

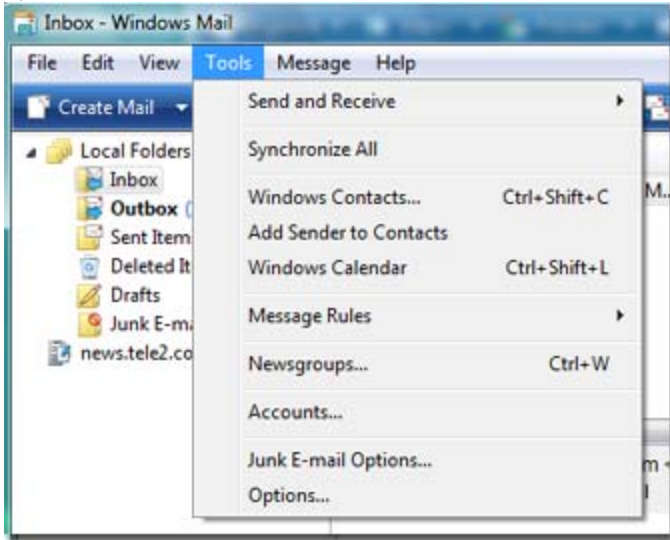
Windows Mail IMAP Instructions For Faculty and Staff.

1) Click Start, and 'E-mail'.

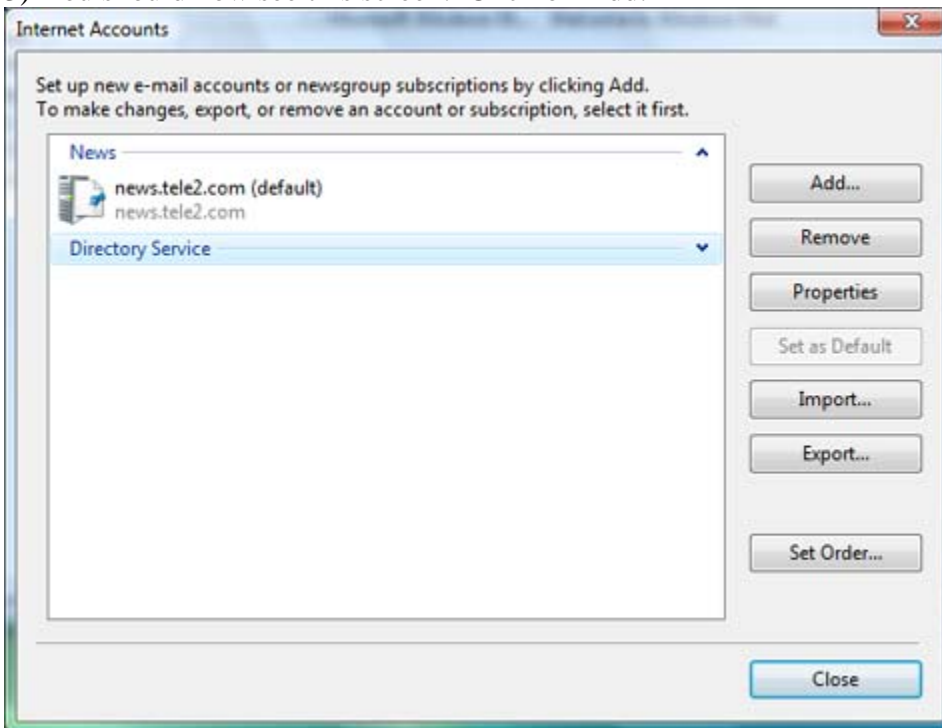


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2) Go to Tools and click Accounts.

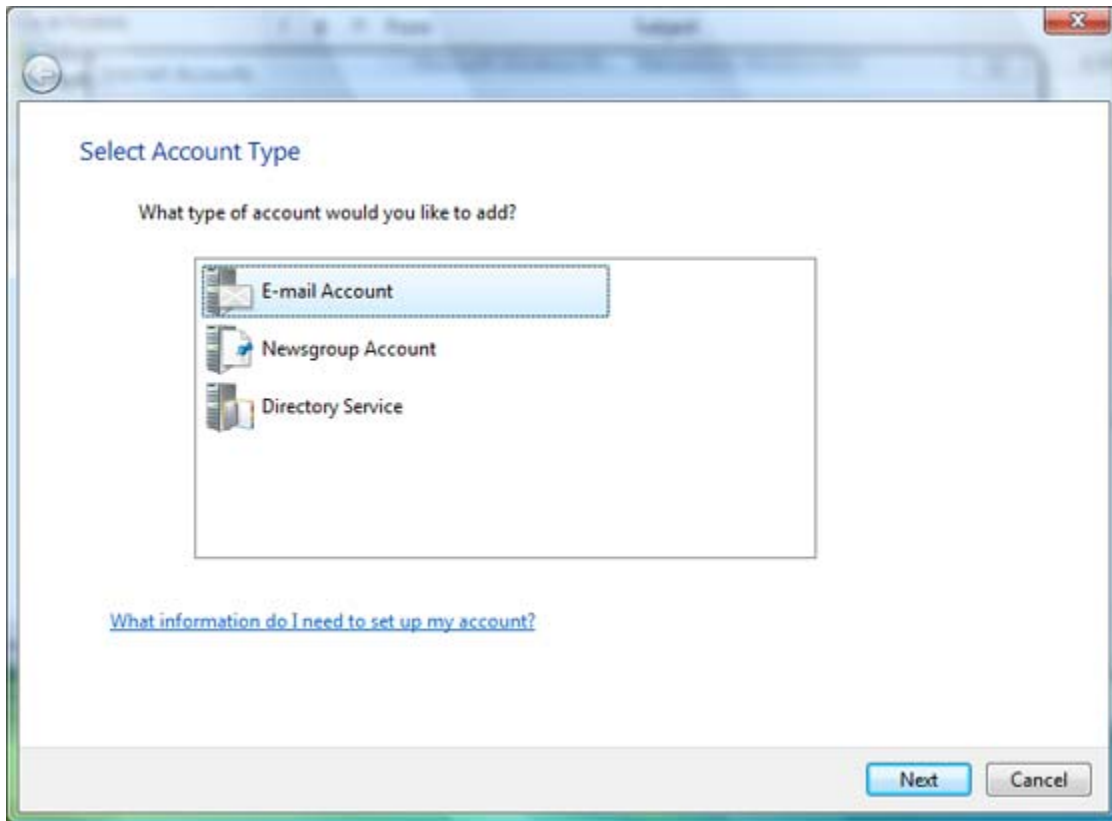


3) You should now see this screen. Click on Add.



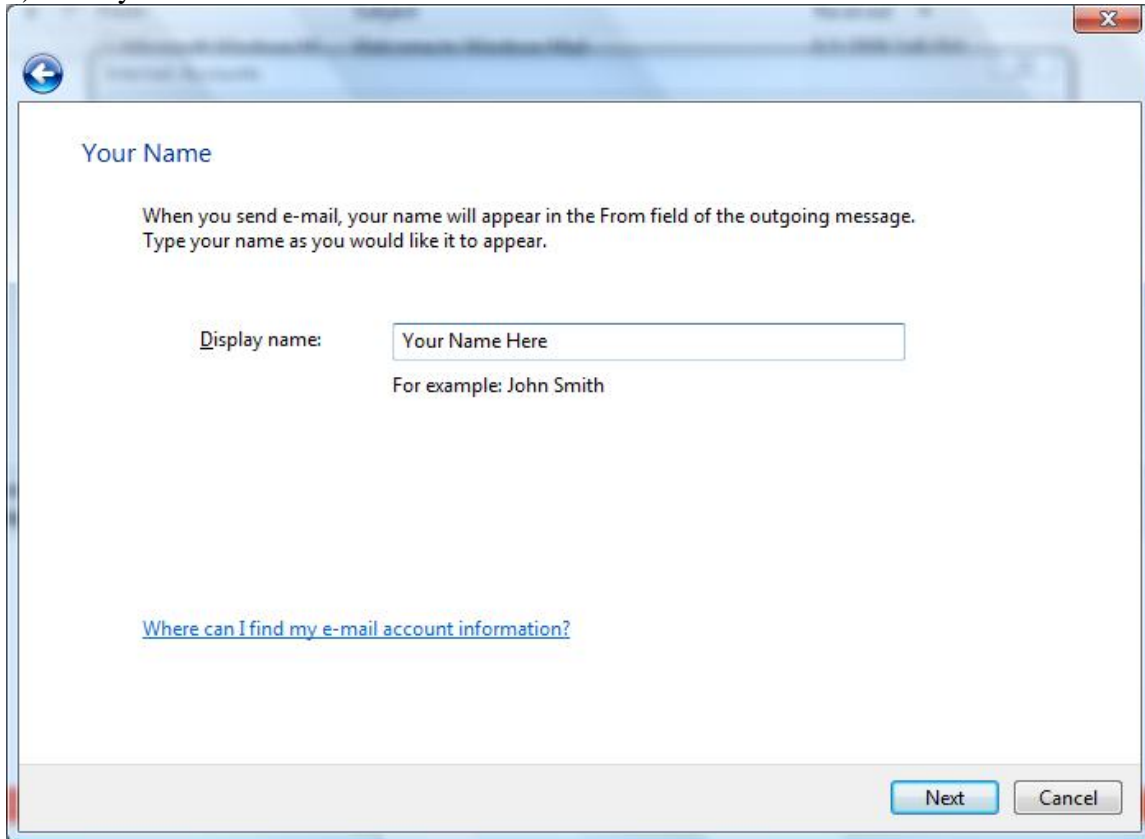
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4. Click on Email Account. Click Next.



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



The screenshot shows a window titled "Your Name" with a blue header bar. The main content area contains the following text:

Your Name

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.

Display name:

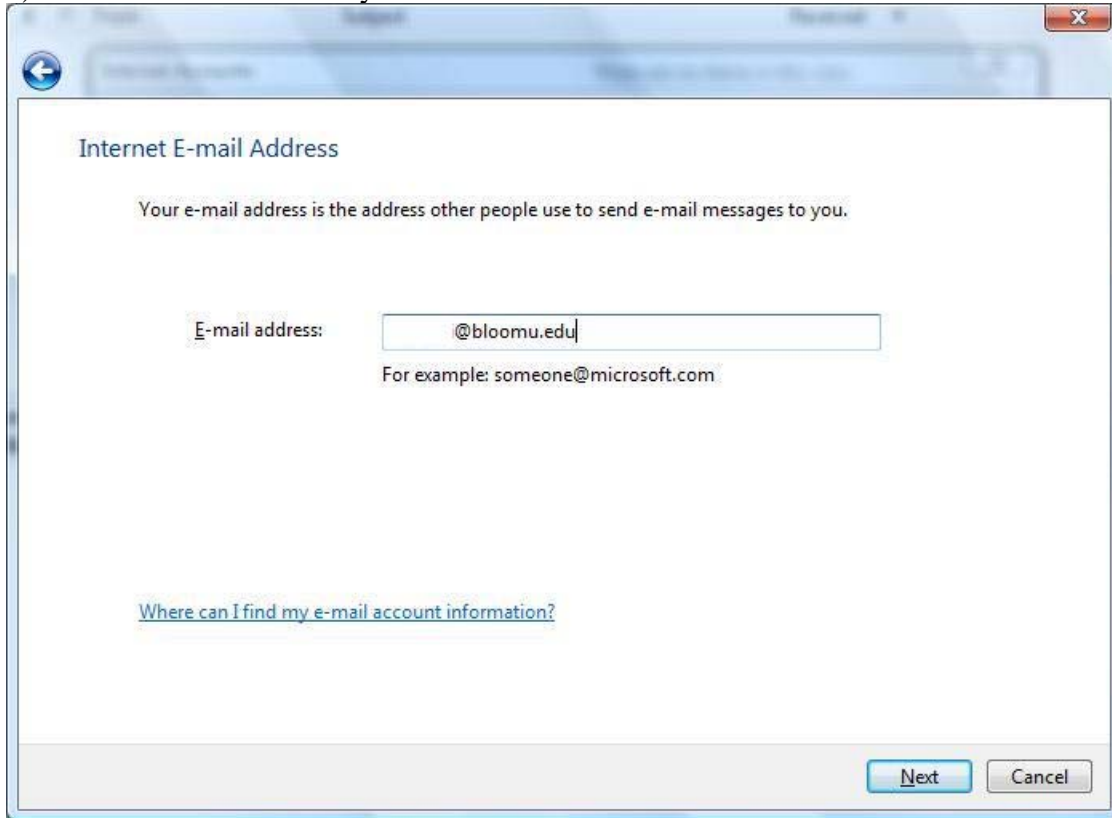
For example: John Smith

[Where can I find my e-mail account information?](#)

At the bottom right of the window are two buttons: "Next" and "Cancel".

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

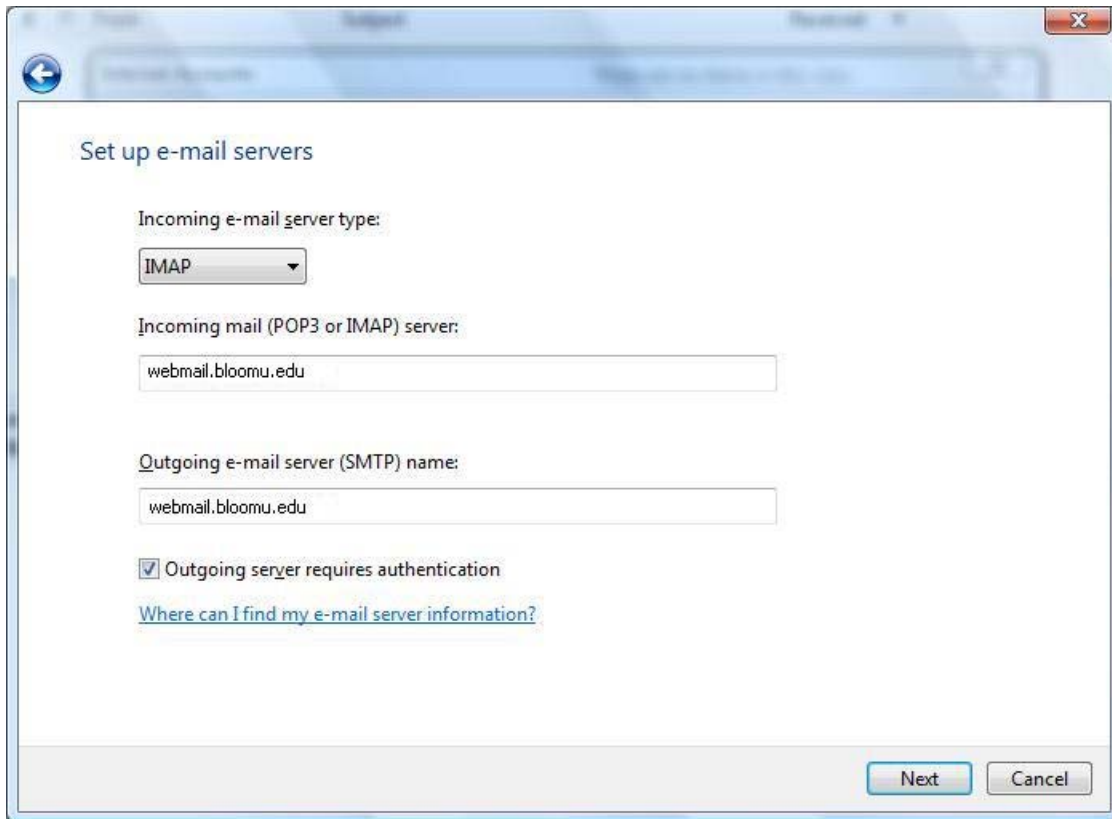


The screenshot shows a dialog box titled "Internet E-mail Address" with a back arrow icon in the top-left corner and a close button in the top-right corner. The main text reads: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field labeled "E-mail address:" containing "@bloomu.edu". Underneath the field is the example text "For example: someone@microsoft.com". At the bottom left, there is a blue hyperlink: "[Where can I find my e-mail account information?](#)". At the bottom right, there are two buttons: "Next" and "Cancel".

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7) On this screen make sure that 'IMAP' is selected as the type of server and 'webmail.bloomu.edu' is entered as the incoming and outgoing server. Verify that the 'Outgoing server requires authentication' is checked.

Click Next.



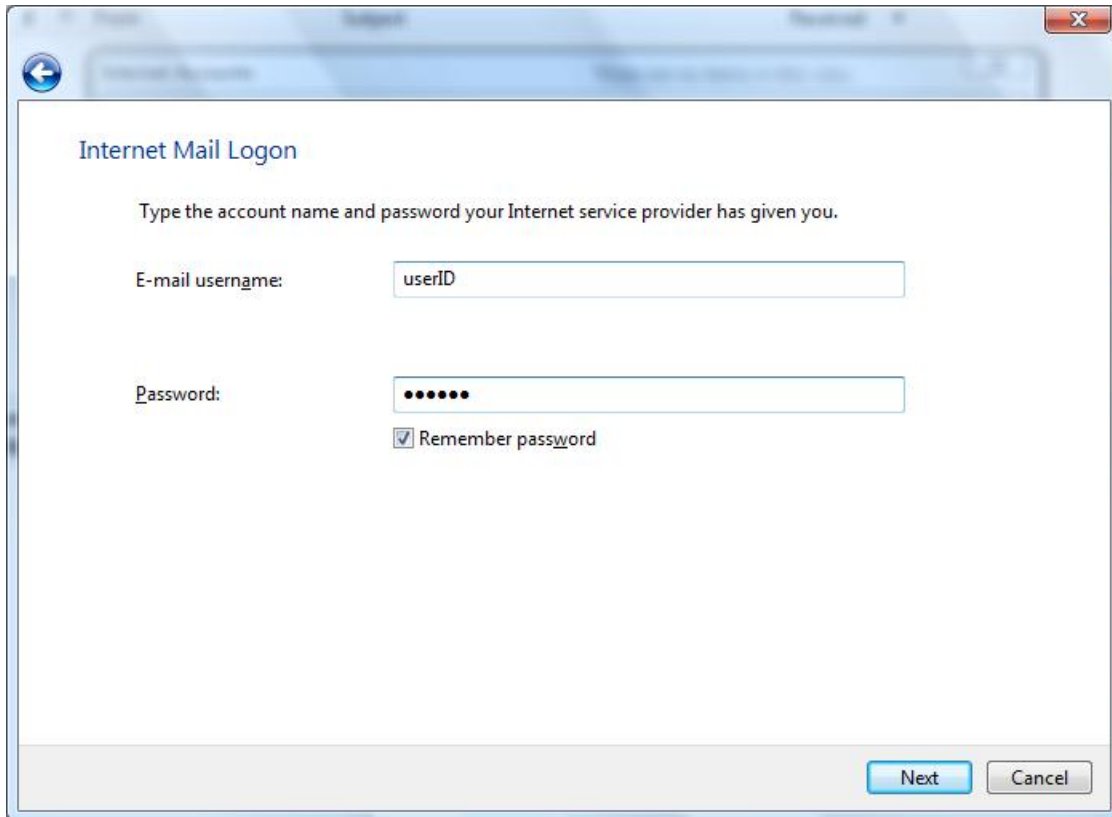
The screenshot shows the 'Set up e-mail servers' dialog box in Windows Mail. The dialog has a title bar with a back arrow, a search bar, and a close button. The main content area is titled 'Set up e-mail servers' and contains the following fields and options:

- Incoming e-mail server type:** A dropdown menu with 'IMAP' selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing 'webmail.bloomu.edu'.
- Outgoing e-mail server (SMTP) name:** A text input field containing 'webmail.bloomu.edu'.
- Outgoing server requires authentication:** A checked checkbox.
- [Where can I find my e-mail server information?](#)

At the bottom right of the dialog, there are two buttons: 'Next' and 'Cancel'.

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8) Enter your userID in the 'Email Username' field. For security reasons it is not recommended to enable the 'remember password' option when using a shared computer. Click Next.

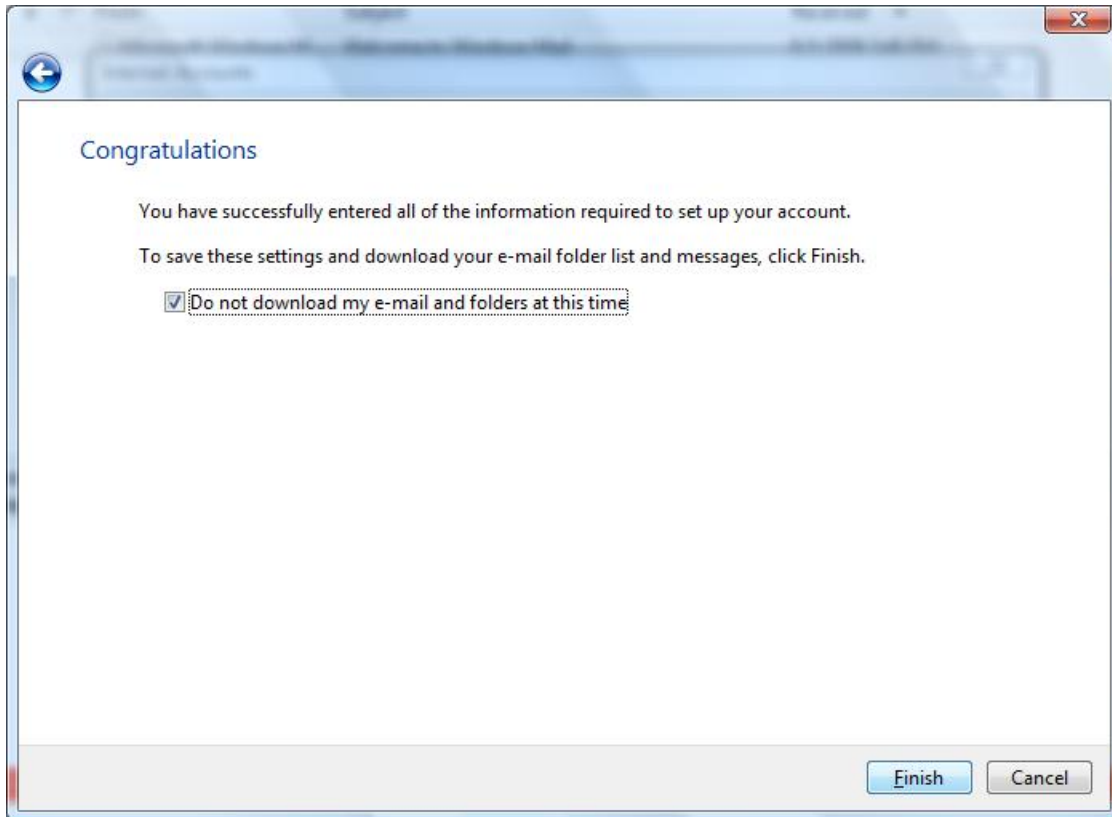


The image shows a screenshot of the 'Internet Mail Logon' dialog box in Windows Mail. The dialog box has a title bar with a back arrow on the left and a close button on the right. The main content area is titled 'Internet Mail Logon' and contains the following text: 'Type the account name and password your Internet service provider has given you.' Below this text are two input fields. The first is labeled 'E-mail username:' and contains the text 'userID'. The second is labeled 'Password:' and contains six black dots. Below the password field is a checkbox labeled 'Remember password' which is checked. At the bottom right of the dialog box are two buttons: 'Next' and 'Cancel'.

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9) Verify that the 'Do not download my e-mail' option is checked.

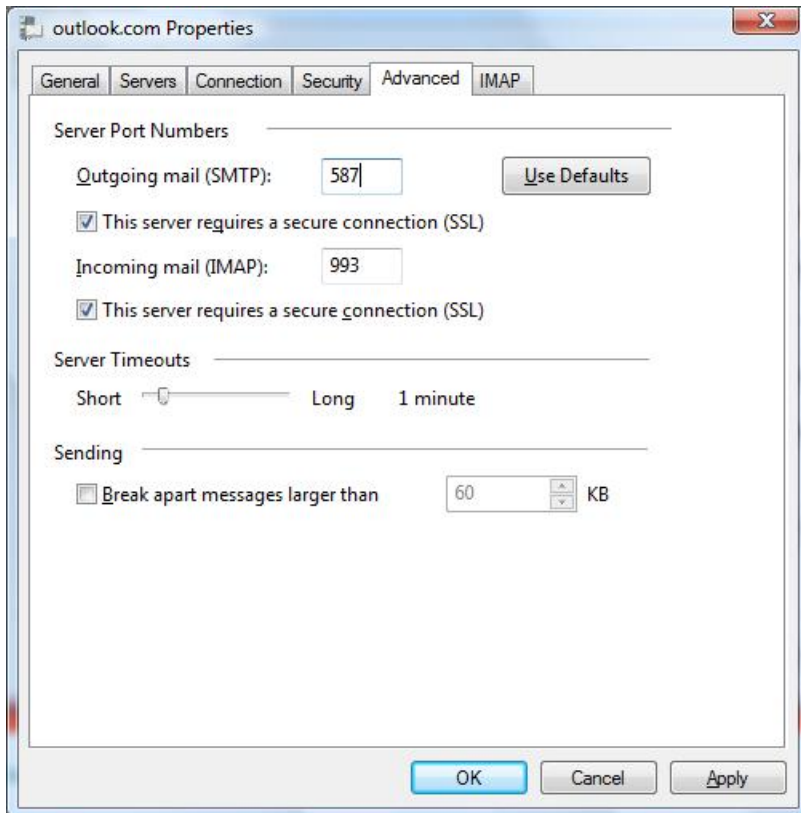
Click Finish.



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10) At the internet accounts screen, click the account you just created, and click Properties.

Go to the 'Advanced' tab and select the 'SSL' option for both the incoming and outgoing servers. Change the Outgoing mail (SMTP) port number to 587, and verify that the Incoming mail (IMAP) port is 993. Click OK



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

