

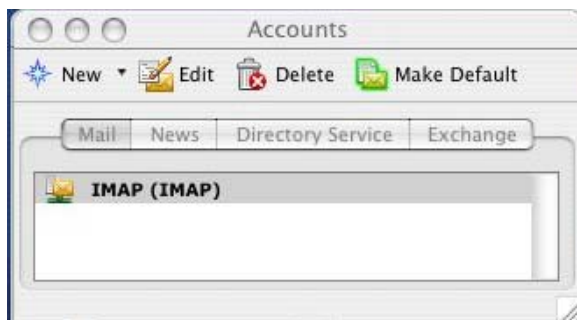
Please note that some of the screen shots have been edited to save space.

### Edit an Existing Account

1. Select **Tools > Accounts...**



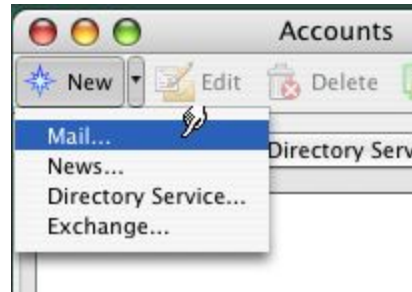
2. In the Mail section, click the existing account.  
Click **Edit**.



Please go to **Settings for IMAP Client** on next page.

### Add a New Account

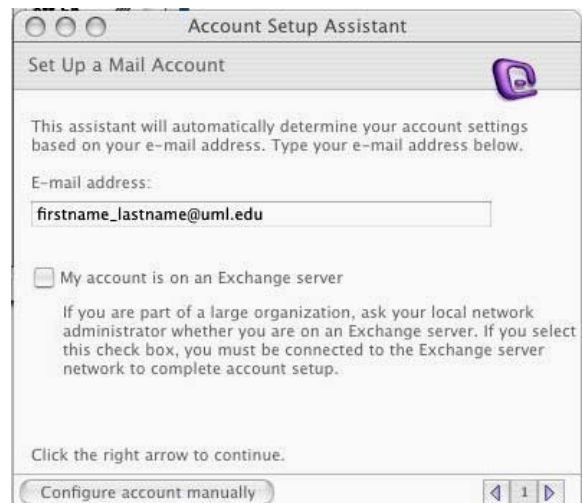
1. Select **Tools > Accounts...**
2. Select **New ▾ > Mail...**



3. For the **Account Type**, select **IMAP** and click **OK**.



4. Enter your **UML EMail Address**. Click on **Configure account manually**.



## Settings for IMAP Client

NOTE: *The instruction for both adding and changing an account are the same from this point forward.*

1. For **Account Settings (IMAP)**, complete the following fields:

Account name: (enter a name for this account)

### Personal Information

Name: (enter your name)

E-Mail address: (enter your UML email address)

### Receiving Mail

Account ID: (enter your UML email address)

IMAP server: **exchange.uml.edu**

Password: (enter your UML email password)  
Check if you want Entourage to remember your password; this is not recommended if you share a computer)

### Sending Mail

SMTP server: **smtp.uml.edu**

2. Under **Receiving mail**, click on **Click here for advanced receiving options**.

3. Click the checkbox labeled **This IMAP service requires a secure connection (SSL)**. The port number for the **IMAP** server will change to **993**.

4. Under **Sending mail**, click on **Click here for advanced sending options**. Click the checkbox labeled **SMTP service requires secure connection (SSL)**. Override Default Port to 587 Click on **SMTP service requires authentication** and **Use same settings as receiving mail server**.

5. Click **OK**.

## Settings for Exchange IMAP Accounts

<b>User Information</b>	Your name and email address (firstname_lastname@uml.edu)
<b>Server Information</b>	<b>Incoming mail server (IMAP):</b> exchange.uml.edu <b>Outgoing mail server/SMTP:</b> smtp.uml.edu
<b>Login Information</b>	<b>User name:</b> Enter your <b>UML ID</b> (i.e. firstname_lastname@uml.edu). It is recommended that you do not enter your password in the Password box if you may be sharing your computer with anyone else or others may have access to it. Do not check the "Log on using secure password..." box.

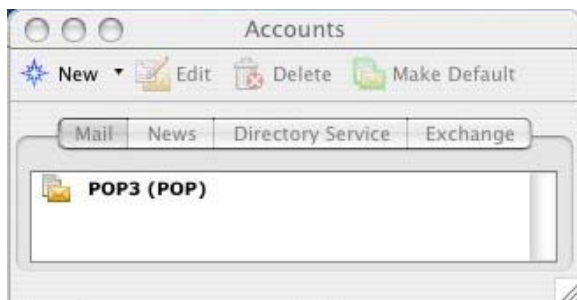
Please note that some of the screen shots have been edited to save space.

### Edit an Existing Account

1. Select **Tools > Accounts...**



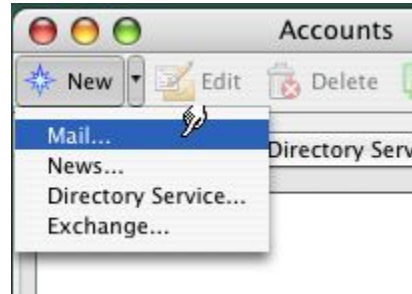
2. In the Mail section, click the existing account.  
Click **Edit**.



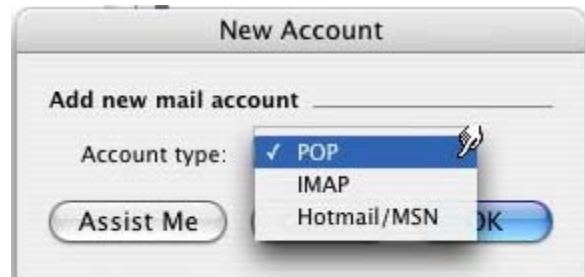
Please go to **Settings for POP3 Client** on next page.

### Add a New POP3 Account

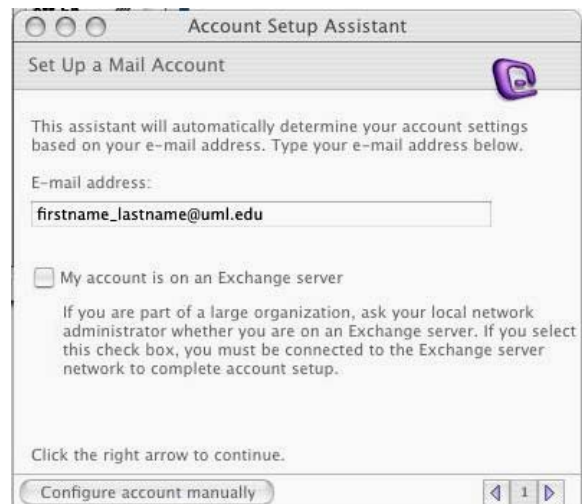
1. Select **Tools > Accounts...**
2. Select **New > Mail...**



3. For the **Account Type**, select **POP** and click **OK**.



4. Enter your **UML EMail Address**. Click on **Configure account manually**.



## Settings for POP3 Client

NOTE: *The instruction for both adding and changing an account are the same from this point forward.*

1. For **Account Settings (POP3)**, complete the following fields:

Account name: (enter a name for this account)

### Personal Information

Name: (enter your name)

Email address: (enter your UML email address)

### Receiving Mail

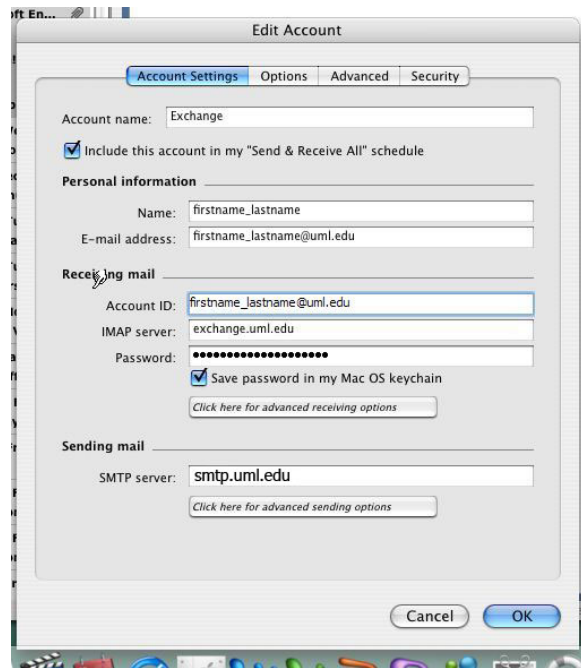
Account ID: (enter your UML email address)

IMAP server: **exchange.uml.edu**

Password: (enter your UML email password)  
Check if you want Entourage to remember your password; this is not recommended if you share a computer)

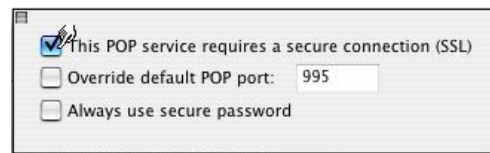
### Sending Mail

SMTP server: **smtp.uml.edu**

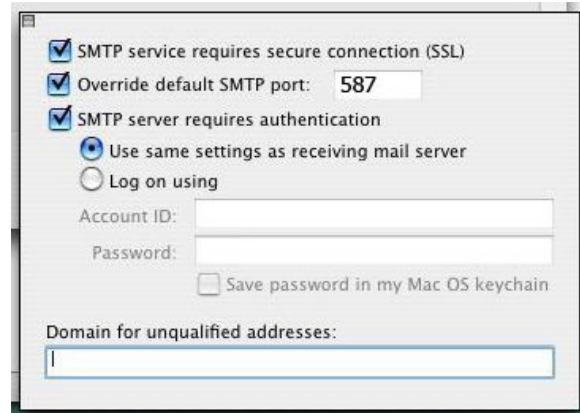


2. Under **Receiving mail**, click on **Click here for advanced receiving options**.

3. Click the checkbox labeled **This POP3 service requires a secure connection (SSL)**. The port number for the **POP3** server will change to **995**.



4. Under **Sending mail**, click on **Click here for advanced sending options**. Click the checkbox labeled **SMTP service requires secure connection (SSL)**. Click **Override default SMTP port to 587**. Click on **SMTP service requires authentication** and **Use same settings as receiving mail server**.



5. Click **OK**.

## Settings for Exchange POP3 Accounts

<b>User Information</b>	Your name and email address (firstname_lastname@uml.edu)
<b>Server Information</b>	<b>Incoming mail server (IMAP):</b> exchange.uml.edu  <b>Outgoing mail server/SMTP:</b> smtp.uml.edu
<b>Login Information</b>	<b>User name:</b> Enter your <b>UML EMail Address</b> (i.e. firstname_lastname@uml.edu).  It is recommended that you do not enter your password in the Password box if you may be sharing your computer with anyone else or others may have access to it. Do not check the "Log on using secure password..." box.