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
2. Choose ‘Mail’

3. Choose ‘E-mail Accounts…’
4. This will open a wizard that will set up your email account. Select ‘Add a new e-mail account’ then click ‘Next’.
5. Select **IMAP** then click next.

**E-mail Accounts**

**Server Type**
You can choose the type of server your new e-mail account will work with.

- **Microsoft Exchange Server**
  - Connect to an Exchange server to read e-mail, access public folders, and share documents.

- **POP3**
  - Connect to a POP3 e-mail server to download your e-mail.

- **IMAP**
  - Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

- **HTTP**
  - Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

- **Additional Server Types**
  - Connect to another workgroup or 3rd-party mail server.
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…”. 

<table>
<thead>
<tr>
<th>User Information</th>
<th>Server Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
<td>Incoming mail server (IMAP):</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>webmail.bloomu.edu</td>
</tr>
<tr>
<td></td>
<td>Outgoing mail server (SMTP):</td>
</tr>
<tr>
<td></td>
<td>webmail.bloomu.edu</td>
</tr>
</tbody>
</table>

Logon Information

- User Name: userid
- Password: ********
- Remember password: [ ]

- Log on using Secure Password Authentication (SPA): [ ]
7. Click the “Outgoing Server” tab.
8. Check “My outgoing server requires authentication”.

![Image of Outlook 2003 IMAP Settings](image)
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.
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.