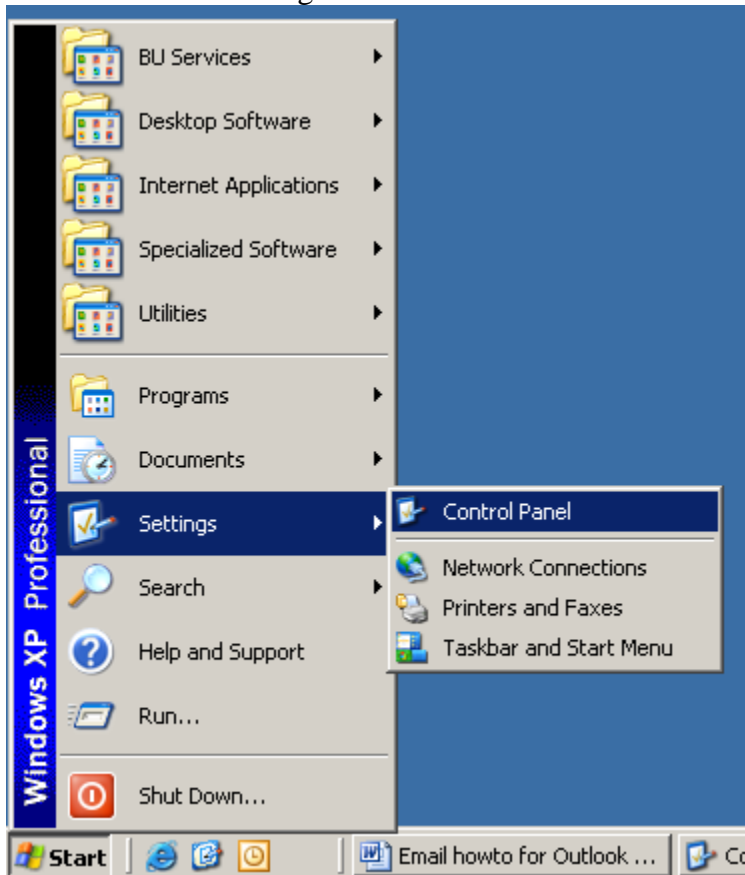


Outlook 2003 IMAP Instructions For Faculty and Staff

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

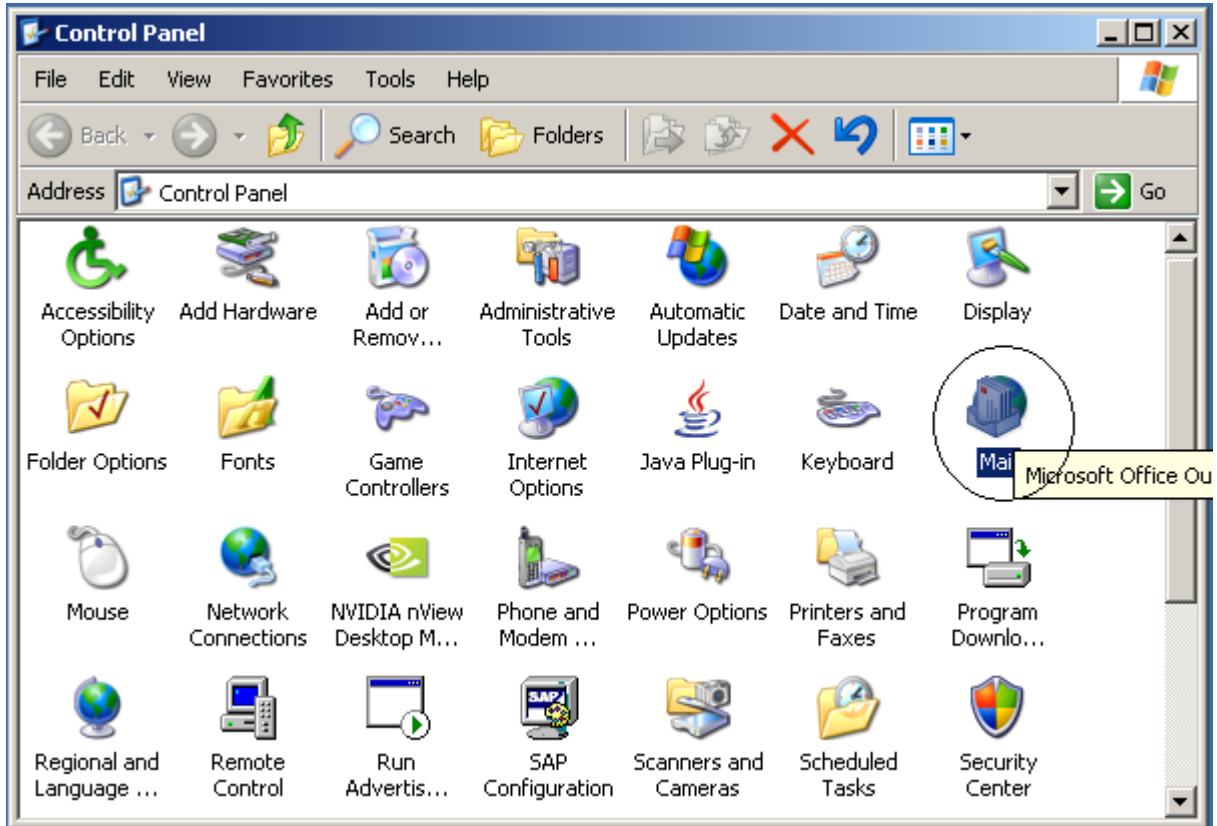
/**Make sure Office 2003 is up to date. Visit the Microsoft Office update site at <http://officeupdate.microsoft.com> and check for updates.**/

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

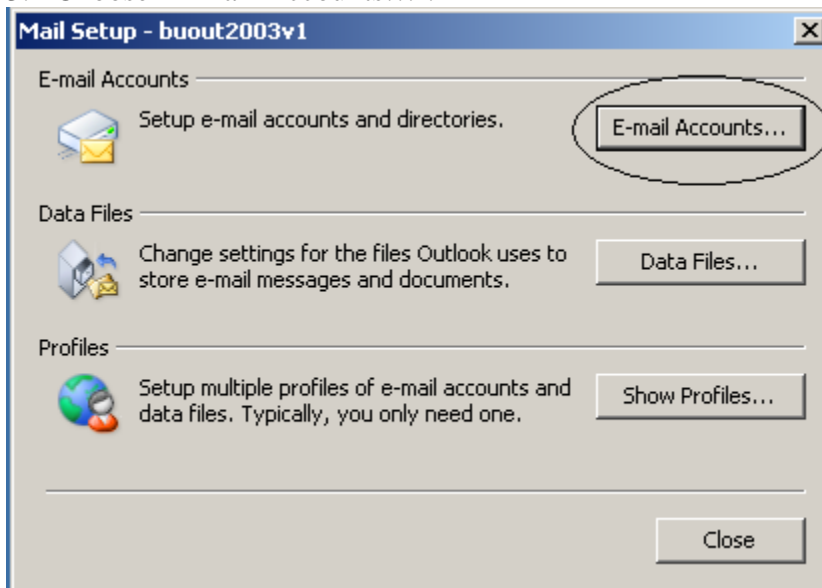


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2. Choose 'Mail'

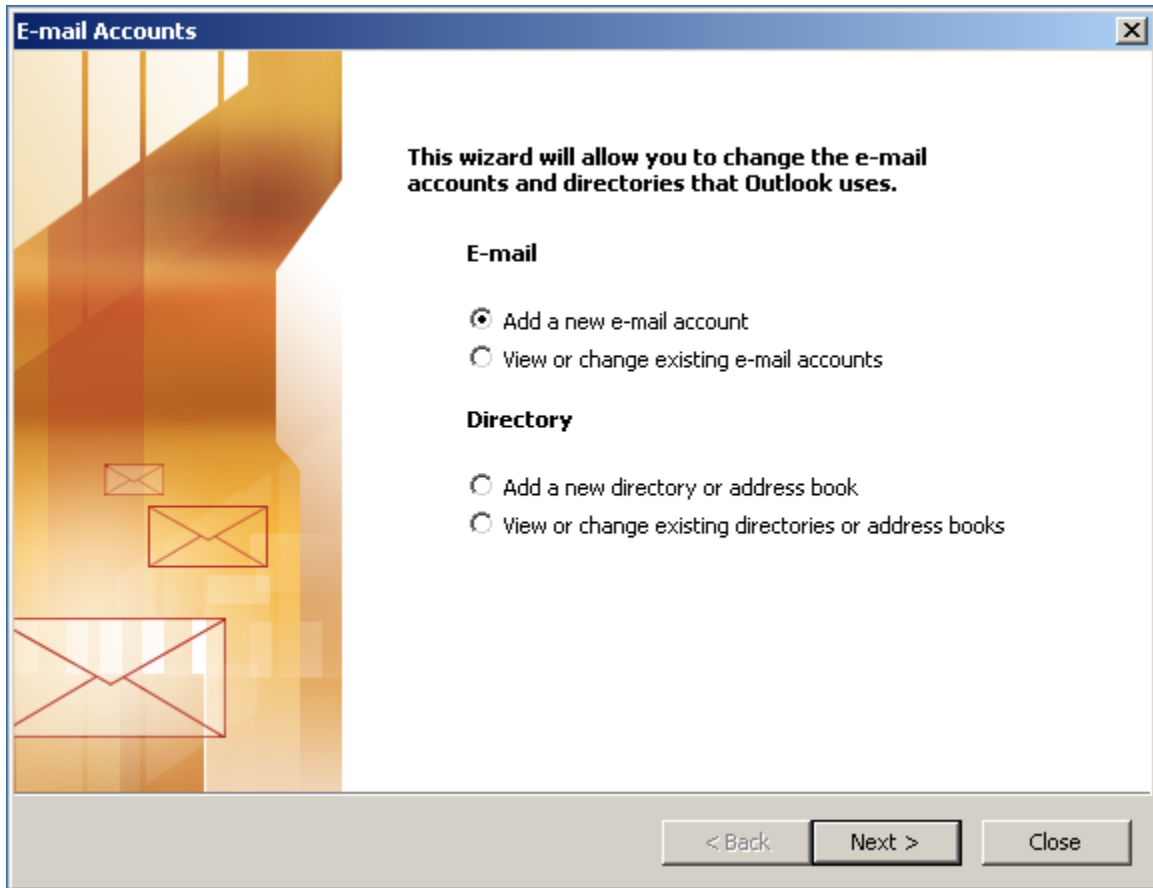


3. Choose 'E-mail Accounts...'



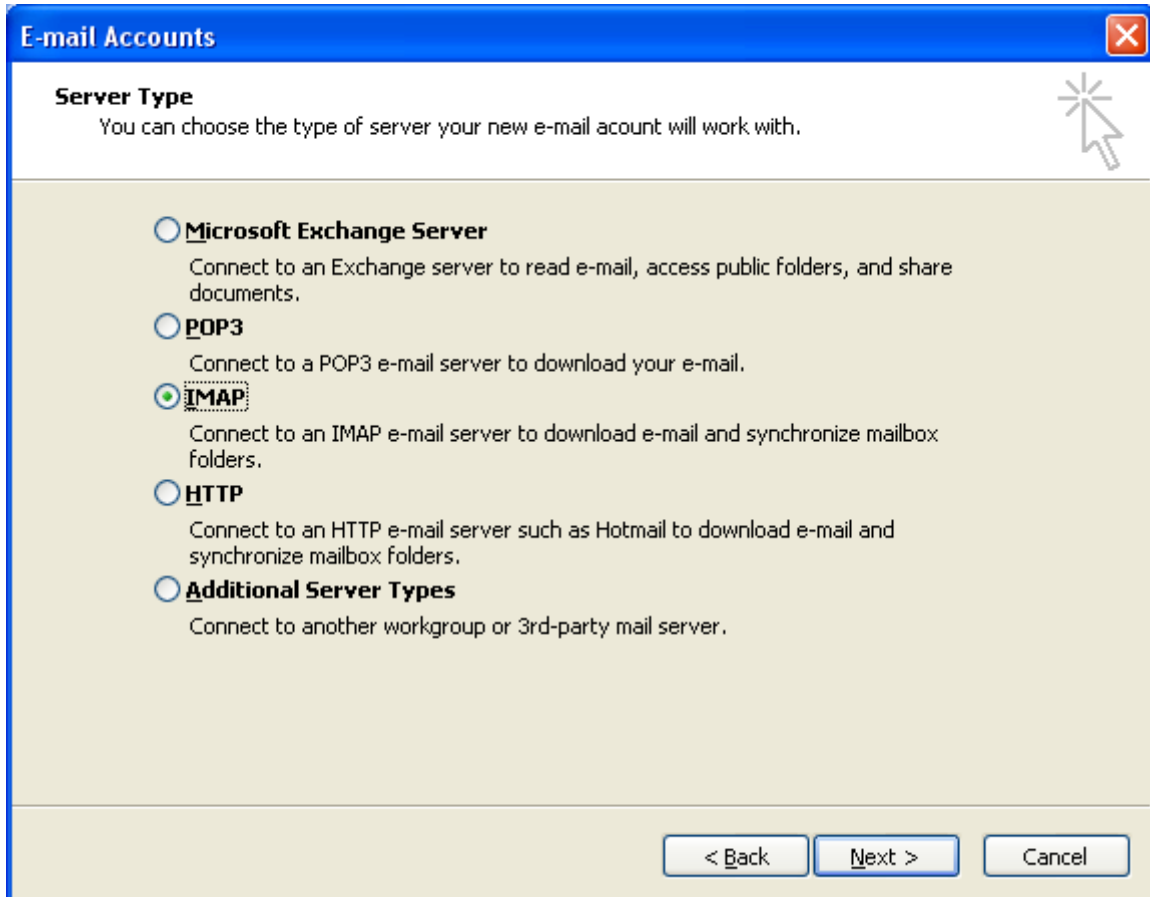
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4. This will open a wizard that will set up your email account. Select 'Add a new e-mail account' then click 'Next'.



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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 [Close]

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

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="webmail.bloomu.edu"/>
E-mail Address: <input type="text" value="userid@bloomu.edu"/>	Outgoing mail server (SMTP): <input type="text" value="webmail.bloomu.edu"/>

Logon Information

User Name:

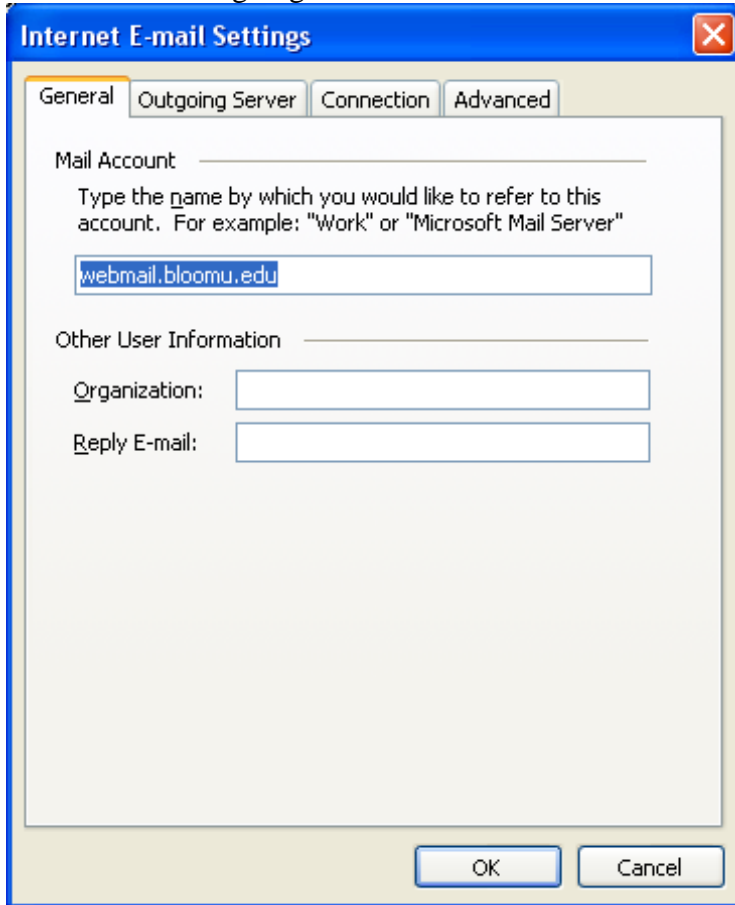
Password:

Remember password

Log on using Secure Password Authentication (SPA)

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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 _____

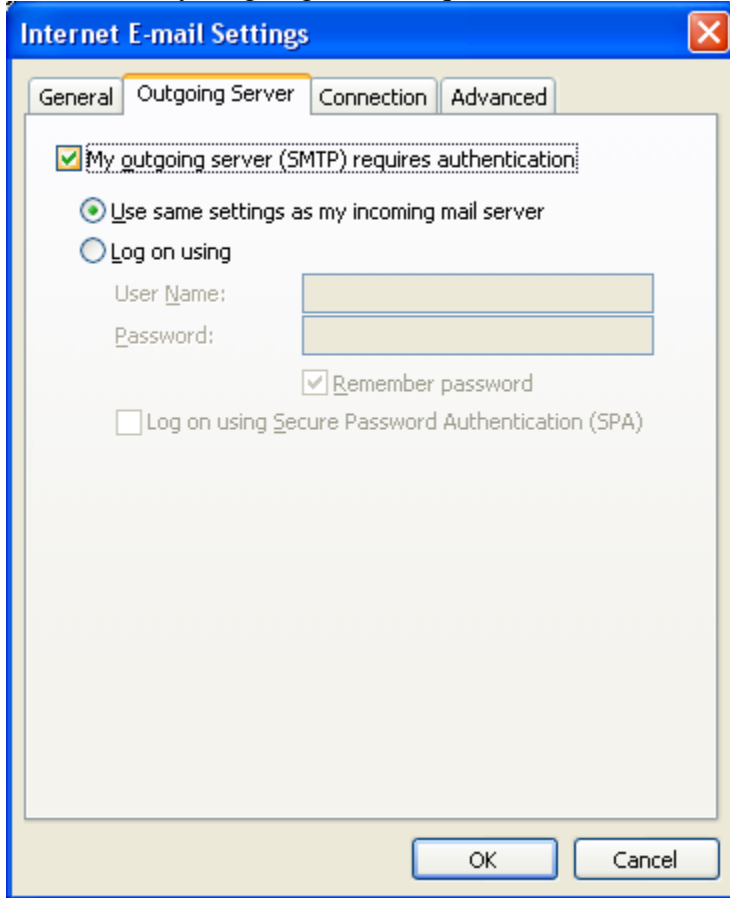
Organization: _____

Reply E-mail: _____

OK Cancel

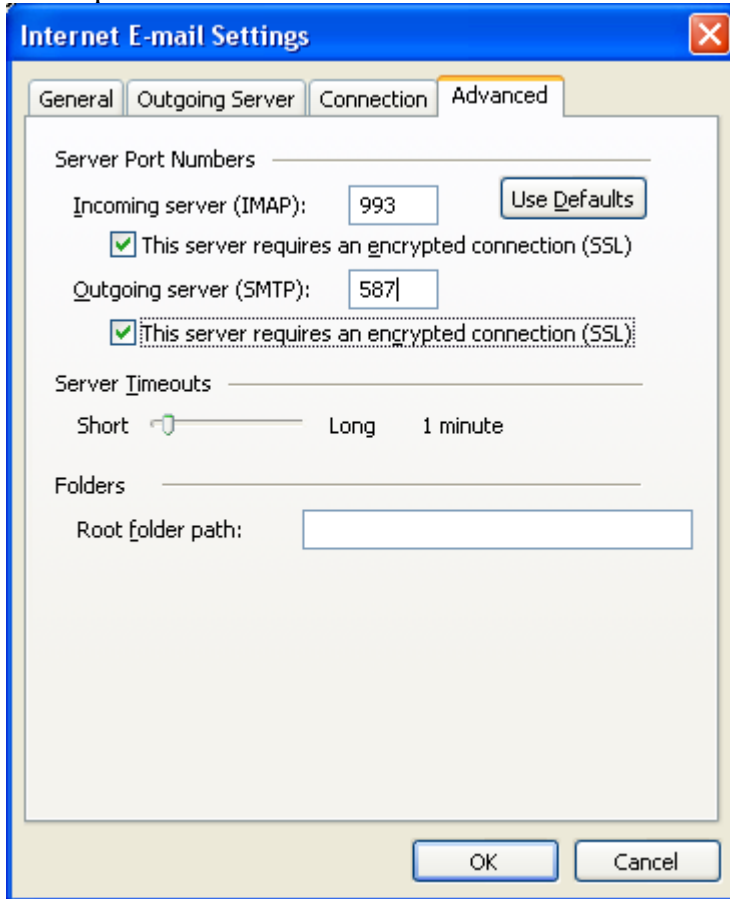
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8. Check “My outgoing server requires authentication”.



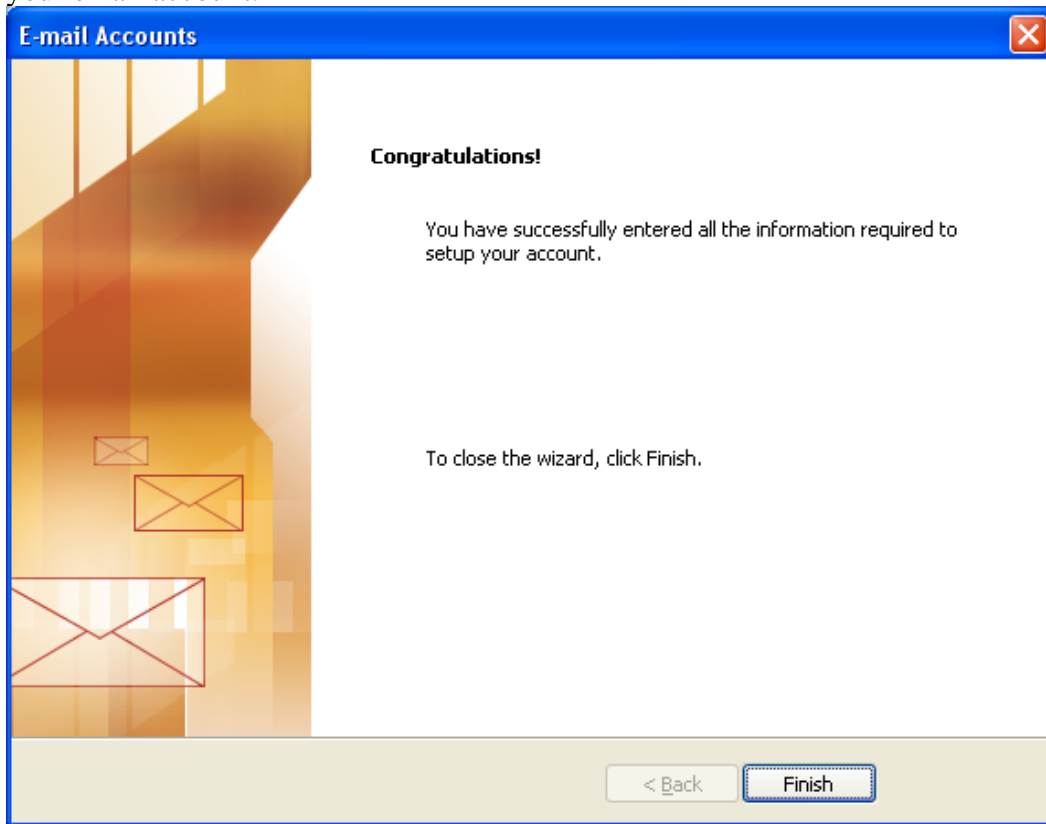
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9. Click on the “Advanced” tab. Make sure both of the “This server requires a secure connection(SSL)” boxes are checked.. Change the SMTP port to 587 and verify the IMAP port is set to 993. Click OK then Next to continue.



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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.

