

## ***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.

<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.

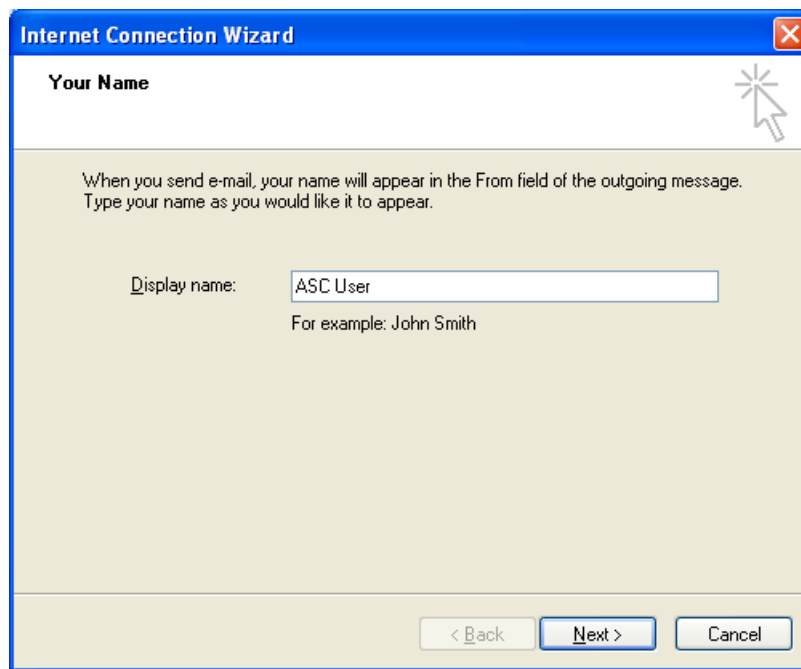
To set up Outlook Express 6 as a client for the first time, use the following instructions:

1. Open **Outlook Express 6**.

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

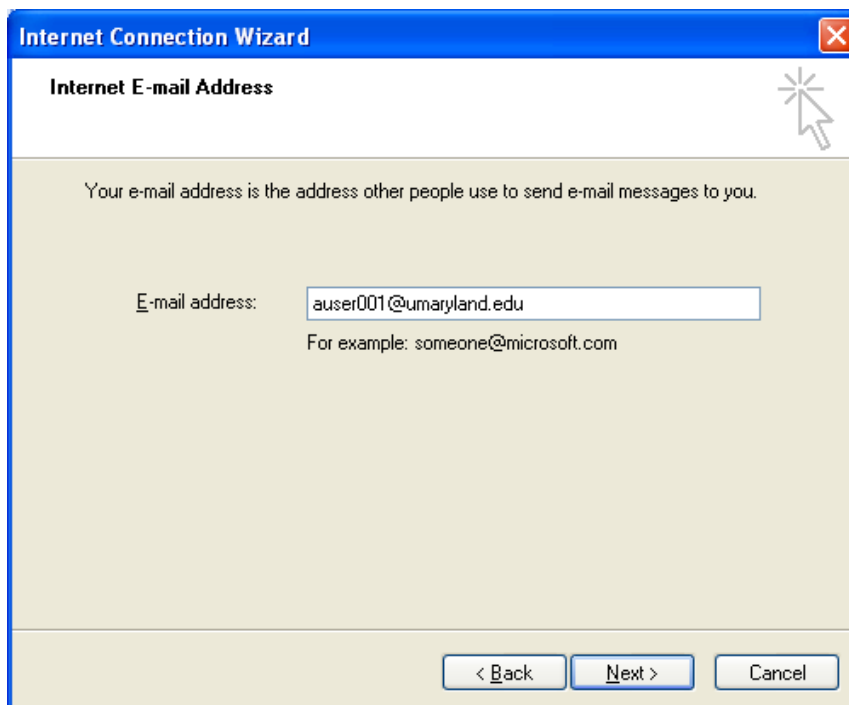
2. Select **Tools**.
3. Select **Accounts...**
4. Click on the **Add** button and select the option **Mail...**

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



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'ASC User'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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

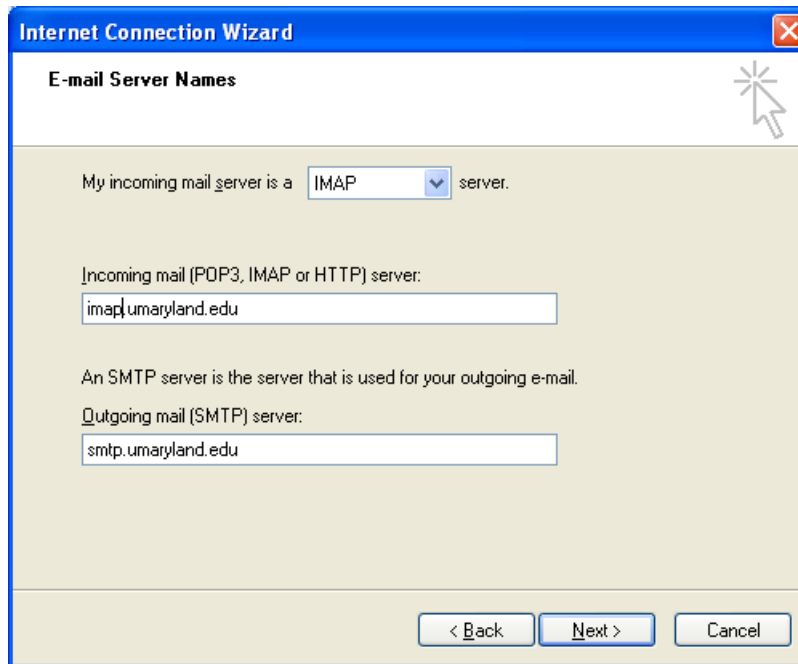


The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'auser001@umaryland.edu'. To the left of the text box is the label 'E-mail address:'. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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

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

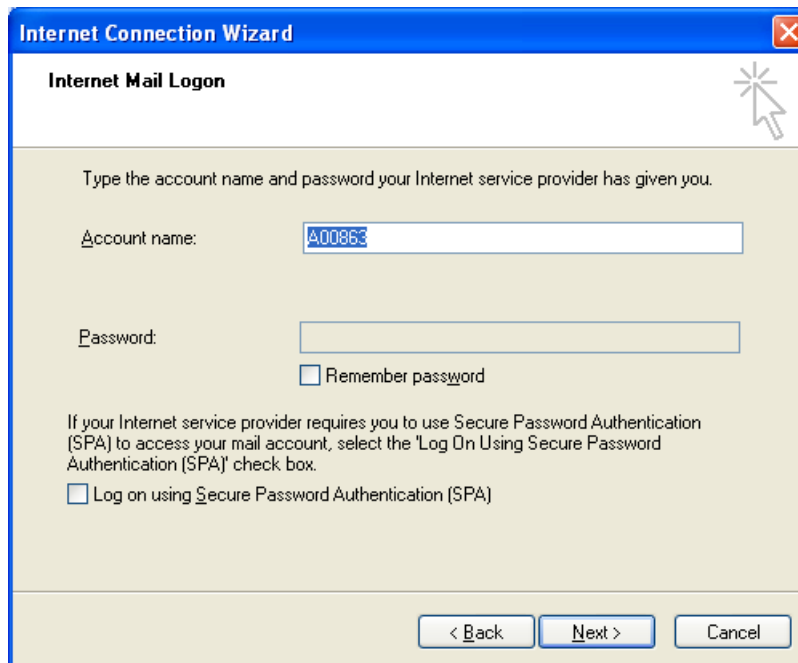
Field	Information entered
Incoming Mail server	imap.umaryland.edu
Outgoing mail server	smtp.umaryland.edu



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 for the 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'imap.umaryland.edu'. Below that, there is a text field for the 'Outgoing mail (SMTP) server:' containing '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 for 'Account name:' containing 'A00863'. Below that, there is a text field for '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.

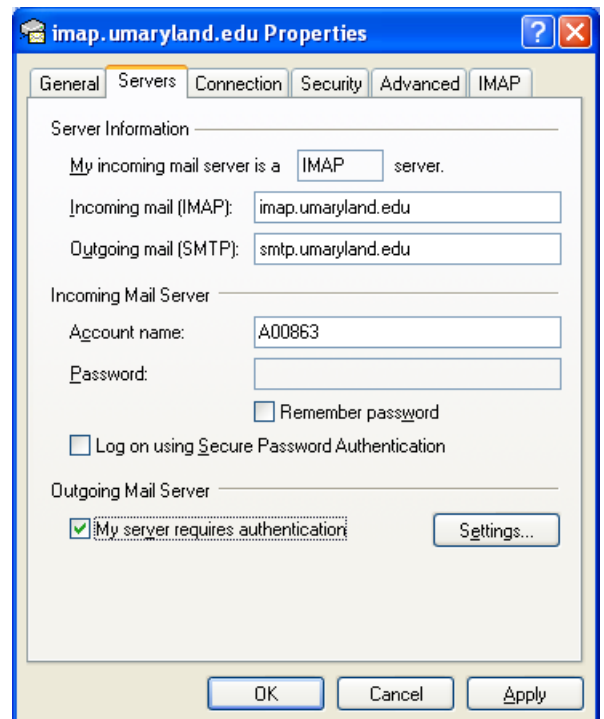
14. Highlight the account you just created and click on the **Properties** button.
15. Under the **General** tab, verify the following information:

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.

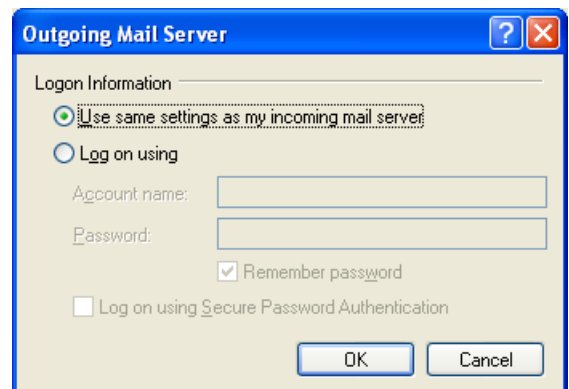
17. Click on the **Servers** tab.

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



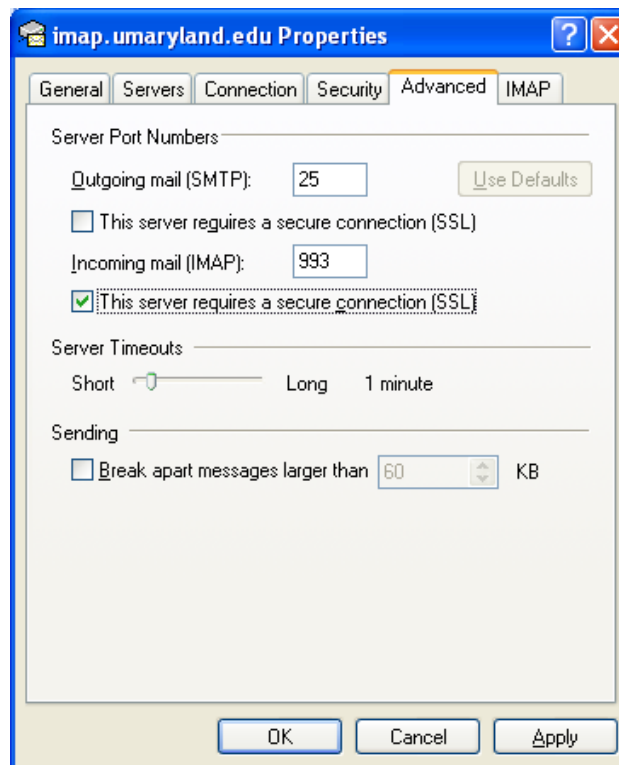
18. Click on the **Settings** button to open the **Outgoing Mail Server** window. Select the option **Use same settings as my incoming mail server**.

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)	Port Number By default, use port 25  However, if port 25 is blocked by your internet service provider, enter port number 587
Incoming mail (IMAP)	993  Select the option <b>This server requires a secure connection (SSL)</b>



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 IT Help Desk at 410-706-HELP (4357) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu)