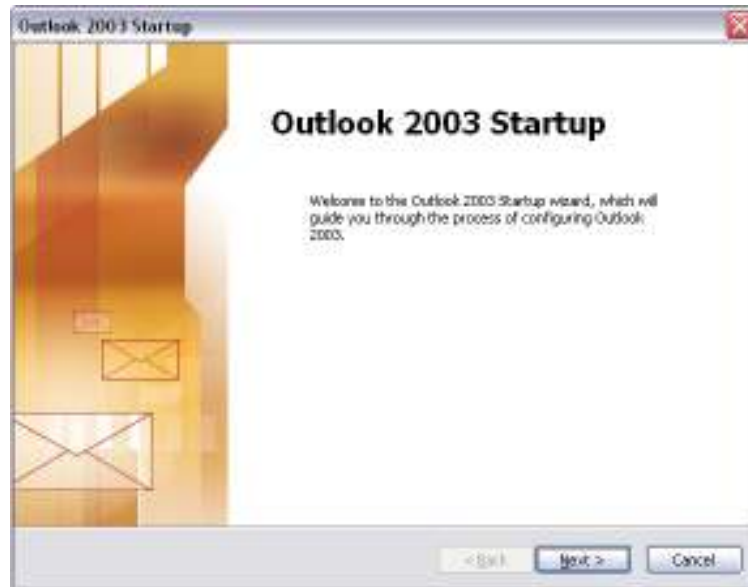


Setting up Outlook 2003

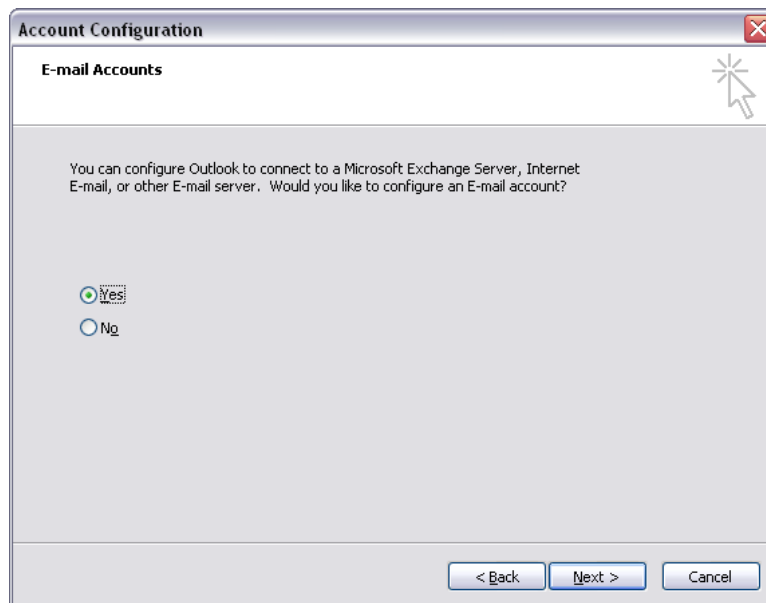
To receive your LTU mail in Outlook 2003:

1. Open Outlook.

If this is the first time Outlook is started, the Startup Wizard will open.

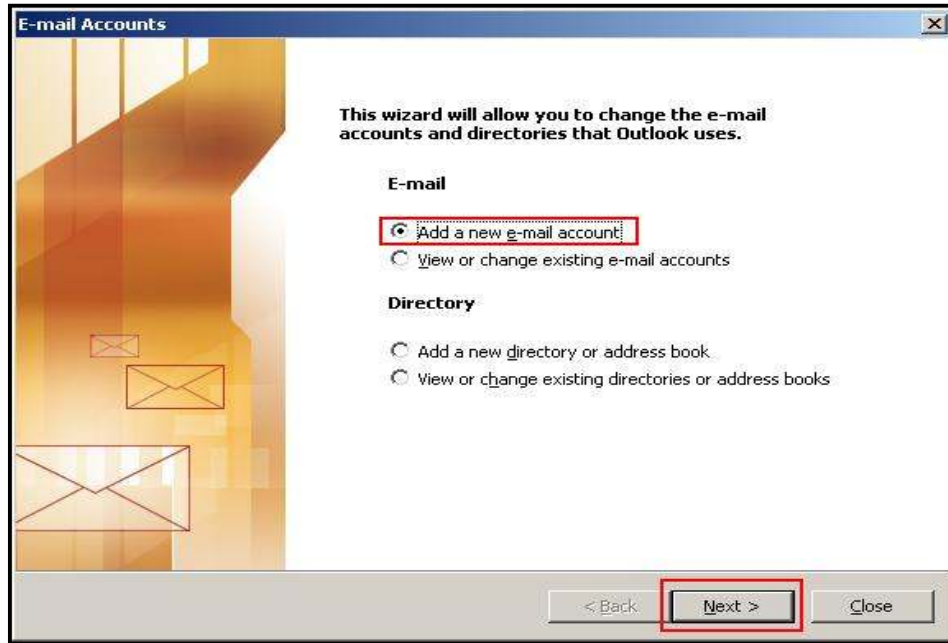


2. Select **Yes** on the E-mail Accounts window and click Next > .

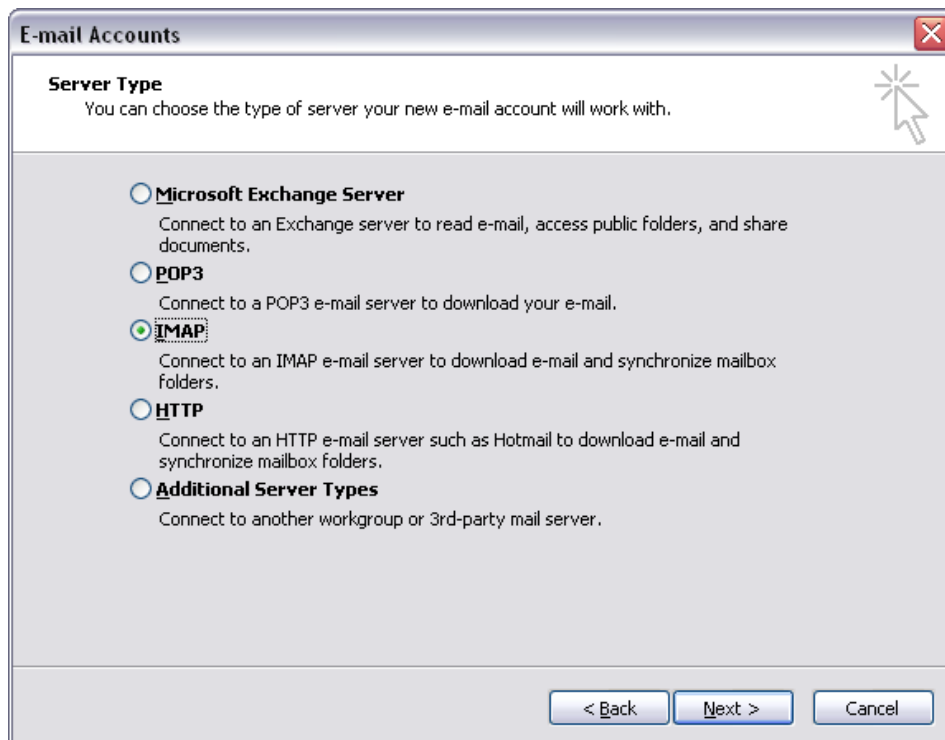


If the Startup Wizard doesn't open, Go to **Tools**, and click on **Email Accounts**.

In the **Email Accounts** window, select **Add a new e-mail account** and click **Next >**.



3. Select **IMAP** in the Server Type window. Click **Next >**.



4. Type your name as you want it to appear to your recipients in the **'Your Name:'** box.

Type your full email address in the **'E-mail Address:'** box.

Type **postoffice.ltu.edu** in the 'Incoming mail (POP3, IMAP or HTTP) server:' box.

Type **mail.ltu.edu** in the 'Outgoing mail (SMTP) server:' box.

The **User Name:** box under Logon Information will fill in automatically with the email account listed in the E-Mail Address: box.

If you want Outlook to remember your password, enter your password in the **'Password:'** box and check the **'Remember password'** box.

If you do not want Outlook to remember your password, leave the **'Password:'** box empty and uncheck the **'Remember password'** box. You'll be prompted to enter your email password every time you open Outlook.

Note: There are additional optional settings which can be configured. To see and/or change these, click the 'More Settings...' button. (see Step 5 & 6)

E-mail Accounts

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

User Information		Server Information	
Your Name:	Larry Tech	Incoming mail server (IMAP):	postoffice.ltu.edu
E-mail Address:	ltech@ltu.edu	Outgoing mail server (SMTP):	mail.ltu.edu

Logon Information

User Name: ltech
Password: *****
 Remember password
 Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

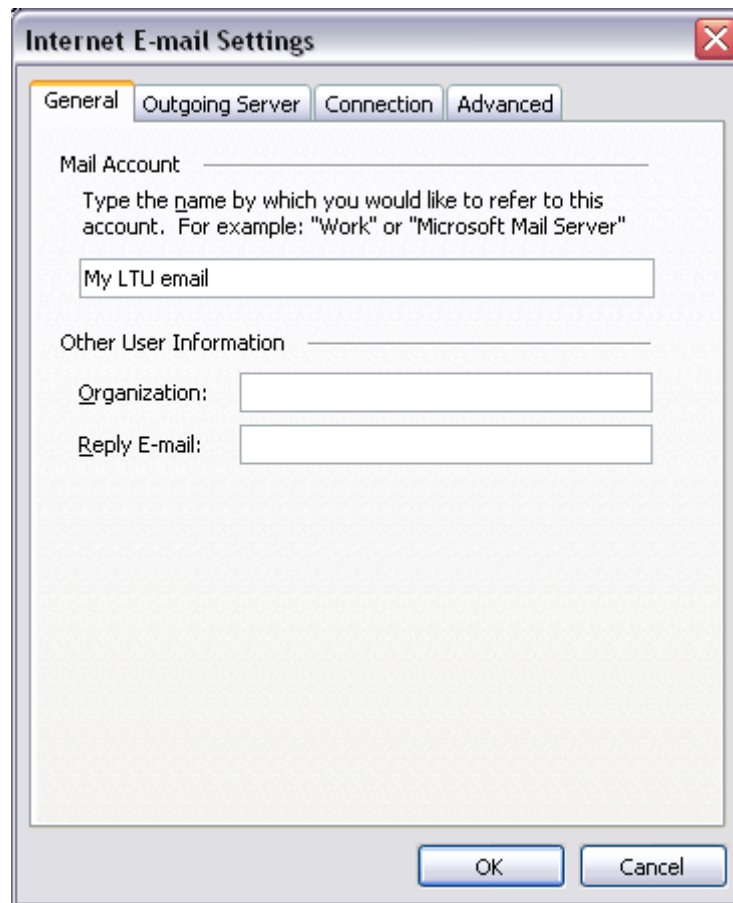
Click **Next >** , then click **Finish**. Outlook will open and you can access your mail.

5. More Settings... This step is OPTIONAL – **Changing the Email Display Name**

You can change the name of your newly created account to something recognizable. The name entered here will display in the Mail Folders column on the left side of the Outlook window.

Click the **General** tab.

Enter a name you want to call your email account in the Mail Account box. Then click **OK**.



6. More Settings... This step is OPTIONAL - **Using Outlook 2003 from Home**

In some cases, mail sent from home will not be delivered. Some Internet Service Providers will not relay mail to other mail servers which they do not control.

To solve this problem, the outgoing port number should be changed.

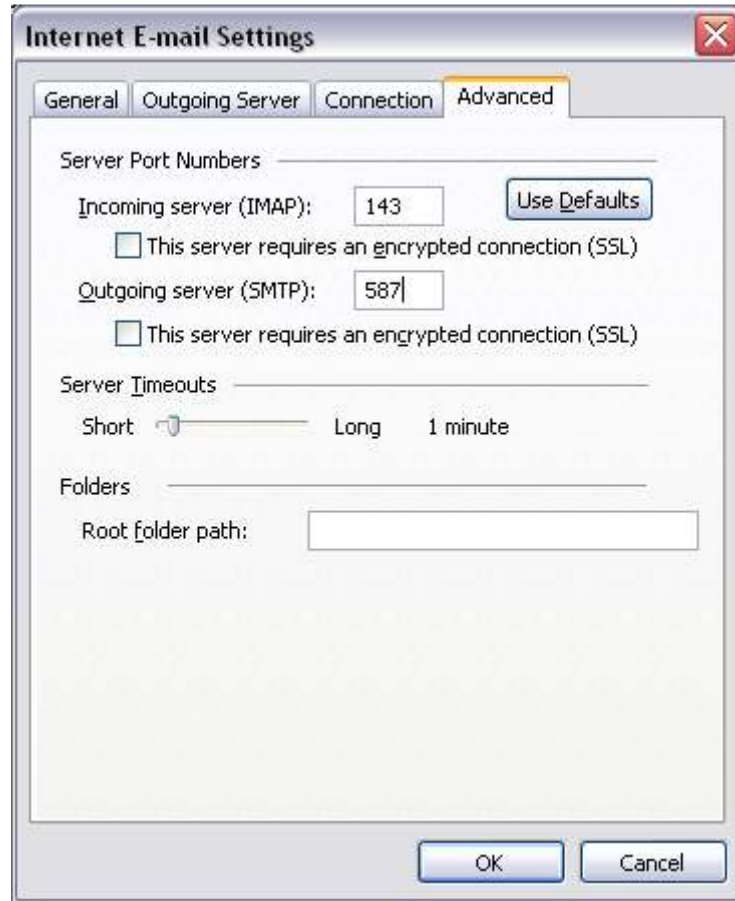
Click the Outgoing Server tab and check the box “**My outgoing server (SMTP) requires authentication,**” and click Apply.

The ‘**Use same settings as my incoming mail server**’ radio button should be selected.



Then, click the **Advanced** tab.

In the Advanced Tab, change **Outgoing server (SMTP)** port to **587**. (The default outgoing port number is 25).



Click **OK**.

Click **Next**.

Click **Finish**.