

February 2009

Configuring Outlook Express 6 to access MyUMB Mail email (IMAP)

Before you configure Outlook Express, 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 Express 6 to retrieve MyUMB Mail email (POP3)".

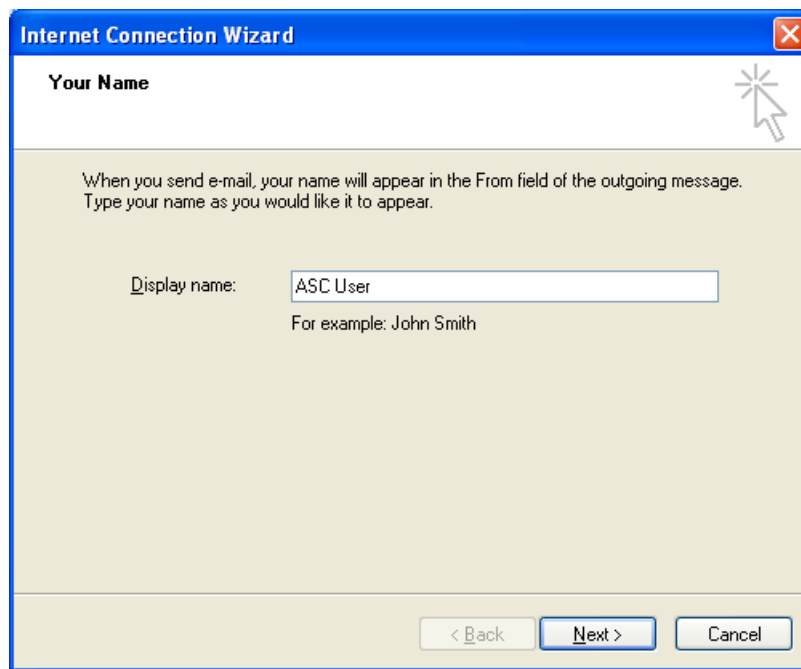
To set up Outlook Express 6 as a client for the first time, use the following instructions:

1. Open **Outlook Express 6**.

NOTE: If you get the **Outlook Express Wizard** pop-up box, go to step 5.

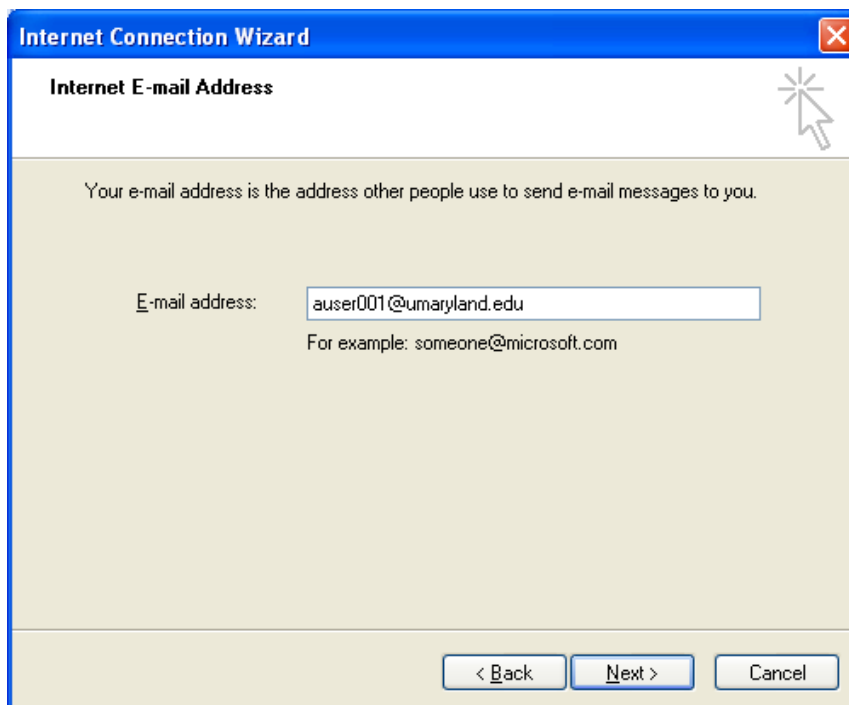
2. Select **Tools**.
3. Select **Accounts...**
4. Click on the **Add** button and select the option **Mail...**

5. Enter your name in the **Display Name** field.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Your Name'. The window has a blue title bar with a close button in the top right corner. Below the title bar, the 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.' There is a text input field labeled 'Display name:' containing the text 'ASC User'. Below the input field, it says 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click the **Next >** button.
7. Enter your full email address in the **E-mail Address** field (example – auser001@umaryland.edu).



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The window has a blue title bar with a close button in the top right corner. Below the title bar, 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 'auser001@umaryland.edu'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Click on the **Next >** button.

9. From the drop-down list, select **IMAP** and enter the following information.

| Field | Information entered |
|----------------------|---------------------|
| Incoming Mail server | imap.umaryland.edu |
| Outgoing mail server | smtp.umaryland.edu |

The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text field that says 'My incoming mail server is a' followed by a dropdown menu set to 'IMAP' and the word 'server.'. Below this, there is a text field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'imap.umaryland.edu'. Below that, there is a text field labeled 'Outgoing mail (SMTP) server:' containing the text 'smtp.umaryland.edu'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

10. Click on the **Next >** button

11. In the Internet Mail Logon window, enter your myUMB ID and myUMB Password.

The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text field that says 'Type the account name and password your Internet service provider has given you.'. Below this, there is a text field labeled 'Account name:' containing the text 'A00863'. Below that, there is a text field labeled 'Password:'. Below the password field, there is a checkbox labeled 'Remember password'. Below the checkbox, there is a text field that says 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'. Below this, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

For security purposes, it is recommended that you *uncheck* the **Remember Password** box. If you leave it checked, anyone with access to your computer can read your mail.

12. Click the **Next >** button.

13. Click the **Finish** button to continue.

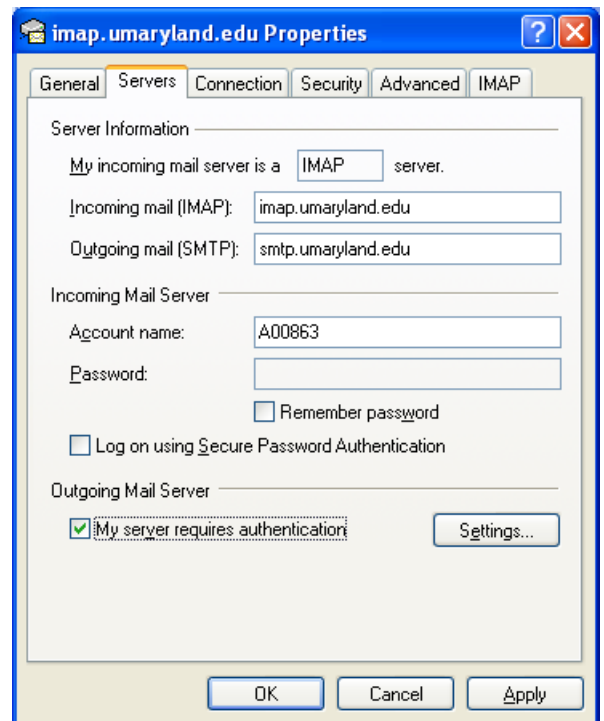
14. Highlight the account you just created and click on the **Properties** button.
15. Under the **General** tab, verify the following information:

| Field | Information Entered |
|---------------|-------------------------------|
| Mail Account | myUMB Mail |
| Name | Your Name |
| Email Address | Your University email address |
| Reply Address | Your University email address |

16. Click on the **Apply** button.

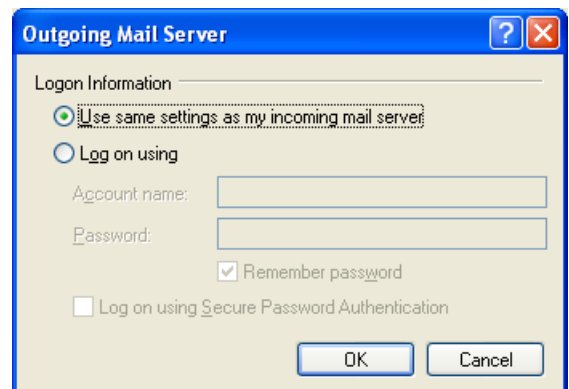
17. Click on the **Servers** tab.

Under the **Outgoing Mail Server** area select the option **My server requires authentication**.



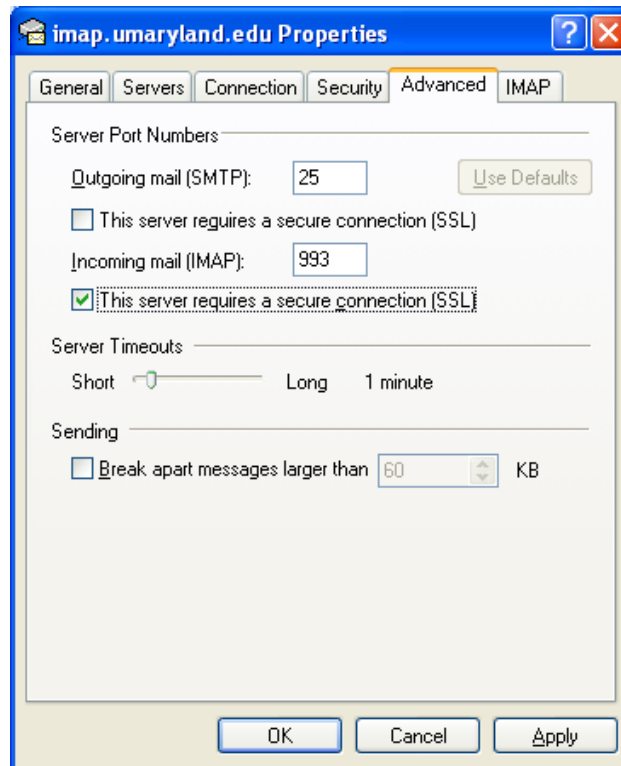
18. Click on the **Settings** button to open the **Outgoing Mail Server** window. Select the option **Use same settings as my incoming mail server**.

Click on the **OK** button to close this window.



19. Click on the **Advanced** tab and enter the following information.

| Field | Information Entered |
|----------------------|---|
| Outgoing mail (SMTP) | 25 |
| Incoming mail (IMAP) | 993 |
| | Select the option This server requires a secure connection (SSL) |



20. Click on the **Apply** button.

21. Click on the **OK** button.

22. Click on the **Close** button to close the **Internet Accounts** box.

23. Click on the **Send and Receive** icon to check your connection to the server.

Congratulations! You have completed your setup using Outlook Express 6 to access your account through IMAP.

Questions?

For questions on setting up Outlook Express 6 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