

# Outlook Setup

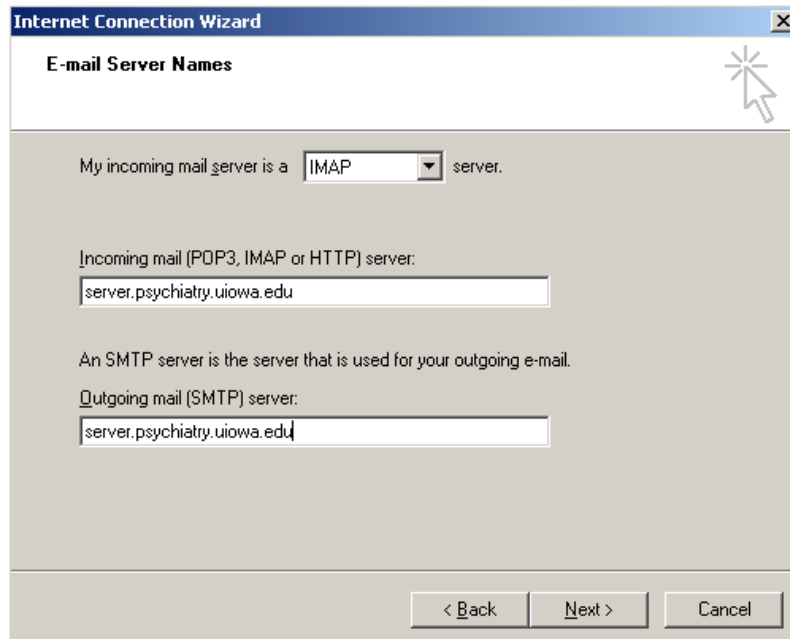
## Quick Settings

### 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

### Outlook Setup

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

Next choose to **Add a new e-mail account.**

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.

At the following screen you will need make sure "Log on using Secure Password Authentication (SPA)" is unchecked, and then choose "More Settings..."

E-mail Accounts

**Internet E-mail Settings (IMAP)**  
Each of these settings is required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Incoming mail server (IMAP):   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

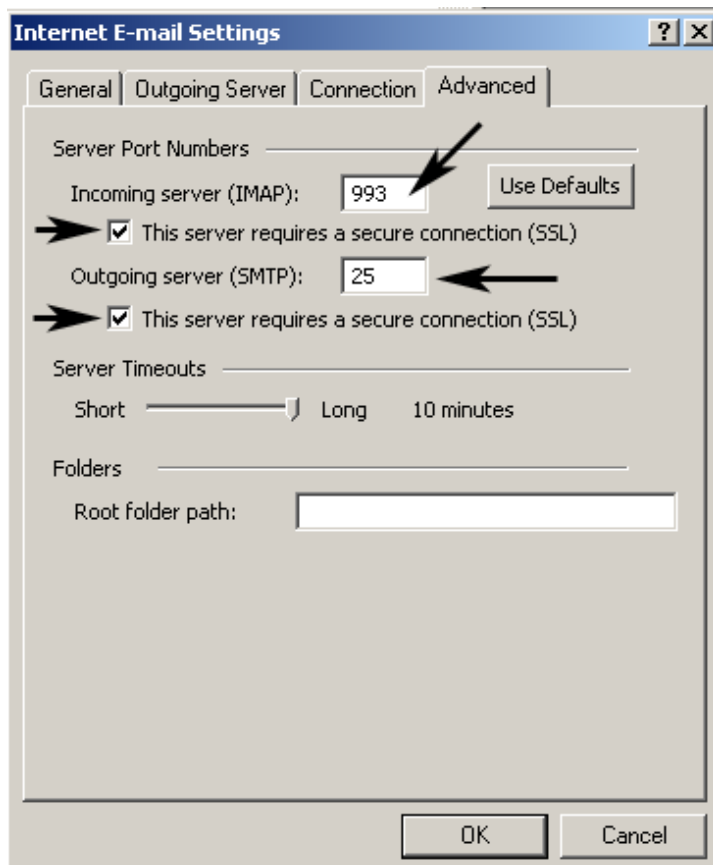
Log on using

User Name:   
Password:

Remember password

Log on using Secure Password Authentication

Click on the "Outgoing Server" tab to get to this screen. Check the box that says, "My outgoing server (SMTP) requires authentication." Select "Use same settings as my incoming mail server."



Now click on the "Advanced" tab.

At this screen check both boxes that say "This server requires a secure connection (SSL)," change the "Incoming server (IMAP):" value to 993, and the "Outgoing server (SMTP):" to 25.

Click "OK" and finish the setup by following the on screen directions.

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 \*\*\*\*\*

Outlook 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.

Steps for setting up IMAP Sent Mail Folder to work properly.

1. Go to Tools->Rules Wizard
2. New -> Start from blank rule
3. Messages after sending
4. Through specified account
5. Now select the account to take messages from
6. Next-> Move a copy to the specified folder
7. Choose the sent-mail folder on server
8. Finish and then OK

If you have problems setting this up, feel free to email for help:  
support@psychiatry.uiowa.edu