Configuring Microsoft Outlook 2003 for CS Mail Server IMAP access

To set up an account, start the account wizard by selecting Tools/Email Accounts. If starting Outlook 2003 for the first time, this may start automatically.

For IMAP Services:

**Incoming mail server (IMAP):** earth.cs.uml.edu

**Outgoing mail server (SMTP):** earth.cs.uml.edu

Specify your linux username next to **User Name**

**DO NOT** check 'Log on using Secure Password Authentication (SPA)

Select **More Settings**

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**E-mail Accounts**

**Internet E-mail Settings (IMAP)**

Each of these settings are required to get your e-mail account working.

<table>
<thead>
<tr>
<th>User Information</th>
<th>Server Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name:</td>
<td><strong>Incoming mail server (IMAP):</strong> earth.cs.uml.edu</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><strong>Outgoing mail server (SMTP):</strong> earth.cs.uml.edu</td>
</tr>
</tbody>
</table>

**Logon Information**

<table>
<thead>
<tr>
<th>User Name:</th>
<th>linuxuser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
</tr>
<tr>
<td><strong>Remember password</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Log on using Secure Password Authentication (SPA)</strong></td>
<td>More Settings ...</td>
</tr>
</tbody>
</table>

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< Back  Next >  Cancel
Click on the **Outgoing Server** tab and check off **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**

Click on the **Advanced** tab

When the **Advanced** tab is selected select:
This server requires and encrypted connection (SSL), and ensure that the port number changes to 993.

For Outgoing server (SMTP) line, select:

This server requires and encrypted connection (SSL), and change the port number to 465.
To see your IMAP folders (stored under the ~/mail directory in your home directory):

Right click on your CS mail entry under the All Mail Folders window pane in Outlook and select IMAP Folders. Click on **Query** to see a list of all your folders.

Click on **Query** to see a list of all your folders.

Select the ones you’d like to see, click on **Subscribe**, and then select **Apply**.
They should now appear under the ‘earth.cs.uml.edu’ server name in the All Mail Folders window pane.