

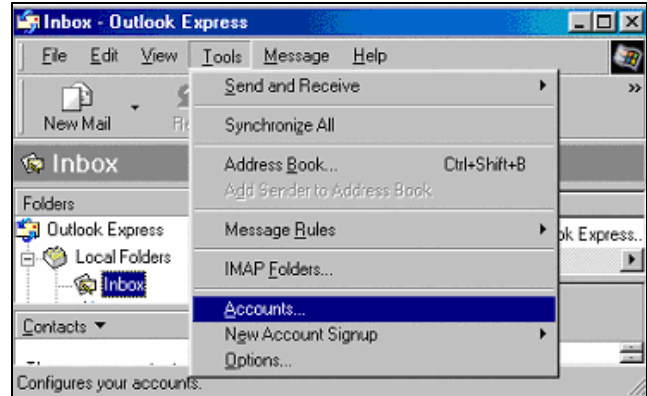
Configuring Outlook Express for your IUP E-mail Account

Purpose: To setup Outlook Express to receive and send messages from your IUP e-mail account

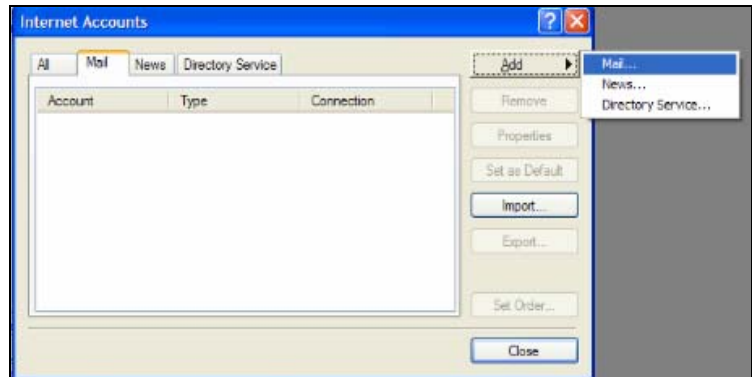
Audience: All IUP e-mail users

Open **Outlook Express**.

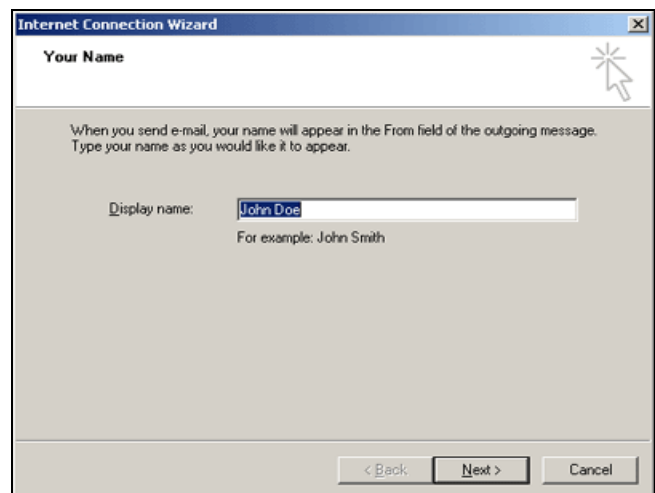
1. Select **Tools** menu from the menu bar, then click on **Accounts**.



2. Click on the **Mail** tab in the Internet Accounts box. Select the **Add** button on the right-hand side, and then click **Mail**.



3. Type your first and last name next to the **Display name** field, then click **Next**



4. Make sure that the button titled "**I already have an e-mail address...**" is selected.

5. Type your IUP E-Mail address (e.g., username@iup.edu) next to the **E-mail address** field, and then click **Next**.

6. From the drop-down menu, select IMAP as your incoming mail server.

Type **imap.iup.edu** in the field underneath
For "Incoming mail (POP3, IMAP, or HTTP) server", enter **imap.iup.edu**

For "Outgoing mail (SMTP) server", enter **smtp.iup.edu**

Click Next

7. Type your **IUP username** (e.g., abcd) in the **Account name box**, and then type your **Password** in the box below.

*Make sure there is a check in the **Remember password** box*

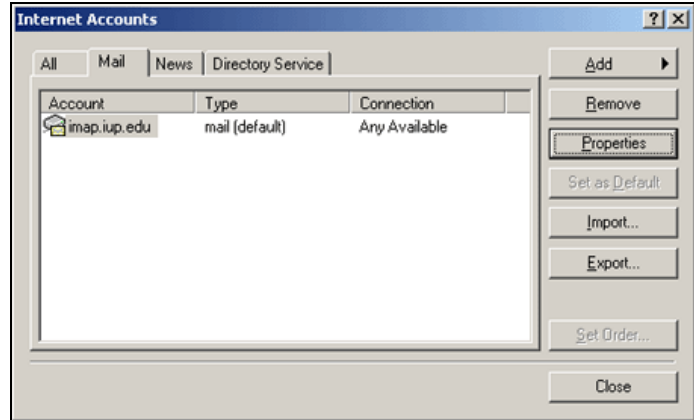
Click **Next**

8. You will see a screen that indicates the account has been successfully setup.

Click **Finish** on this screen.

9. A listing for your IUP E-Mail account should appear in the **Internet Accounts** dialog box (imap.iup.edu) Mail tab.

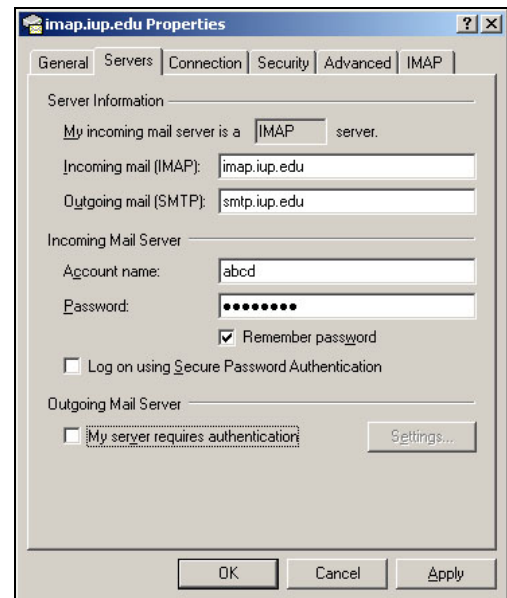
To set the default e-mail account click on the account name. Next click the **Set as Default** button. Unless, the Set as Default button is already grayed out. This will happen if there is only one e-mail account.



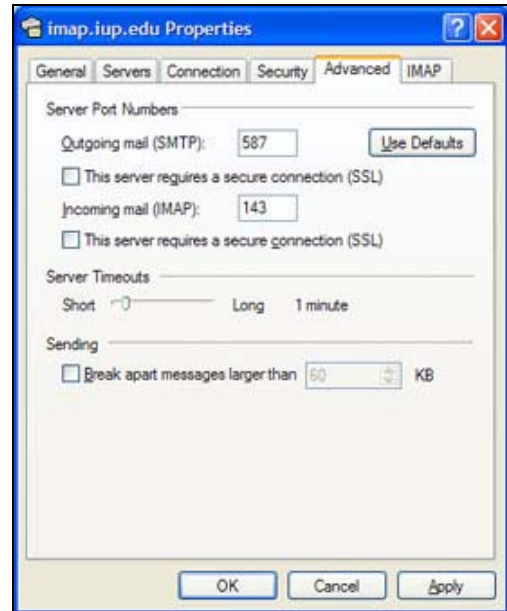
Next select the **Properties** button.

10. Select the **Servers** tab on top of the Properties dialog box. If it does not automatically appear, enter your **IUP E-Mail username** (e.g., abcd) and **password** (the password you use to access your IUP E-Mail account) under Incoming Mail Server.

Leave the **Remember password** box checked. Check the box, **My server requires authentication**. This is required for security.



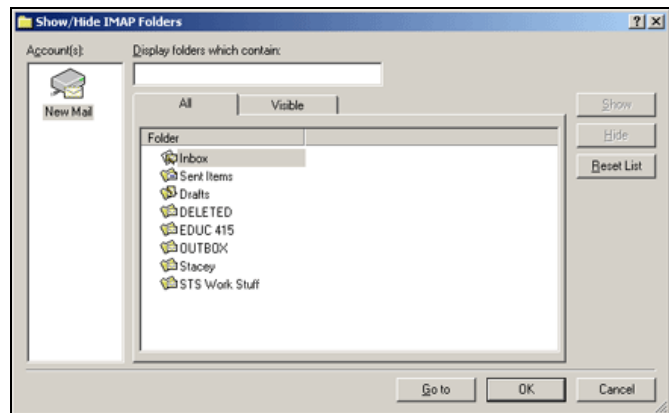
11. Next Select the **Advanced** tab. In the area labeled "**Server Port Numbers**", change the "**Outgoing mail (SMTP)** port number to **587**. Select **OK**.



12. You will see a dialog box that states; "**Would you like to download folders from the mail server you added**"? Click **Yes**. Wait while Outlook Express downloads a list of folders available in your new IUP E-Mail account.

13. Use the Show/Hide IMAP folders dialog box to tell Outlook Express which folders you want to display and which folders you would like to hide.

To change the Show/Hide status of a folder, select it from the list, then click the **Show** or **Hide** buttons on the right. If both buttons are grayed out (inactive), this means that you cannot hide the highlighted folder.



Click **OK** when done

14. Your IUP E-Mail account should appear under your Outlook Express folders.

Click on any mail folder in the left window to see its contents in the right window.