

June 2010

## ***Configuring Outlook 2007 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.

<b>POP (POP3)</b>	<b>IMAP</b>
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 2007 to retrieve MyUMB Mail email using POP3".

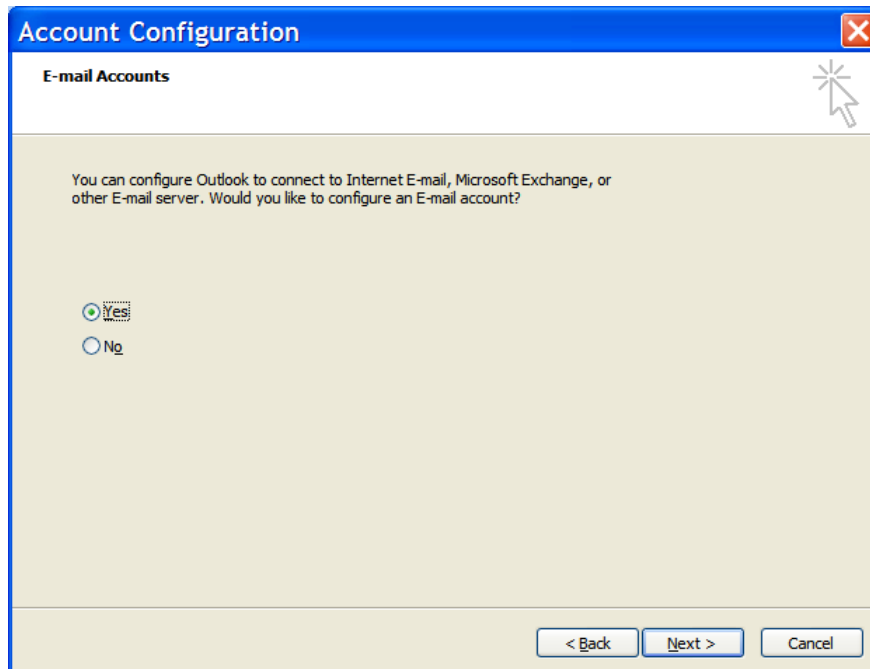
### Configuring Outlook 2007

1. Open **Outlook 2007**.
2. If this is the first time you are accessing Outlook the Outlook 2007 Startup wizard will activate. Click on the "Next>" button.

**NOTE:** If this wizard does not appear, click on **Tools**, then **Account Settings**. In the Account Settings window select the **New** button. Skip to Step 4.

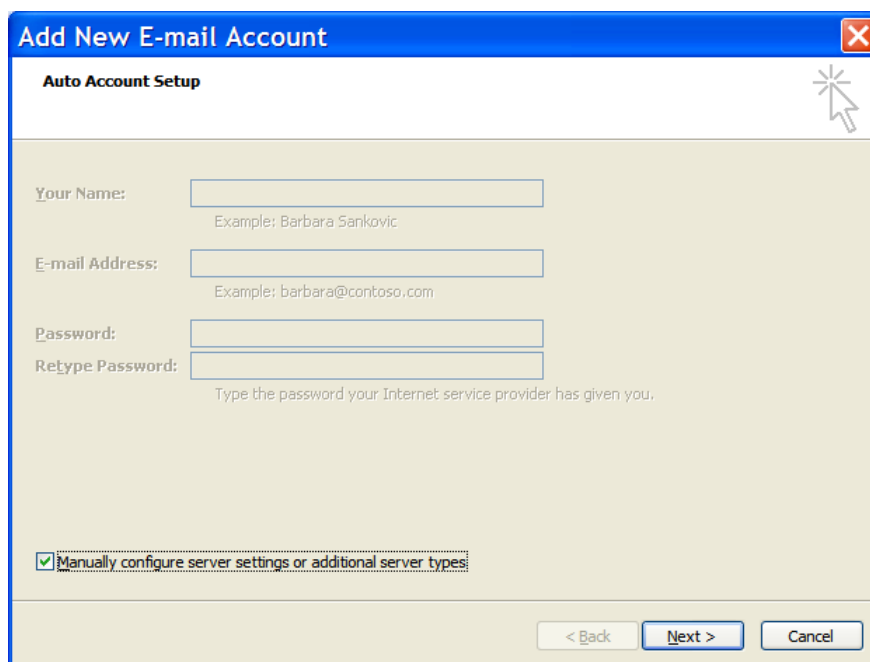


3. In the Account Configuration Window select “Yes” and click on the “Next>” button.

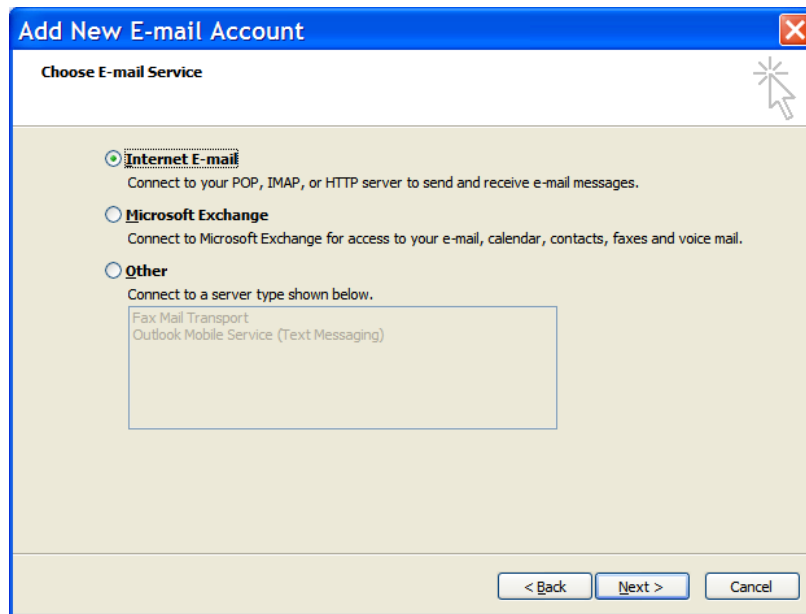


4. In the Auto Account Setup screen, check the “**Manually configure server settings or additional server types**” box. Click on the “Next>” button.

**NOTE:** Do not enter your name, email address and password in the Auto Account Setup screen. This process will not set up your account correctly.

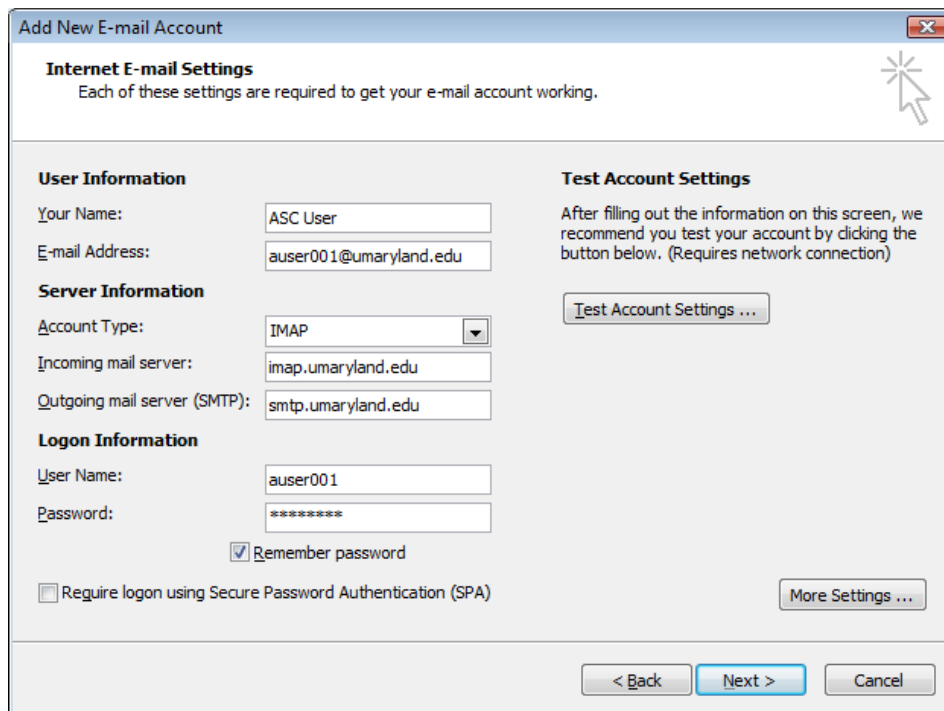


- In the Choose E-Mail Service screen select "Internet E-Mail". Click on the "Next>" button.



- Enter the following information in the **Internet E-mail Settings** window:

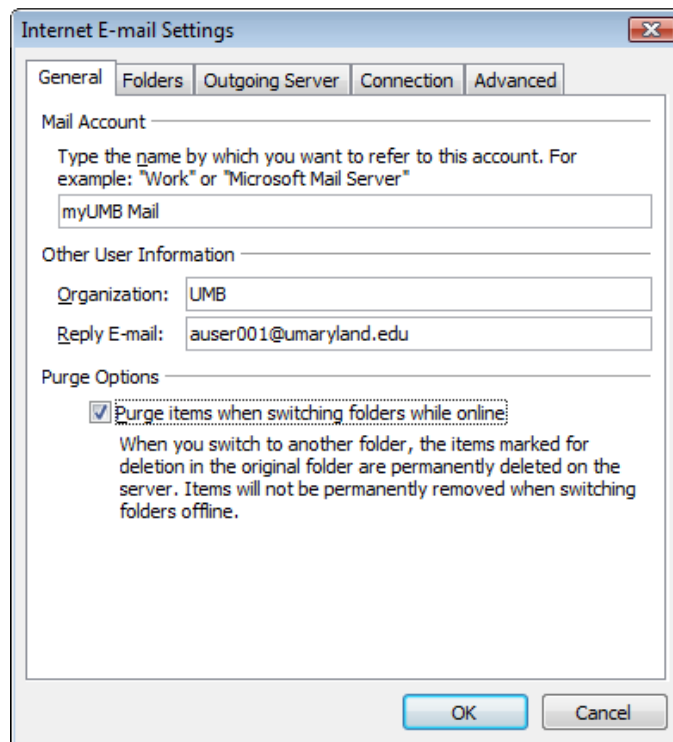
Field	Information Entered
Your Name	Your Name
Email Address	Your entire MyUMB Mail email address (i.e. auser001@umaryland.edu)
Account Type	IMAP
Incoming Server	imap.umaryland.edu
Outgoing Server	smtp.umaryland.edu
User Name	Your myUMB ID
Password	Your myUMB Password



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

8. Enter the following information in the **General** Tab of the Internet E-Mail Settings window.

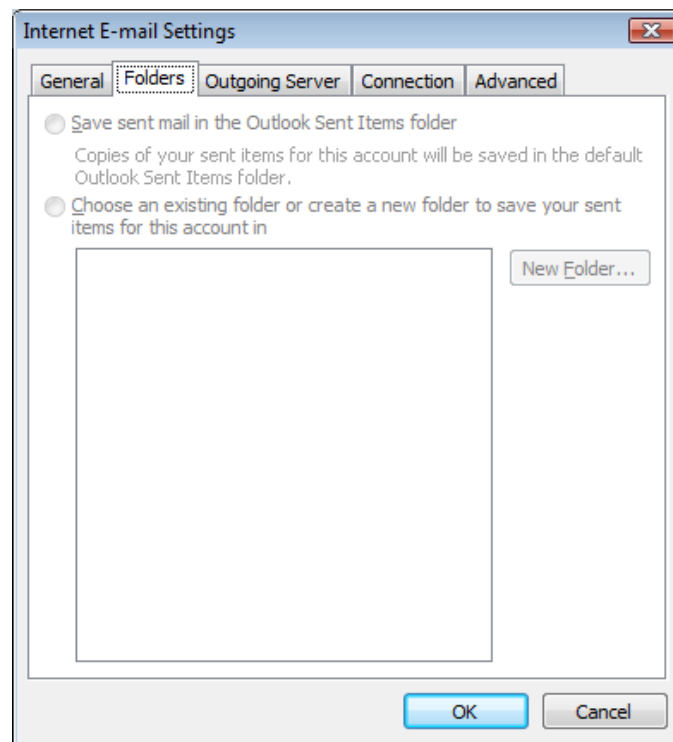
Field	Information Entered
Mail Account	myUMB Mail
Organization	UMB
Reply E-mail	Your myUMB Mail email address (i.e. <a href="mailto:auser001@umaryland.edu">auser001@umaryland.edu</a> )
Purge Options (Optional)	Check the box next to "Purge items when switching folders while online" if you want Outlook to automatically purge deleted messages from the MyUMB Mail server.  (See page 6 for additional information about purging email messages)



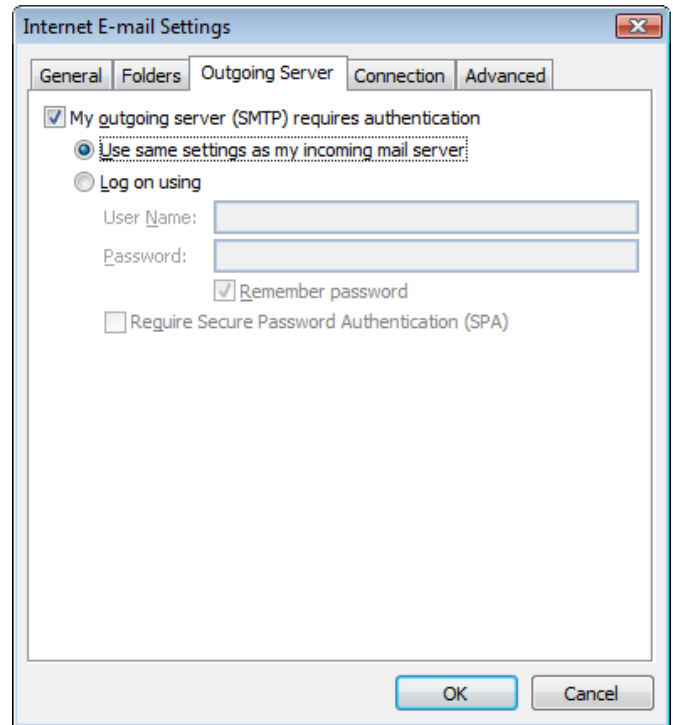
9. (Optional)

In the **Folders** Tab of the Internet E-Mail Settings window select "Save sent mail in the Outlook Sent Items folder".

If you choose this option, messages you send from Outlook will be saved in *Outlook* only. You will not be able to access these sent messages from myUMB Mail.

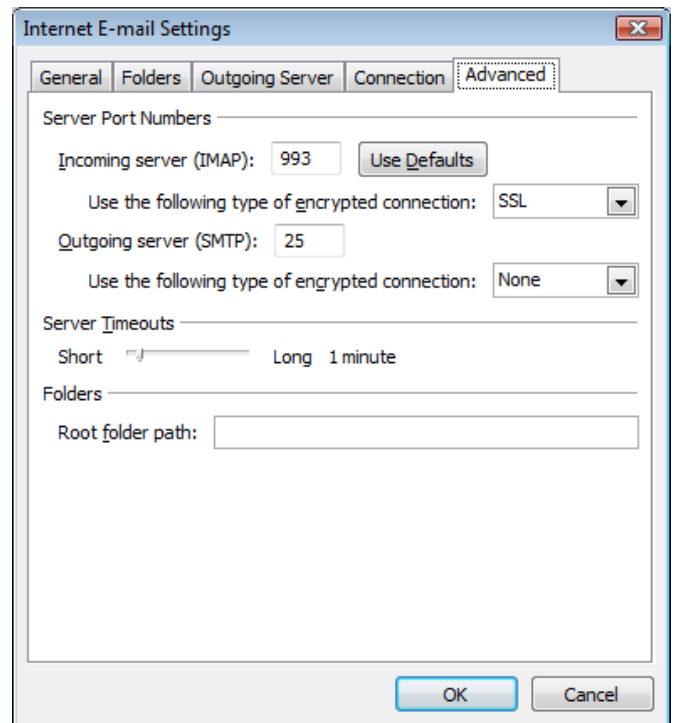


10. In the **Outgoing Server** tab select the following options:
- My outgoing server (SMTP) requires authentication
  - Use same settings as my incoming mail server



11. In the **Connection** tab, chose the type of connection you will be using to access your email.
12. Enter the following information in the **Advanced** Tab of the Internet E-Mail Settings window.

Field	
Incoming Server (IMAP):	993 Select the option "SSL" from the drop-down list next to "Use the following type of encrypted connection:".
Outgoing Server (SMTP):	Port Number By default, use port 25  However, if port 25 is blocked by your internet service provider, enter port number 587
	Encrypted Connection If 'TLS' is available, select this as the Encrypted Connection type.  Choose <b>None</b> for the option if TLS is not available



13. Click **OK** to close the Internet E-Mail Settings window.

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

15. Click on the **Finish** button.

Congratulations! You have completed your setup for Outlook 2007 using IMAP.

## ***Additional Information***

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### **Purging Email messages**

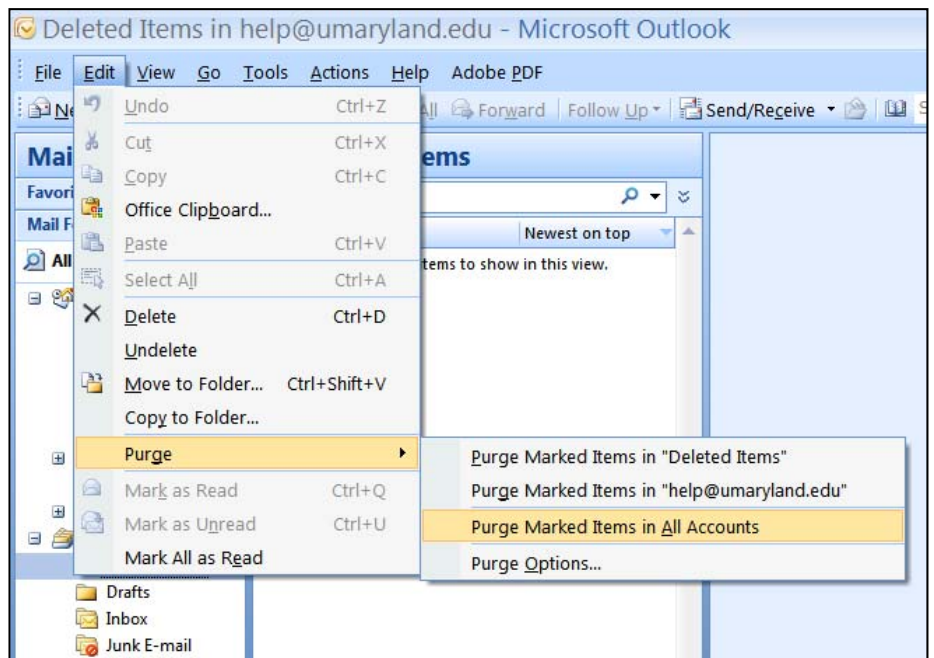
There are 2 steps to deleting email messages from Outlook when using an IMAP connection: marking the message as “deleted” in Outlook and then purging the deleted messages from the MyUMB Mail server.

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:

1. Click on **Edit**.
2. Select the option **Purge**.
3. Click on the option **Purge Marked Items in All Accounts**.



Outlook has the ability to purge deleted items automatically (see Step 8). If you do not choose to purge deleted items automatically, please remember to follow these instructions and purge deleted items periodically.

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 2007 to retrieve your email, call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu)