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 \textbf{IMAP}.

Type \texttt{postoffice.ltu.edu} in the ‘Incoming mail (POP3, IMAP or HTTP) server:’ box.
Type \texttt{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.