

October 2008

Configuring Outlook 2003 to access MyUMB Mail email (IMAP)

Before you configure Outlook, please decide whether you want to access your myUMB Mail email account using a POP3 or IMAP connection.

POP (POP3)	IMAP
Messages are downloaded to your computer.	Keeps your messages on the myUMB Mail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the myUMB Mail server while reading/sending messages.
Since messages are stored on your computer, they do not count against your quota.	Since messages are stored on the myUMB Mail server, they count against your quota.
You cannot read mail from any folder in your account other than your Inbox folder.	You can read and manipulate mail in any folders in your account.
You can manipulate messages and folders on your computer at any time (even when disconnected). However, those folders are not available elsewhere.	Messages can be arranged in folders on the myUMB Mail server, which are then available from any location.
Once messages are downloaded to your computer, they are not longer accessible from other locations or myUMB Mail.	Since messages are stored on the myUMB Mail server, they are still accessible through other IMAP mail clients or myUMB Mail.

We recommend using an IMAP connection (on or off-campus) in order to ensure your mail is available from multiple locations. If you want to set up Outlook using a POP3 connection, please use the document "Configuring Outlook 2003 to retrieve MyUMB Mail email (POP3)".

Configuring Outlook 2003

1. Open **Outlook 2003**.
2. If you get the **Outlook 2003 Startup Wizard** pop-up box, go to step 7.
3. Select **Tools**.
4. Select **E-mail Accounts...**
5. Under the **E-mail** heading, choose **Add a new e-mail account**.
6. Click the **Next >** button.
7. On the Server Type screen, select **IMAP**.
8. Click on **Next >**.

9. Enter the following **Internet E-mail Settings** (for IMAP):

Field	Information Entered
Your Name	Your Name
Email Address	Your entire MyUMB Mail email address (i.e. auser001@umaryland.edu)
Account Type	IMAP
Incoming Server	imap.umaryland.edu
Outgoing Server	smtp.umaryland.edu
User Name	Your myUMB ID
Password	Your myUMB Password

The screenshot shows a window titled "E-mail Accounts" with a sub-header "Internet E-mail Settings (IMAP)". Below the sub-header is the instruction: "Each of these settings are required to get your e-mail account working." The window is divided into three sections: "User Information", "Server Information", and "Logon Information".

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)

At the bottom right of the dialog is a button labeled "More Settings ...". At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

10. Click on the **More Settings...** button.

11. In the **Mail Account** field, enter the following information:

Field	Information Entered
Mail Account	myUMB Mail
Organization	UMB
Reply E-mail	Your myUMB Mail email address (i.e. auser001@umaryland.edu)

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field is filled with 'myUMB Mail'. Below it, the 'Other User Information' section has 'Organization' set to 'UMB' and 'Reply E-mail' set to 'auser001@umaryland.edu'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

12. In the **Outgoing Server** tab select the options:

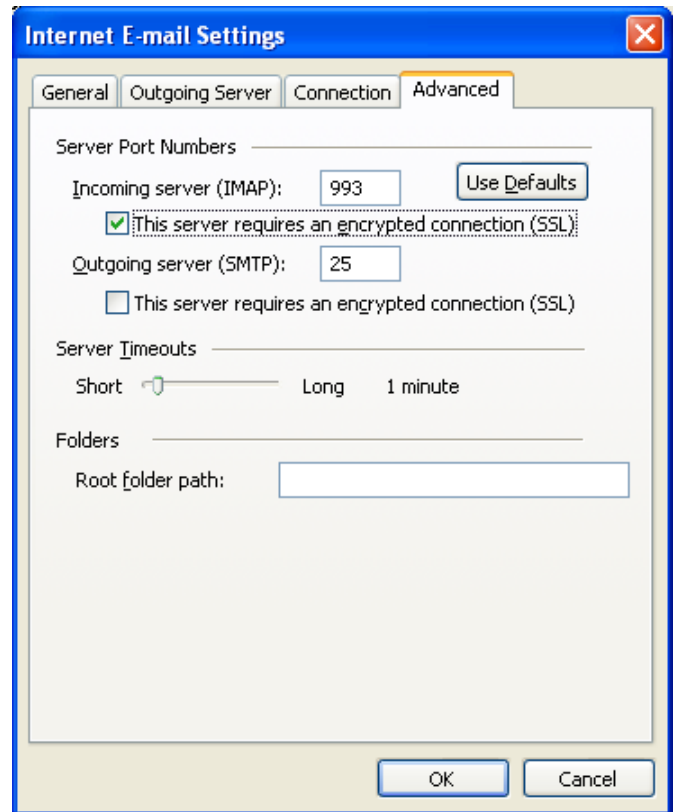
- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The checkbox 'My outgoing server (SMTP) requires authentication' is checked. Underneath, the radio button 'Use same settings as my incoming mail server' is selected. The 'Log on using' section has empty fields for 'User Name' and 'Password', and the 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication (SPA)' checkbox is unchecked. The 'OK' and 'Cancel' buttons are visible at the bottom right.

13. Choose the **Connection** tab, and choose the option in which you use to receive your email.

14. On the **Advanced** tab enter the following information:

Field	
Incoming Server (POP3):	993 Select the option "SSL" from the drop-down list next to "Use the following type of encrypted connection:".
Outgoing Server (SMTP):	25 Choose None for the option "Use the following type of encrypted connection:"



- 15. Click **OK**.
- 16. Click on the **Next >** button.
- 17. Click on the **Finish** button.

Congratulations! You have completed your setup for IMAP using Outlook 2003.

Additional Information

Purging Email messages

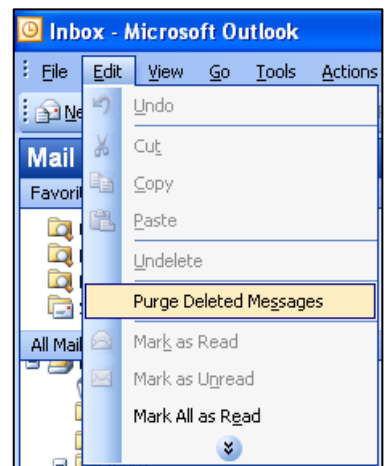
There are 2 steps to deleting email messages from Outlook when using an IMAP connection: marking the message as "deleted" in Outlook and then purging the deleted messages from the MyUMB Mail server.

When you delete a message in Outlook that message will appear in strikethrough text (i.e. ~~strikethrough~~). If you look at your email account through myUMB Mail you will still see this message on the server.

When you purge deleted items, messages marked as "deleted" will be removed from Outlook and the MyUMB Mail server.

To Purge Messages click on **Edit** and then select **Purge Deleted Messages**.

If you do not purge deleted items, your account may exceed the allotted amount of storage space for your account. You may lose the ability to send messages, receive new messages, or access your email account through myUMB Mail.



Questions?

For questions on setting up Outlook 2003 to retrieve your email, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: help@umaryland.edu