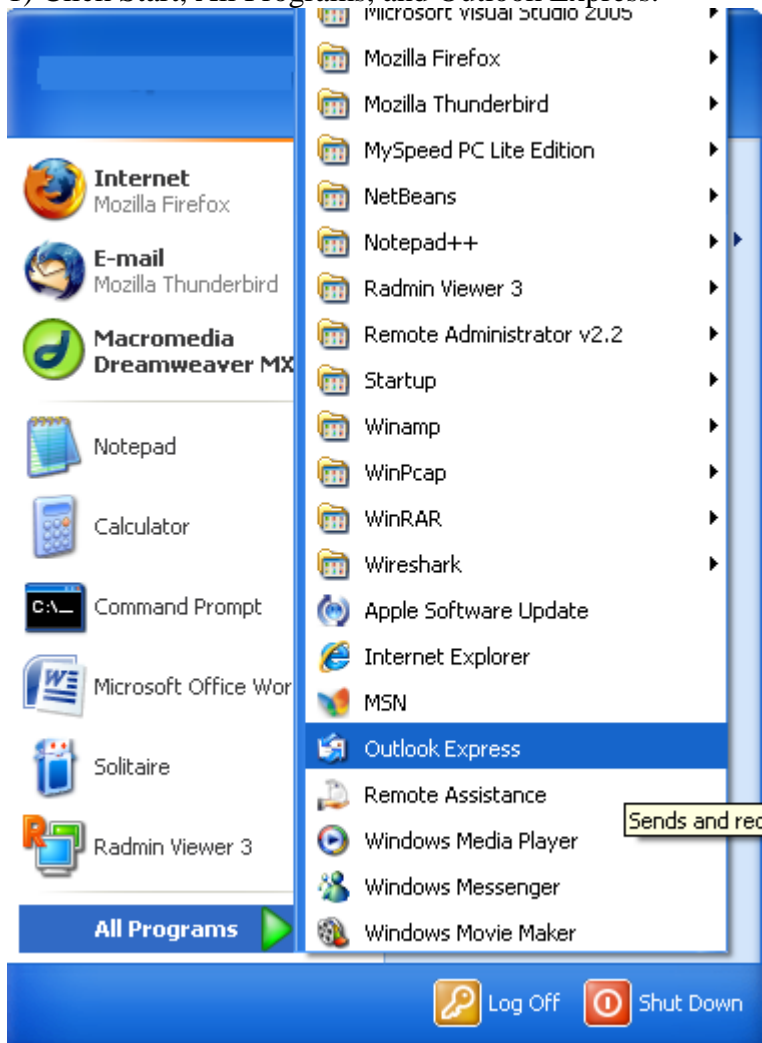


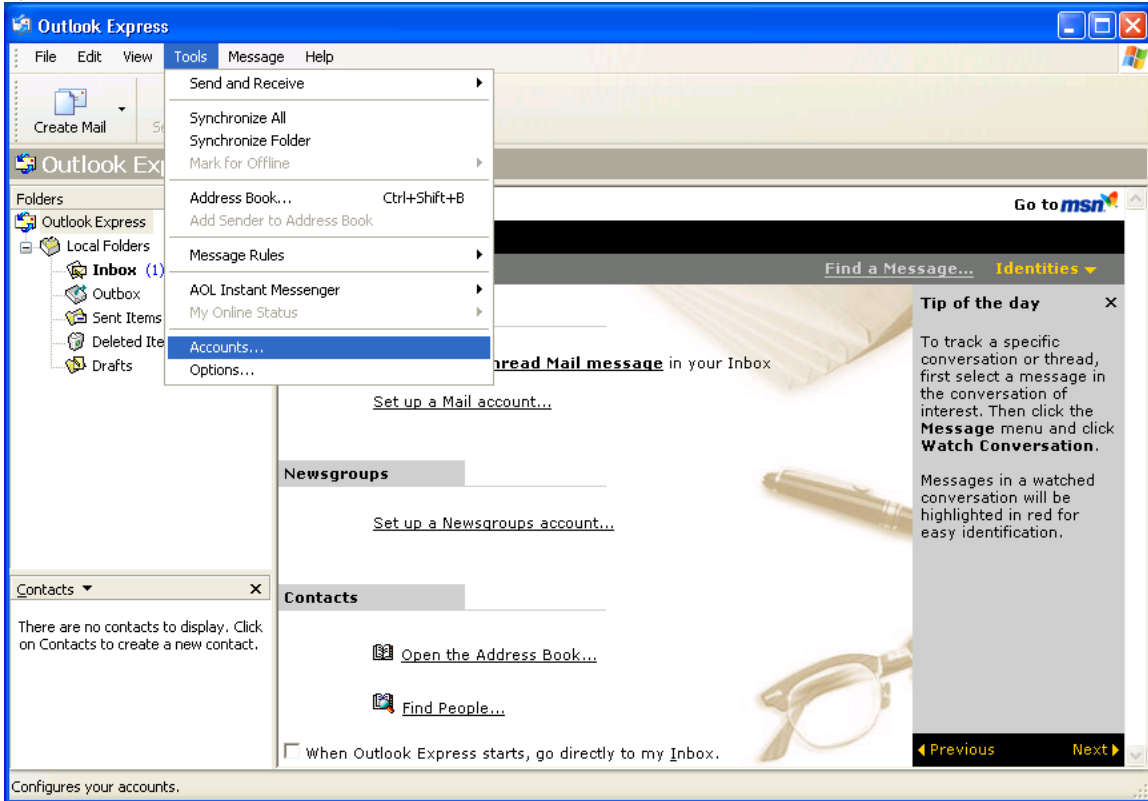
Outlook Express IMAP Instructions For Faculty and Staff.

1) Click Start, All Programs, and Outlook Express.

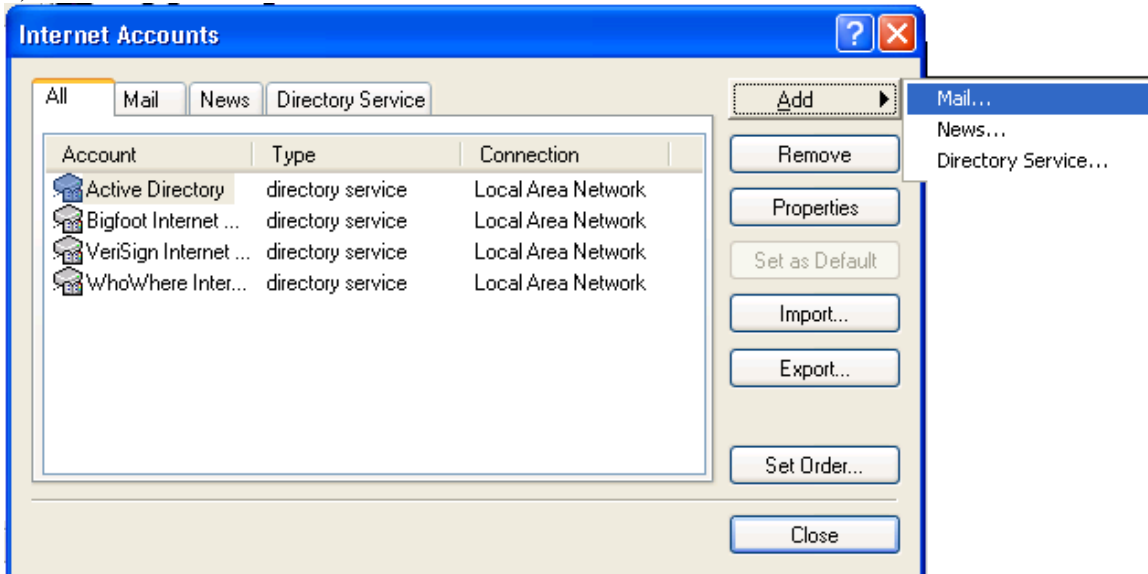


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2) Go to Tools and click Accounts.

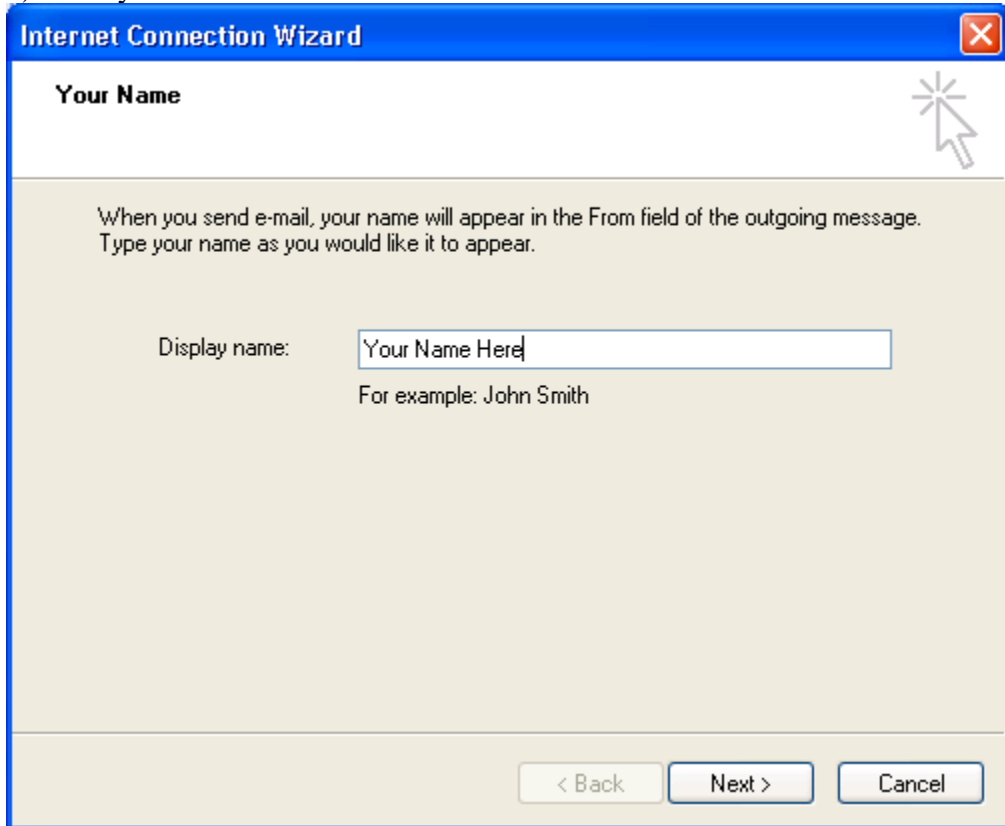


3) You should now see this screen. Click on Add then Mail.



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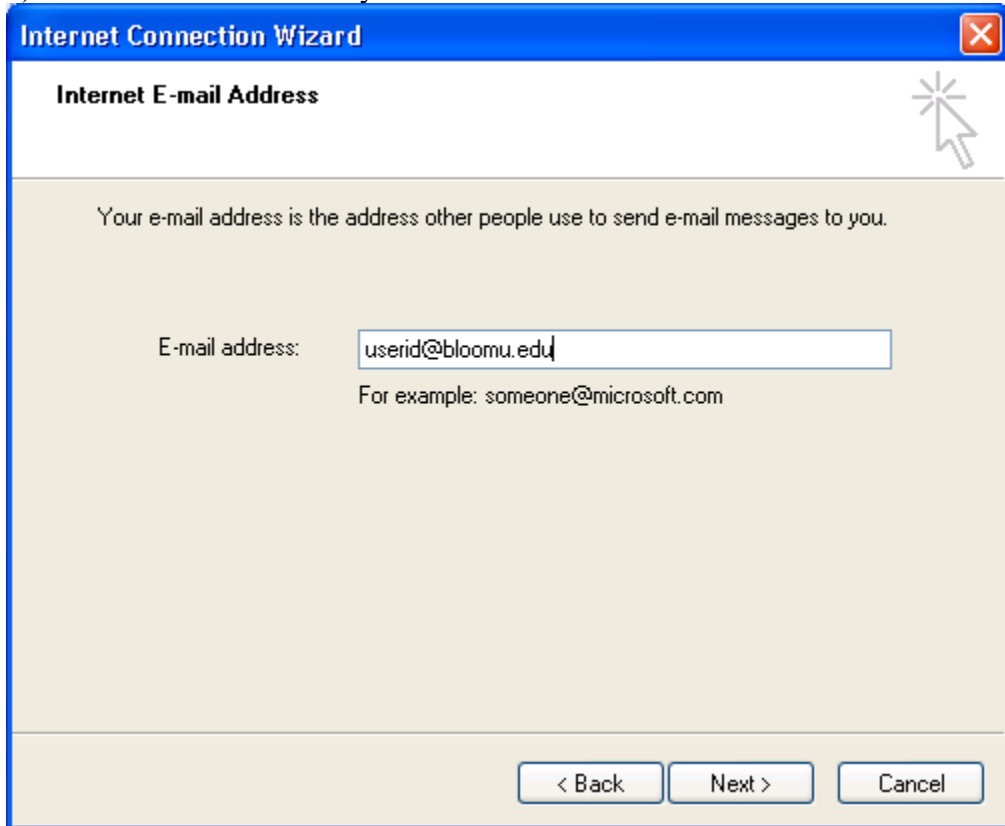
4) Enter your name on this screen. Click Next.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The main text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field with the placeholder text "Your Name Here". Underneath the input field is the example text "For example: John Smith". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

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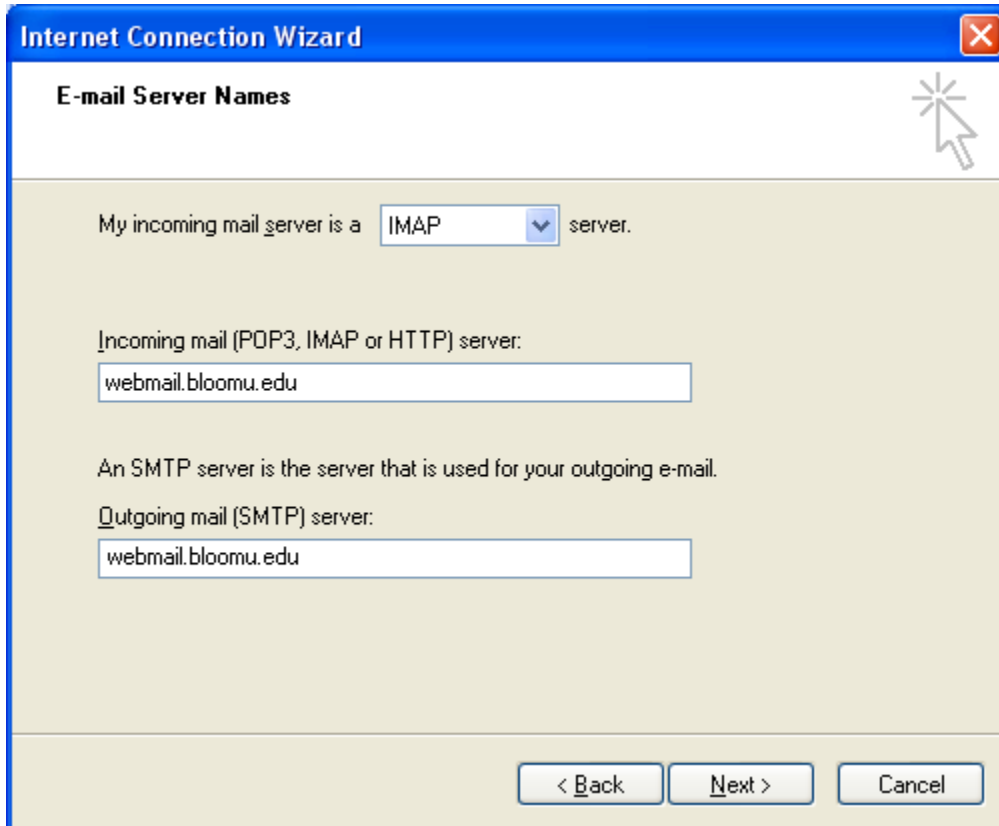
5) On the next screen enter your email address. Click Next.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "userid@bloomu.edu". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

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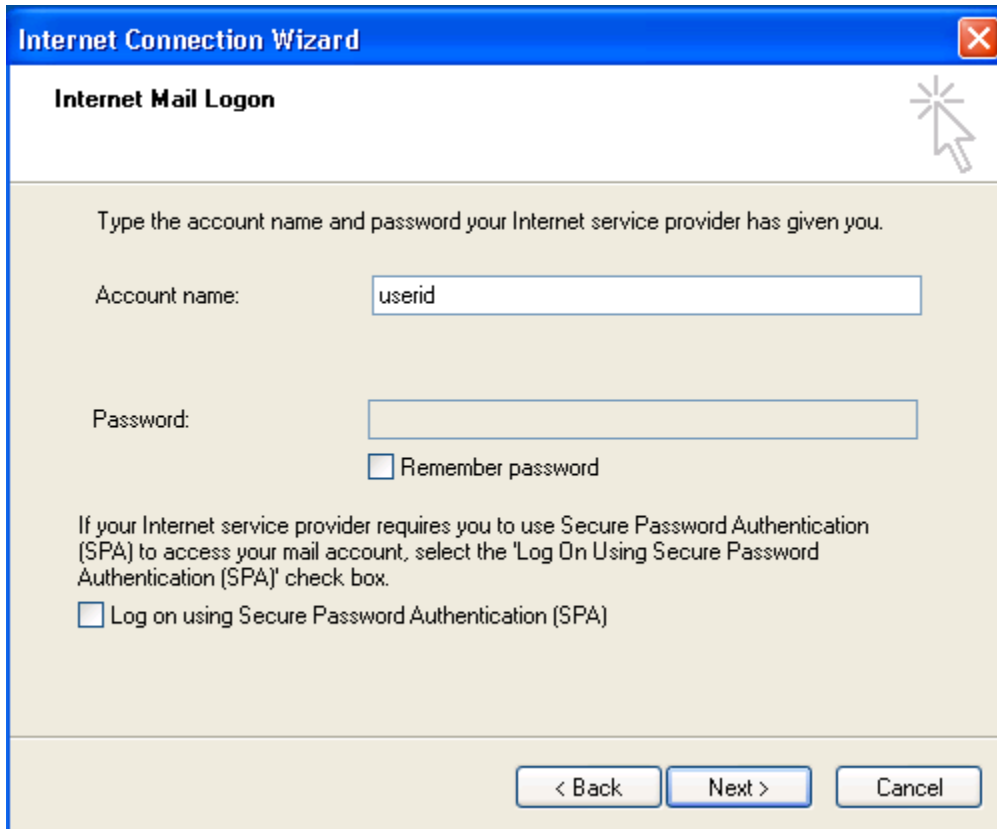
6) On this screen make sure that 'IMAP' is selected as the type of server and 'webmail.bloomu.edu' is entered as the incoming server. The Outgoing mail server needs to be "webmail.bloomu.edu". Click Next.



The screenshot shows the 'Internet Connection Wizard' dialog box with the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and it has a close button in the top right corner. The main title is 'E-mail Server Names'. The text reads: 'My incoming mail server is a server.' Below this, it says 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'webmail.bloomu.edu'. Then it says 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and another text box containing 'webmail.bloomu.edu'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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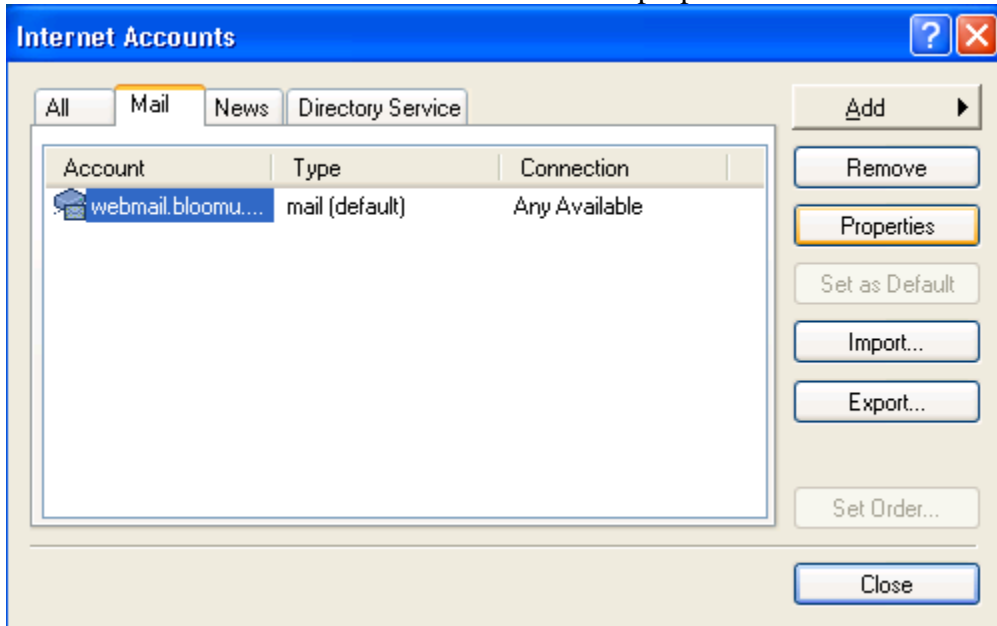
7) Enter your userid in the 'Account name' field. For security reasons it is not recommended to enable the 'remember password' option when using a shared computer. Click next and Finish on the next screen.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "userid" entered, and "Password:" which is empty. There is a checkbox labeled "Remember password" which is unchecked. Below the password field, there is another checkbox labeled "Log on using Secure Password Authentication (SPA)" which is also unchecked. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

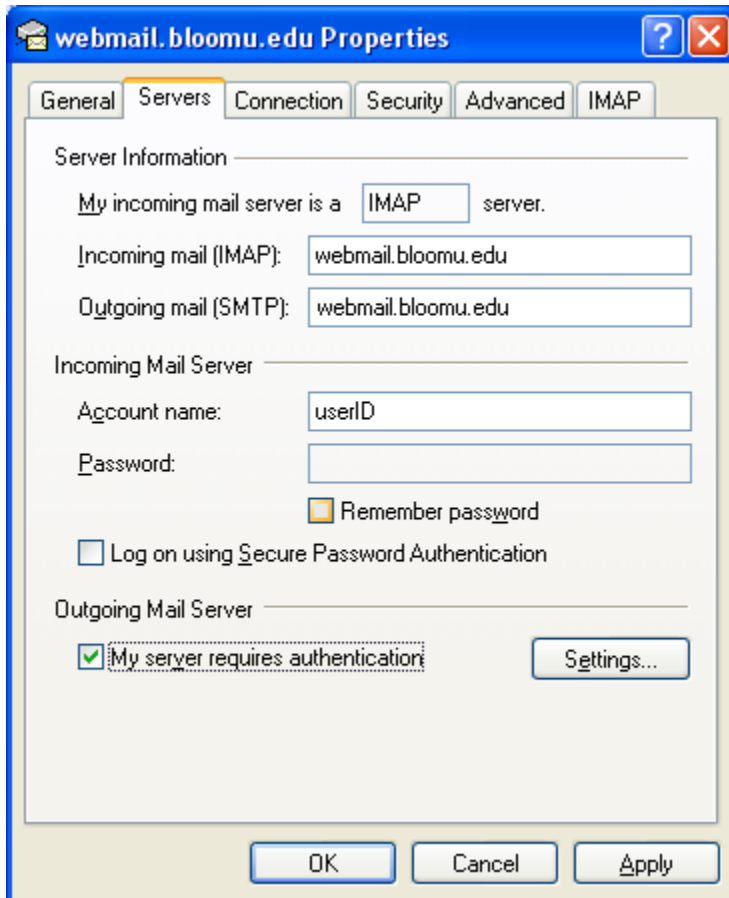
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8) You should now be back at a screen that looks similar to the one below. Select the account labeled 'webmail.bloomu.edu' and click properties.

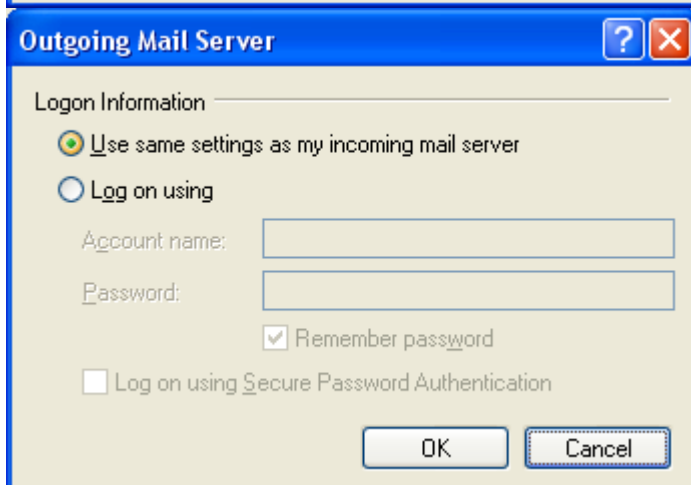


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9) Go to the 'Servers' tab and verify that 'My server requires authentication' setting is checked, then click on 'Settings'. Make sure that 'Use same settings as incoming mail server' is selected and click ok.



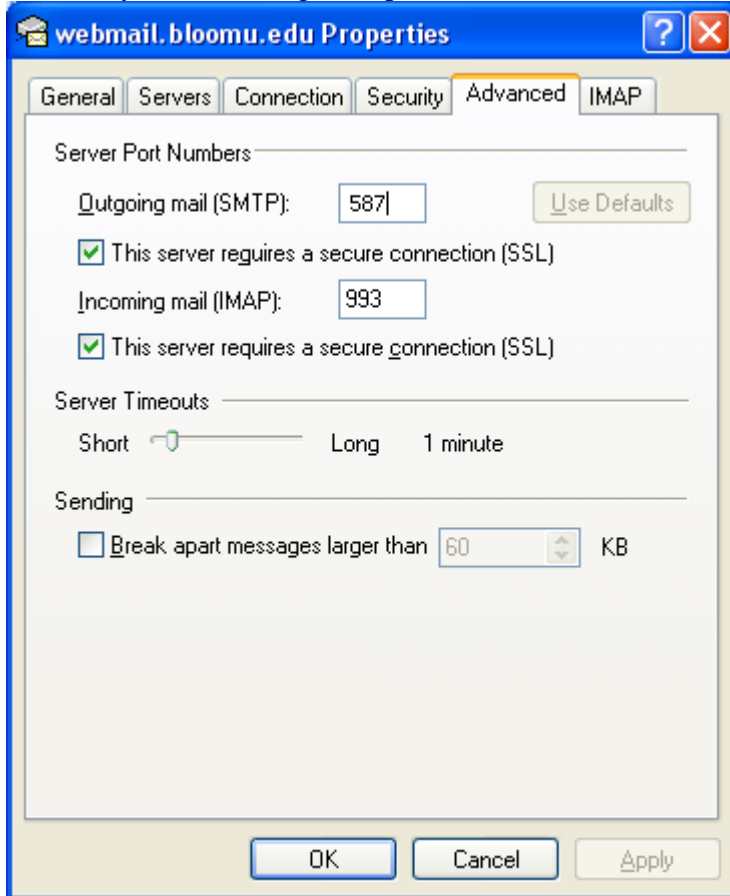
The screenshot shows the 'webmail.bloomu.edu Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is an IMAP server. The 'Incoming mail (IMAP)' and 'Outgoing mail (SMTP)' fields both contain 'webmail.bloomu.edu'. The 'Incoming Mail Server' section has 'Account name' set to 'userID' and an empty 'Password' field. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked, and a 'Settings...' button is visible next to it. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.



The screenshot shows the 'Outgoing Mail Server' dialog box. The 'Logon Information' section has the 'Use same settings as my incoming mail server' radio button selected. The 'Log on using' radio button is unselected. There are empty fields for 'Account name' and 'Password'. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication' checkbox is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

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10) Go to the advanced tab and check 'This sever requires a secure connection (SSL)' under both the incoming and outgoing mail label. Change the outgoing mail port to 587 and verify the incoming mail port is 993. Click OK to continue.



11) Click on the Send/Recv button to check your mail.

