

Outlook Express Setup Only

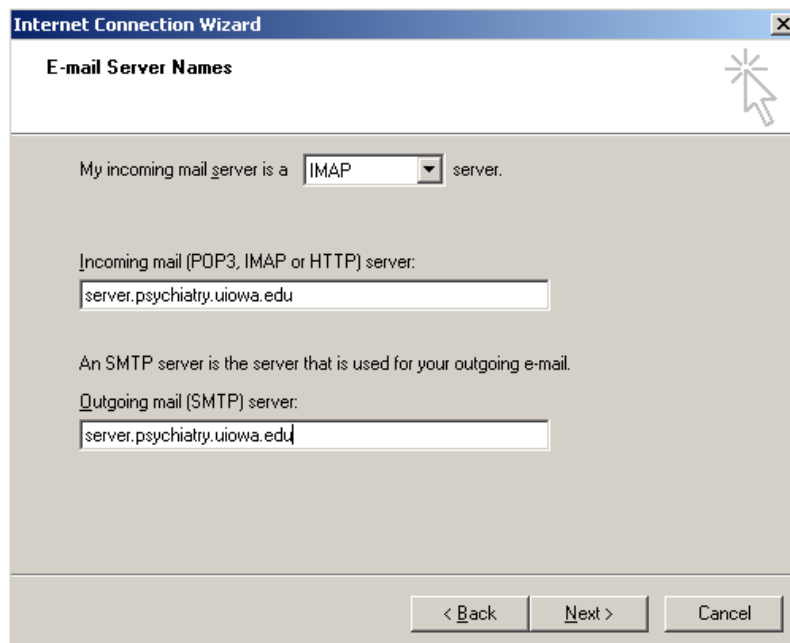
Quick Settings

Security

TLS	OFF	
SSL	ON	both for incoming and outgoing servers
Outgoing Port	25	
Incoming Port	993	

Server Information

Incoming mail server type:	IMAP
Incoming mail (POP3, IMAP, or HTTP) server:	server.psychiatry.uiowa.edu
Outgoing mail (SMTP) server:	server.psychiatry.uiowa.edu



This screen will be part of your setup, here are the appropriate places to fill in the necessary information.

Email Address [name]@uiowa.edu ex: greg-ginther@uiowa.edu

Account Name ex: gginther
(This is your IPL user name. It is not the same as your [name] with regard to your [name]@uiowa.edu email address.)

Display Name: Your name ex: Greg Ginther

Start Here

OutlookExpress Setup

From the menu bar select "Tools", and from this submenu select "Accounts."

Next click on the "Mail" tab.

Click "Add" and then "Mail..."

Now use the above information to make the appropriate selections and fill in the necessary information.

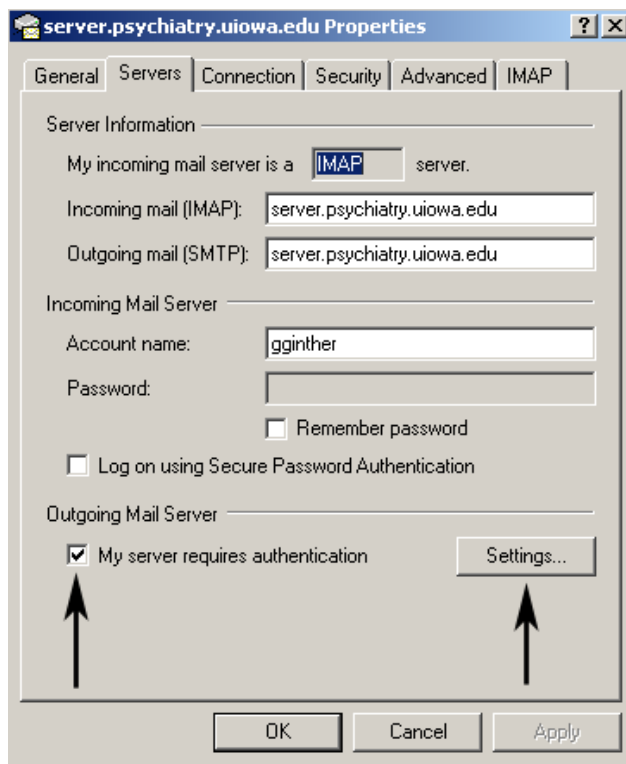
For example you should select IMAP as your server type.

Continue until you have finished the setup.

There are still a few settings to be done. If the "Internet Accounts" window is still open continue to the next step.

Otherwise go to "Tools", and then select "Accounts..." Then click on the "Mail" tab.

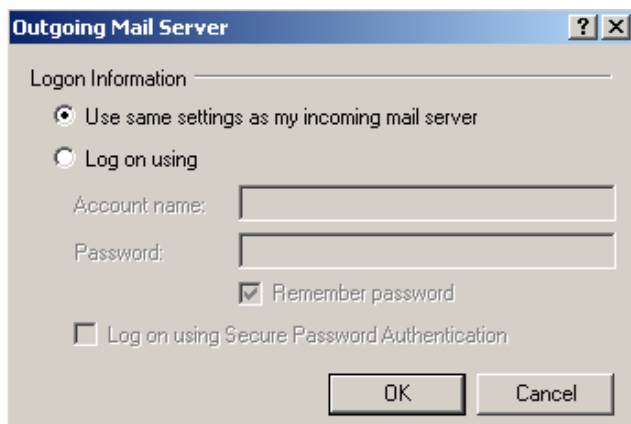
After the setup is complete, select the new mail account and click the "Set as Default" button, then click the "Properties" button.



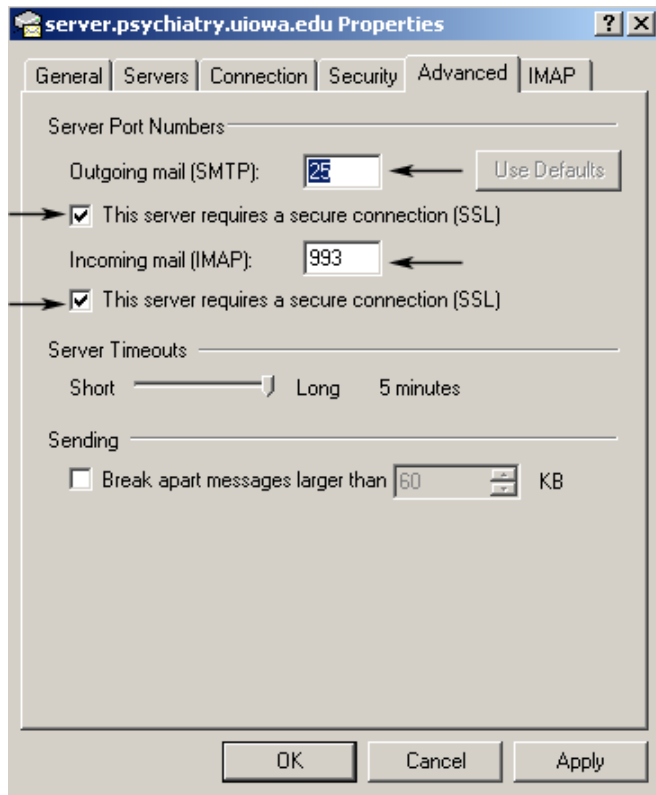
Click the tab labeled "Servers" on the screen that appears.

Check the box that says, "My server requires authentication."

Now click on the button labeled, "Settings..."



At that screen select the button that says, "Use same settings as my incoming mail server."



Now click the tab labeled **"Advanced."**

Set the "Outgoing mail(SMTP):" to 25

Check the box labeled "This server requires a secure connection (SSL)"

Set the "Incoming mail (IMAP):" to 993.

Check the box labeled "This server requires a secure connection (SSL)"

Your email is now setup for use.

After your email settings have been changed, your email messages may all be marked un-read. To mark specific messages as read, highlight the message, and select "Edit" from the menu bar. Under edit, select, "Mark as Read." To mark multiple messages, select a message and then hold the "Ctrl" key down while selecting the other messages.

***** Disclaimer *****

OutlookExpress has a problem in that when a message is sent. A copy is stored in the local sent mail file instead of the IMAP sent mail folder. Sent messages will be easily viewable from your office computer, but not from other locations or Webmail. There is a work around for Outlook (Full version), but none for Express.