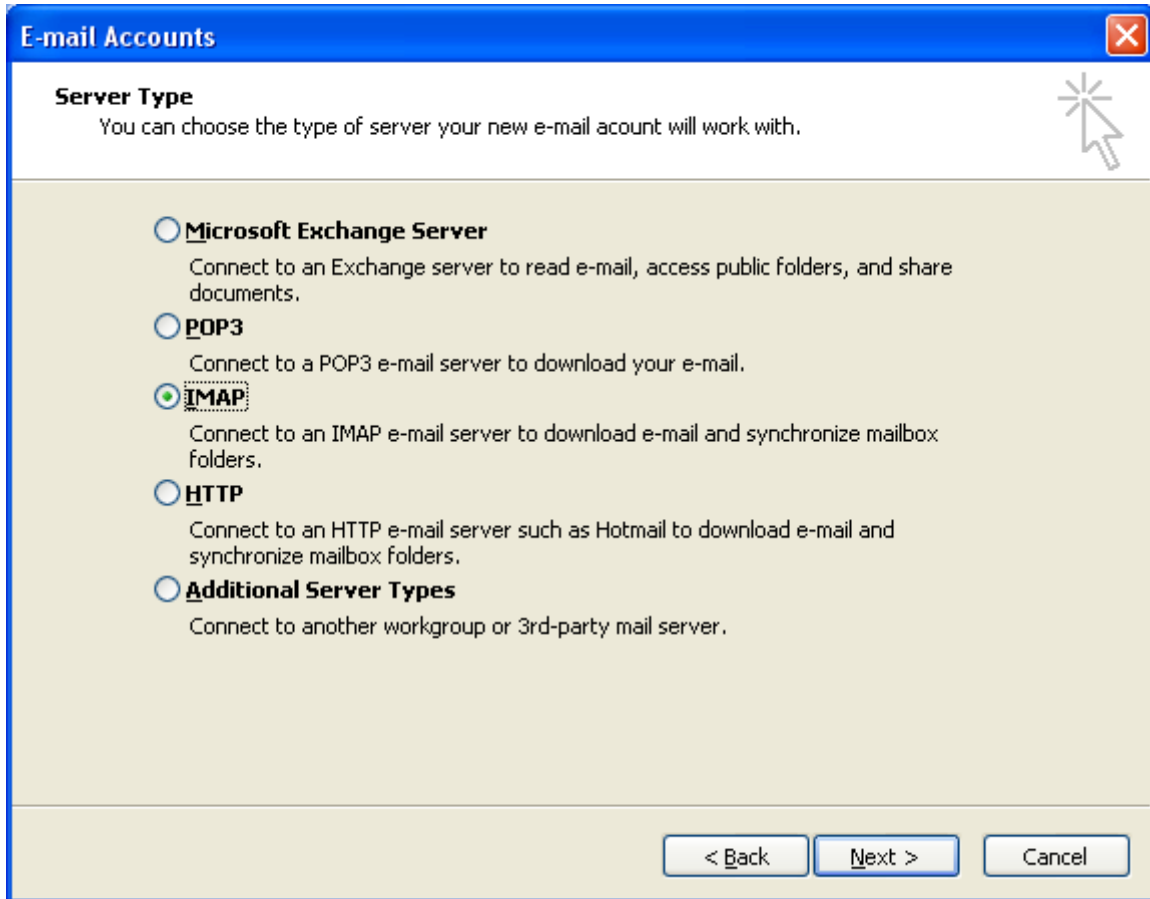
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4. This will open a wizard that will set up your email account. Select 'Add a new e-mail account' then click 'Next'.



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5. Select **IMAP** then click next.



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6. Enter your full name, E-mail address, IMAP/SMTP server addresses (the incoming server is “webmail.bloomu.edu” and the outgoing server is “webmail.bloomu.edu”). It is recommended for security reasons to uncheck the box that says “Remember Password” when using a shared computer. After all information is entered, click “More Settings...”.

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

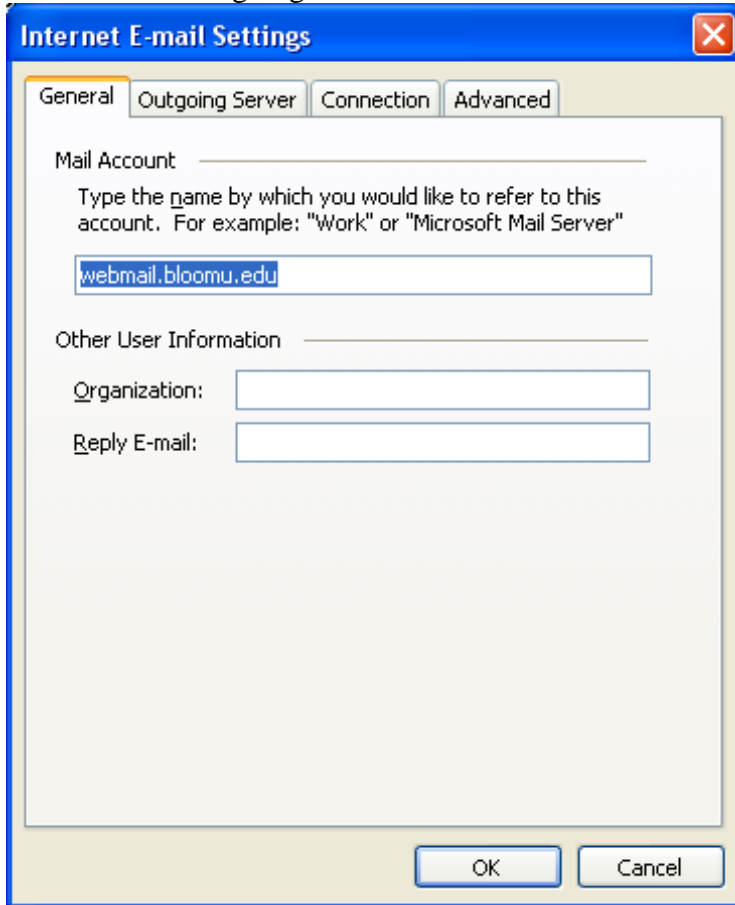
Password:

Remember password

Log on using Secure Password Authentication (SPA)

Outlook 2003 IMAP Instructions For Faculty and Staff

7. Click the “Outgoing Server” tab.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Mail Account' field contains 'webmail.bloomu.edu'. The 'Other User Information' section has empty fields for 'Organization' and 'Reply E-mail'. The 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

webmail.bloomu.edu

Other User Information _____

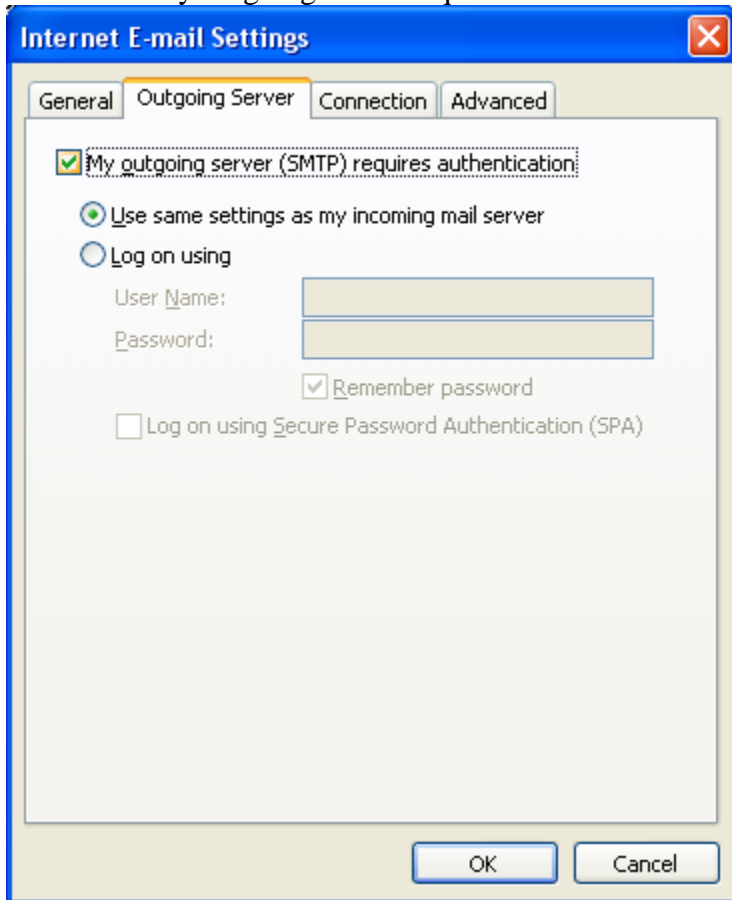
Organization: _____

Reply E-mail: _____

OK Cancel

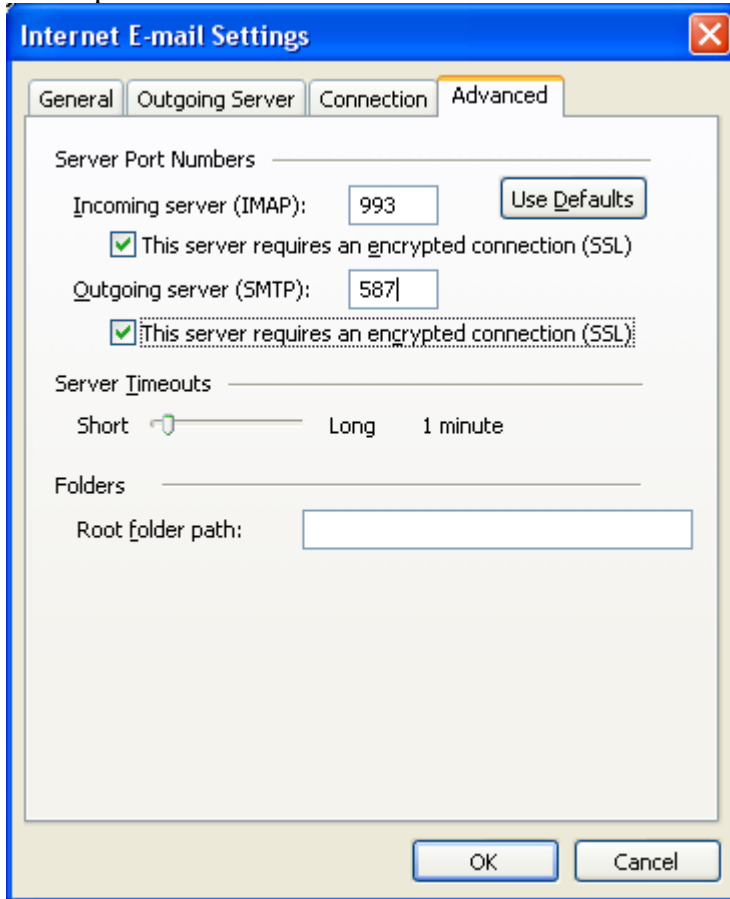
Outlook 2003 IMAP Instructions For Faculty and Staff

8. Check “My outgoing server requires authentication”.



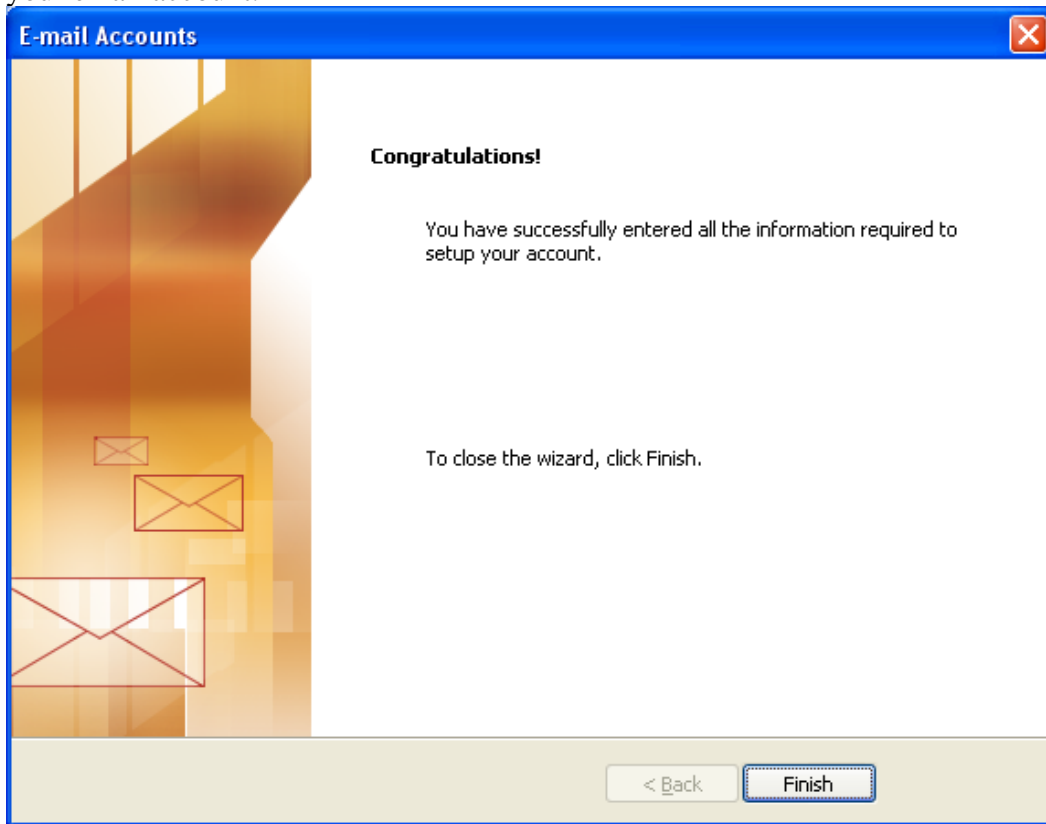
Outlook 2003 IMAP Instructions For Faculty and Staff

9. Click on the “Advanced” tab. Make sure both of the “This server requires a secure connection(SSL)” boxes are checked.. Change the SMTP port to 587 and verify the IMAP port is set to 993. Click OK then Next to continue.



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10. Next Click “Finish” and you are done configuring Microsoft Outlook for use with your email account.



11. Open Outlook and click the “Send/Receive” button to check your mail.

