

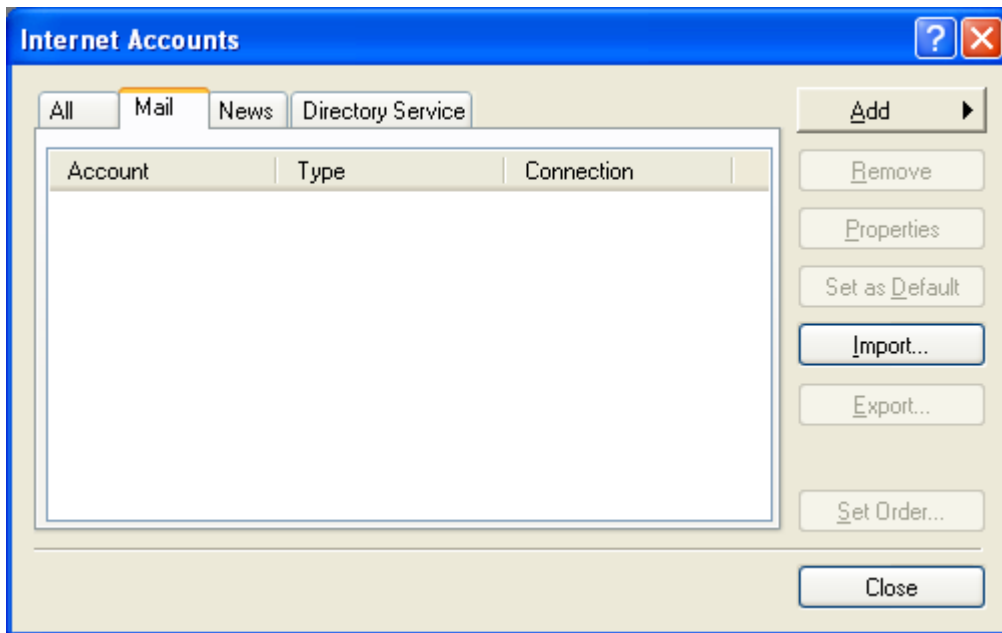
Outlook Express

Use the following instructions to set up Outlook Express to access your LTU email.

- 1) Open Outlook Express.

If this is the first time Outlook Express has been started, a Setup Wizard will open. Click **Next >** to continue to the next step.

If the Setup Wizard does not start, click on **Tools**, then **Accounts**. Click on the **Mail** tab, and then click the **Add** button. Select the '**Mail**' option on the pop-up window.



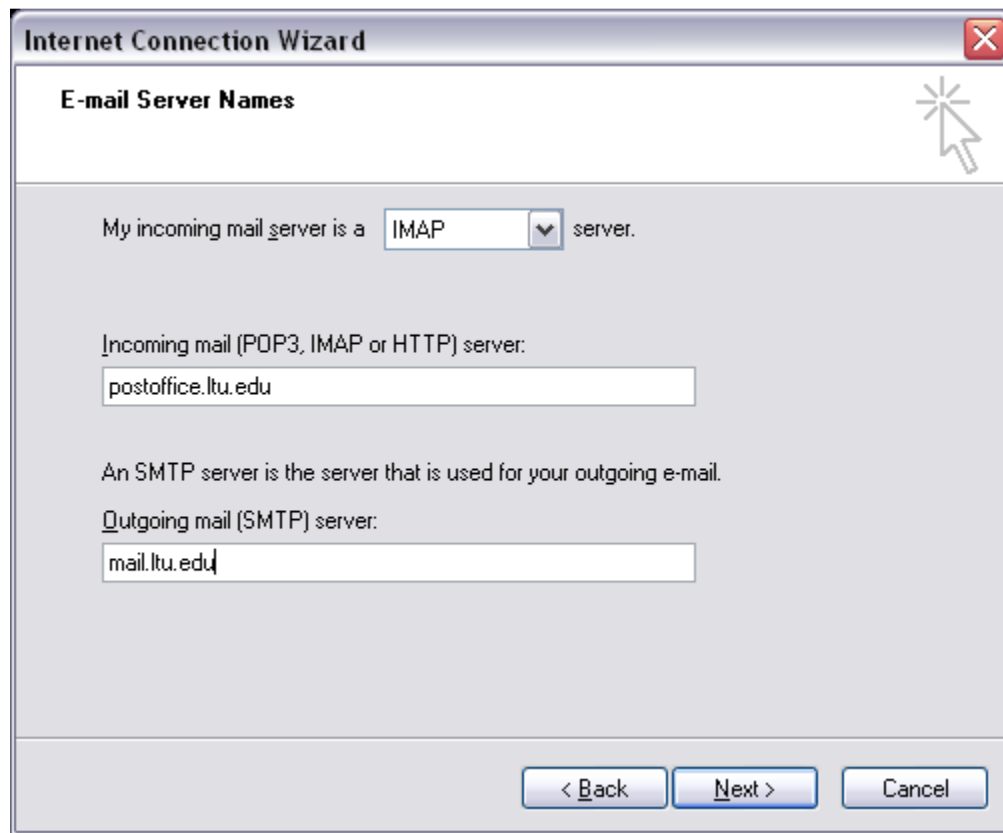
2. Type your name in the **Display name:** window as you want it to appear to your recipients.



3. Type your full email address in the **E-mail address:** window. Then click **Next >**.



4. From the drop down box, 'My incoming mail server is a [] server, select **IMAP**.
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.
Then click **Next >**.



5. Type your email account in the 'Account name:' box. It is not necessary to enter the domain information here (@ltu.edu is not entered here).

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

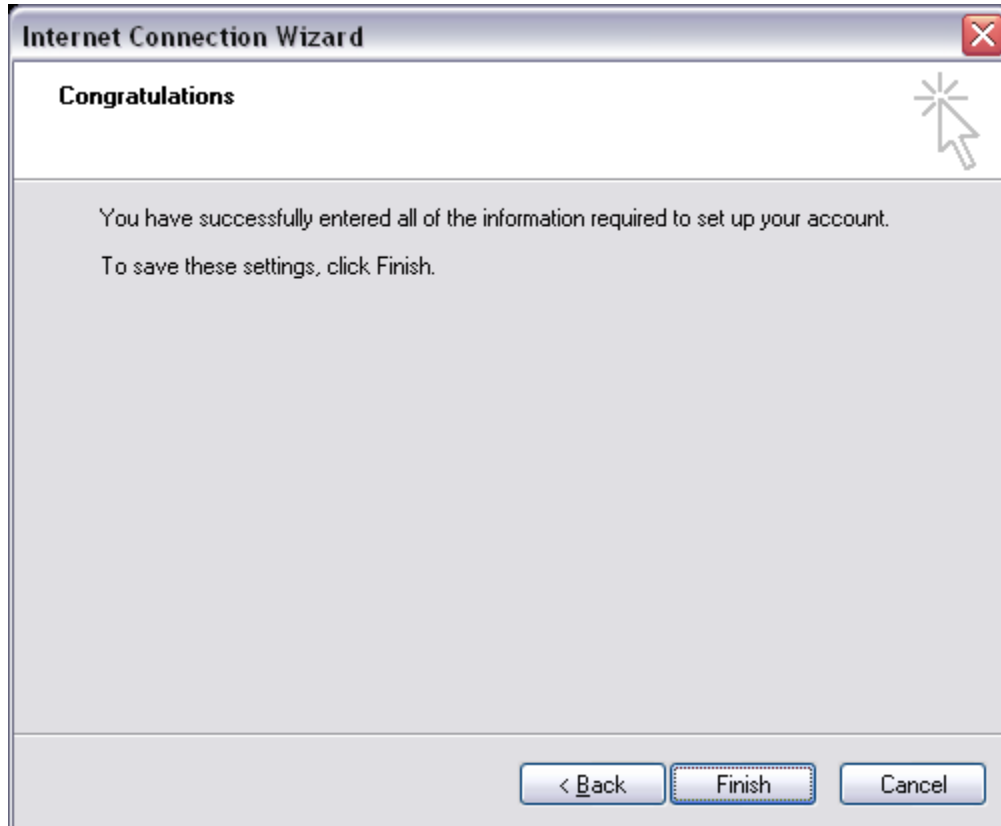
If you do not want Outlook Express to remember your password, leave the 'Password:' box empty and uncheck the 'Remember password' box. You'll be prompted to enter your email password every time you open Outlook Express.

Then Click Next > .



6. Click 'Finish.'

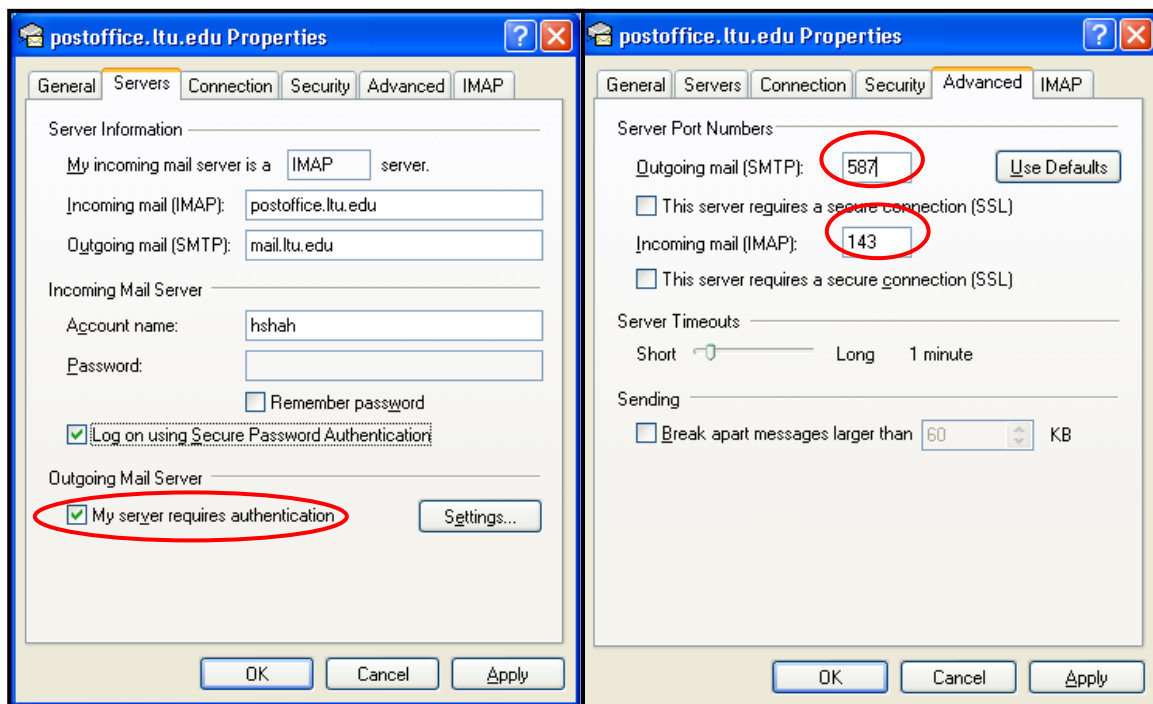
Outlook Express has been configured and will open your LTU email.



Using Outlook Express from Home

To send email messages through Outlook Express from home, the LTU email server requires authentication of your username and password. Follow these steps:

- 1) Open Outlook Express and right click on **postoffice.ltu.edu** on the left side of the window.
(Alternately, you can click on **Tools**, then **Accounts**. Select the **Mail Tab**. Select **postoffice.ltu.edu** and click the **Properties** button.)
- 2) In the **Properties** window, click the **Servers** tab.
- 3) Check the box by **My Server Requires Authentication**.
- 4) Click on the **Advanced** tab.
- 5) Type **587** in the *Outgoing Mail* area and **143** in the *Incoming Mail* area.



- 6) Click **Apply**.
- 7) Click **OK**.
- 8) Log out and then back into Outlook Express for the changes to take effect.