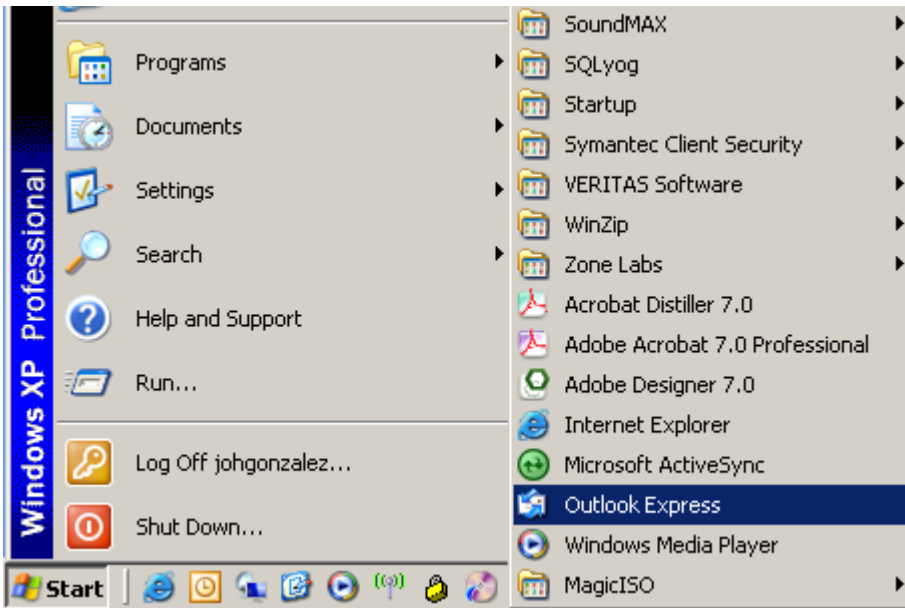
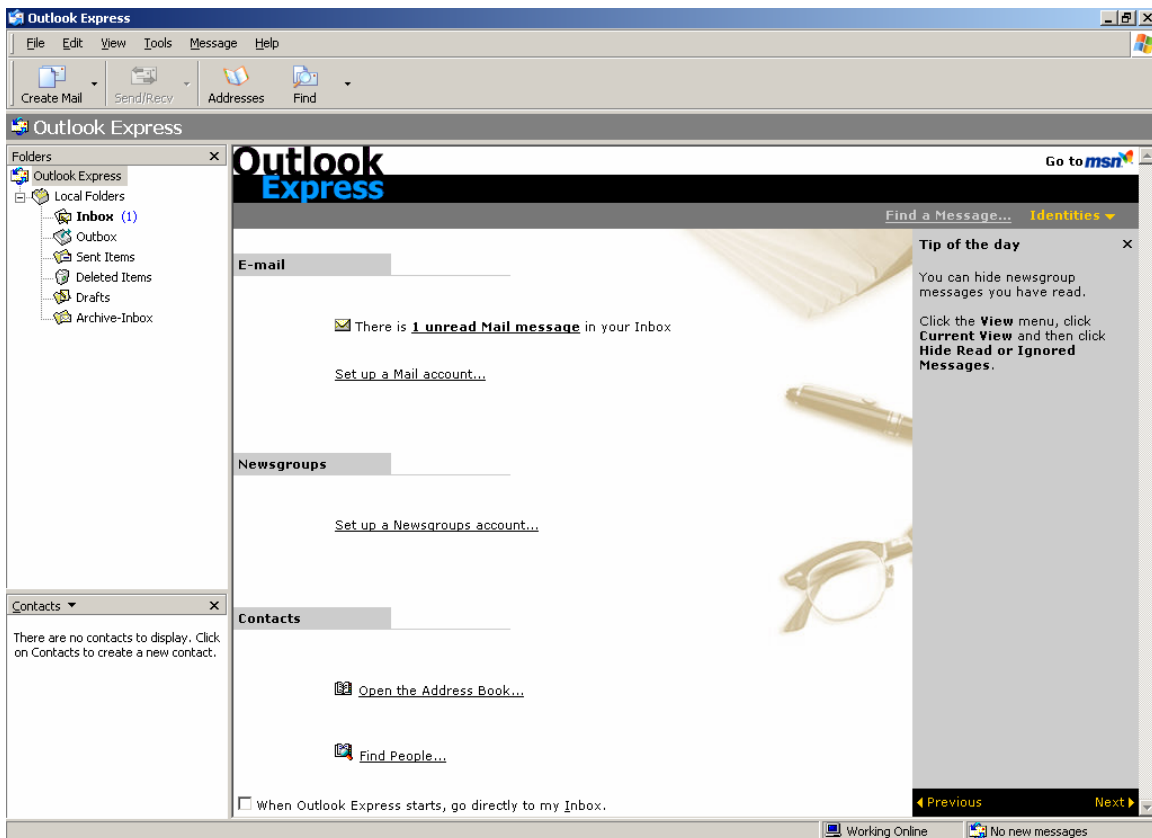


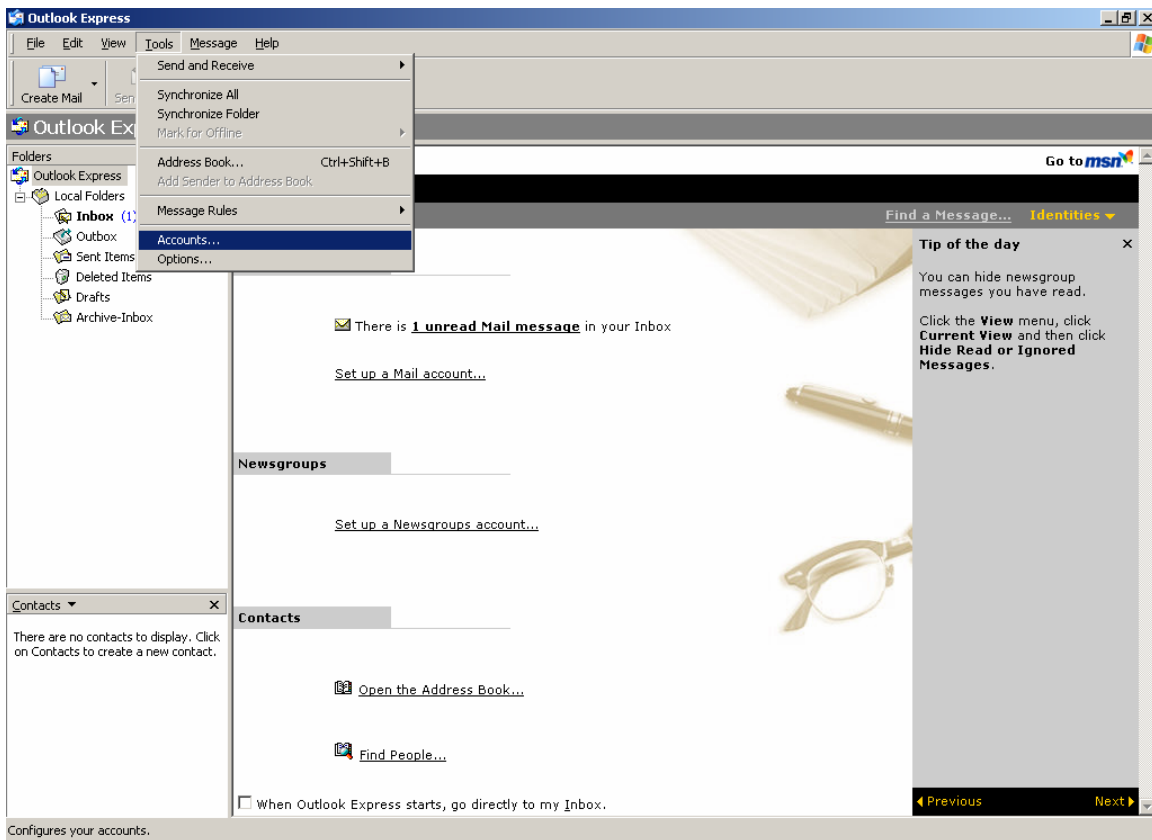
Start Outlook Express



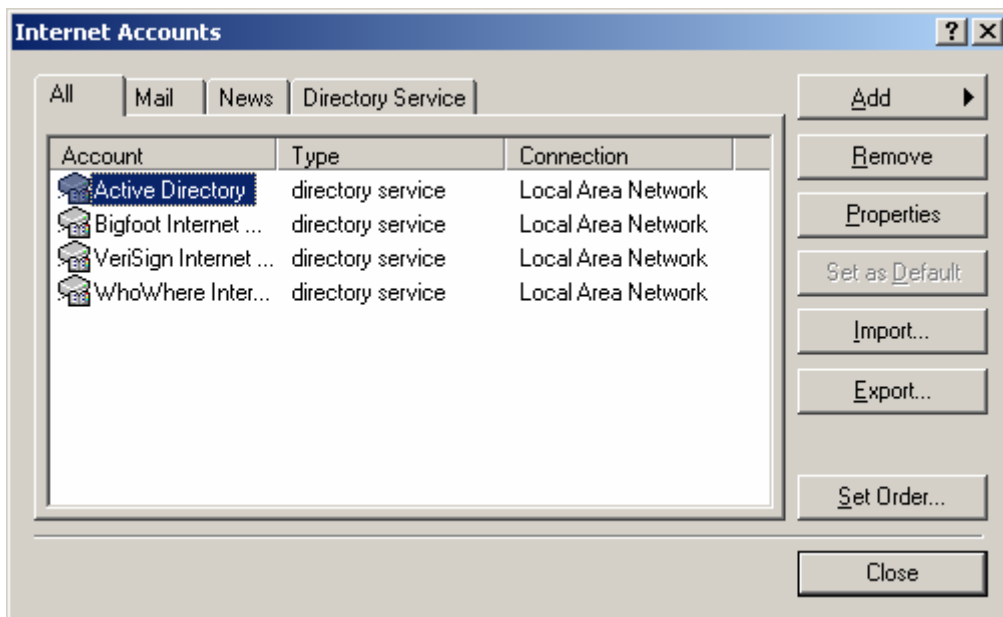
The main Outlook Express Windows will open:



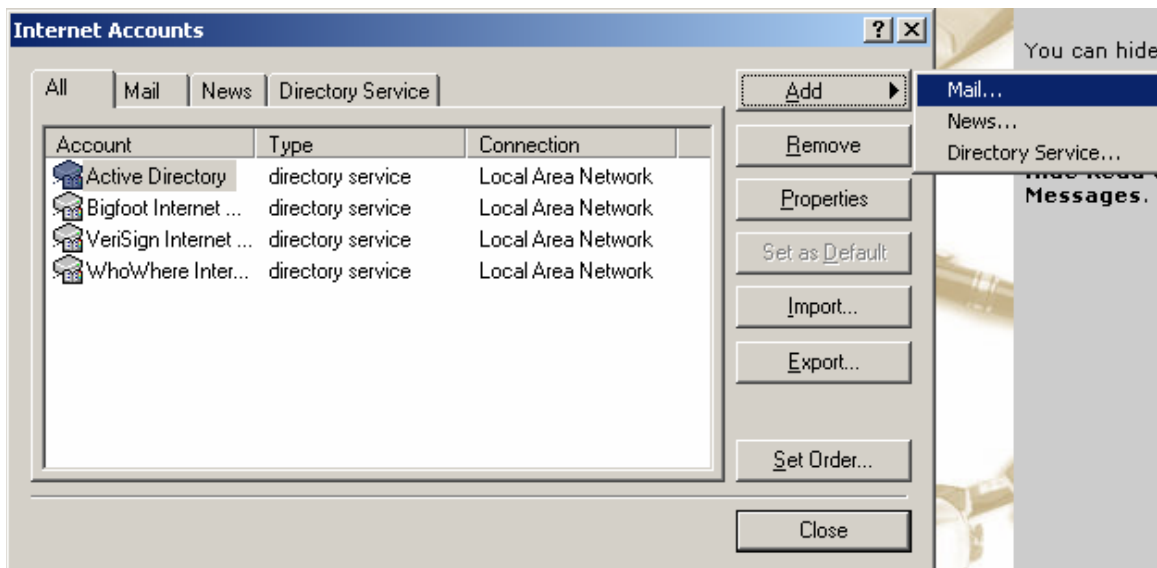
Add a new account from the menu Tools → Accounts



This will open the Internet Accounts window:



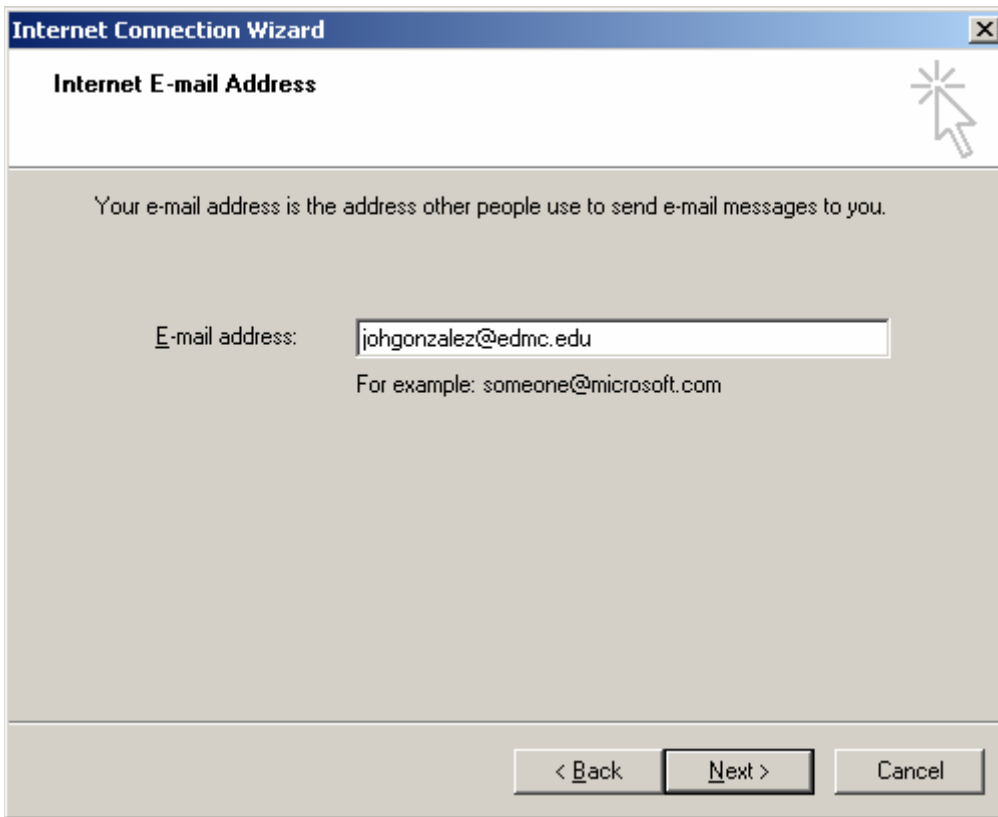
Click the “Add → Mail” button at the top right of this window.



Enter your “Display Name” in the following window, then click Next.

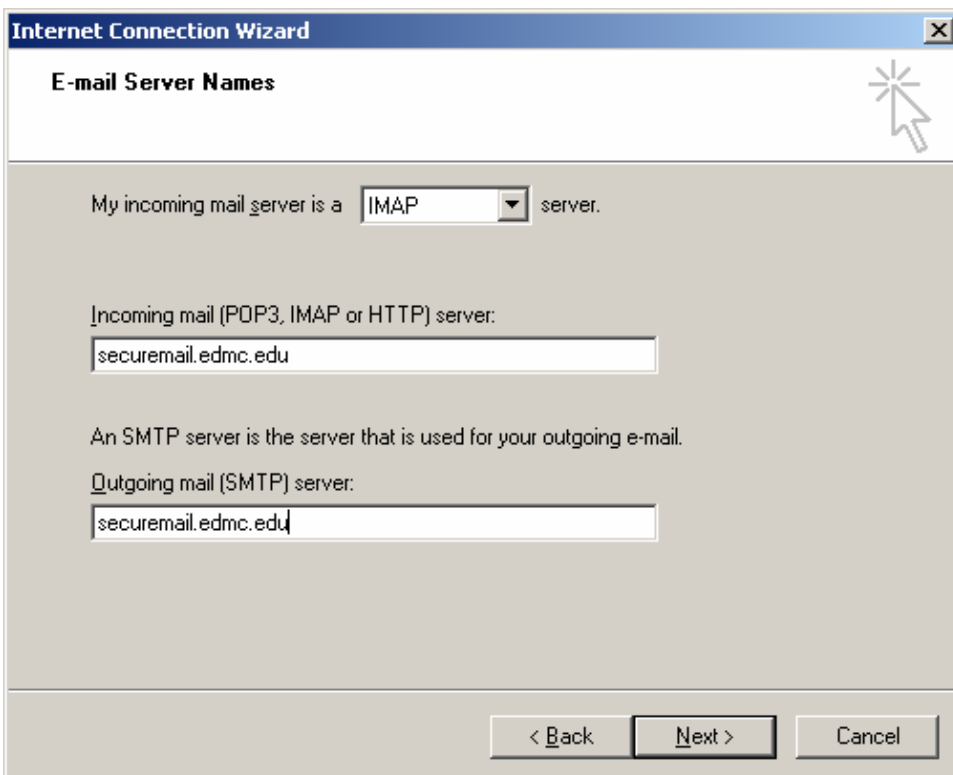


Enter your new email address, then click Next.



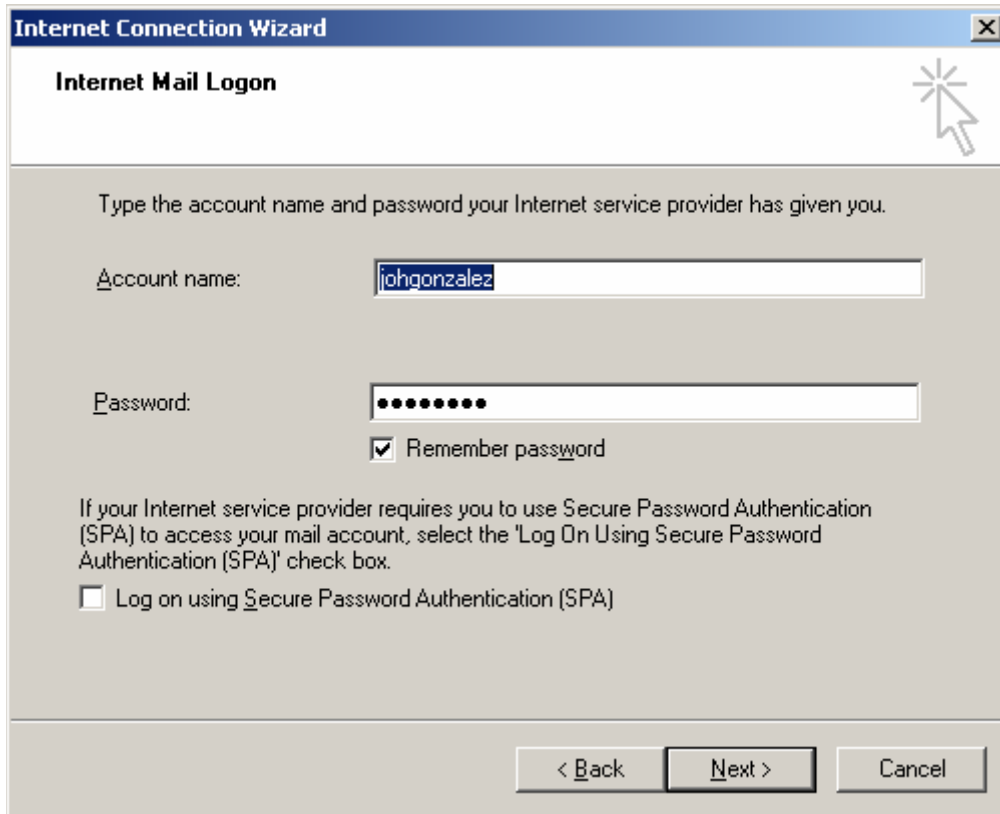
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "johgonzalez@edmc.edu". Below the input field is the example text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

From the Incoming Mail Server drop down options, choose "IMAP" and then enter the address of the IMAP and SMTP Servers respectively. Both values will be: securemail.edmc.edu ; Click Next to continue.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "E-mail Server Names". Below the heading is a mouse cursor icon. The text reads: "My incoming mail server is a" followed by a dropdown menu showing "IMAP" and the word "server." Below this is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing the text "securemail.edmc.edu". Below that is another text input field labeled "Outgoing mail (SMTP) server:" containing the text "securemail.edmc.edu". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Enter your account name and password, then click Next.



The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Internet Mail Logon". Below the heading is a mouse cursor icon. The main area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

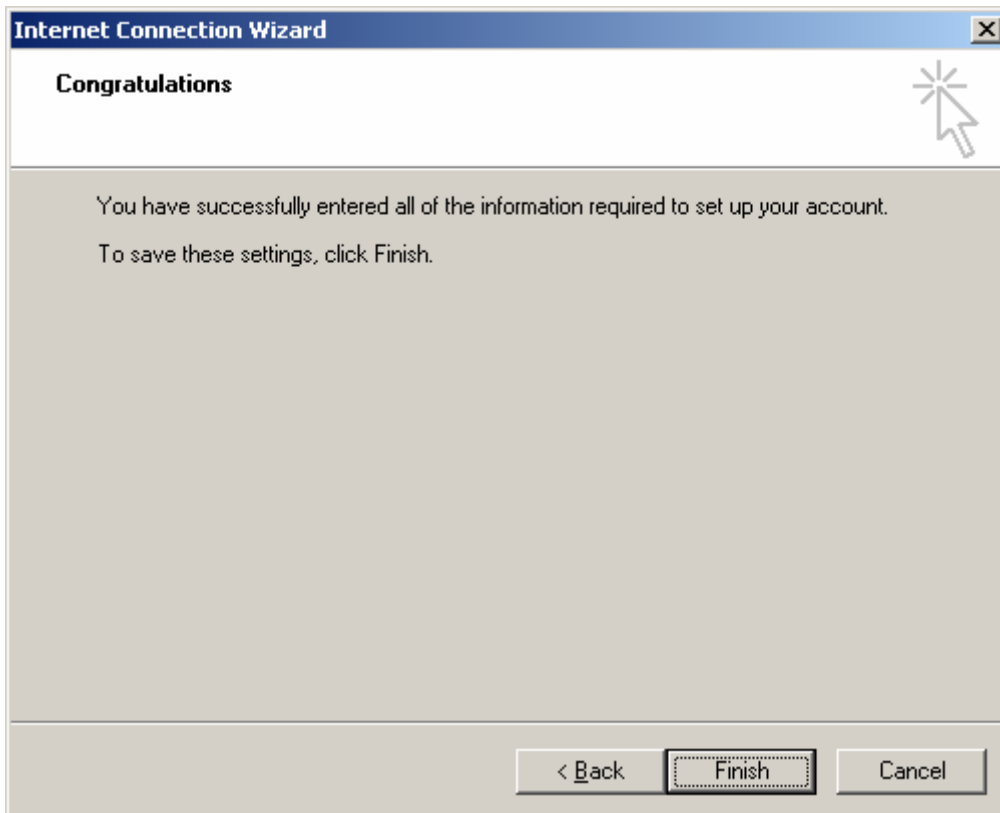
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Click "Finish" to exit the Outlook Express Setup Wizard.



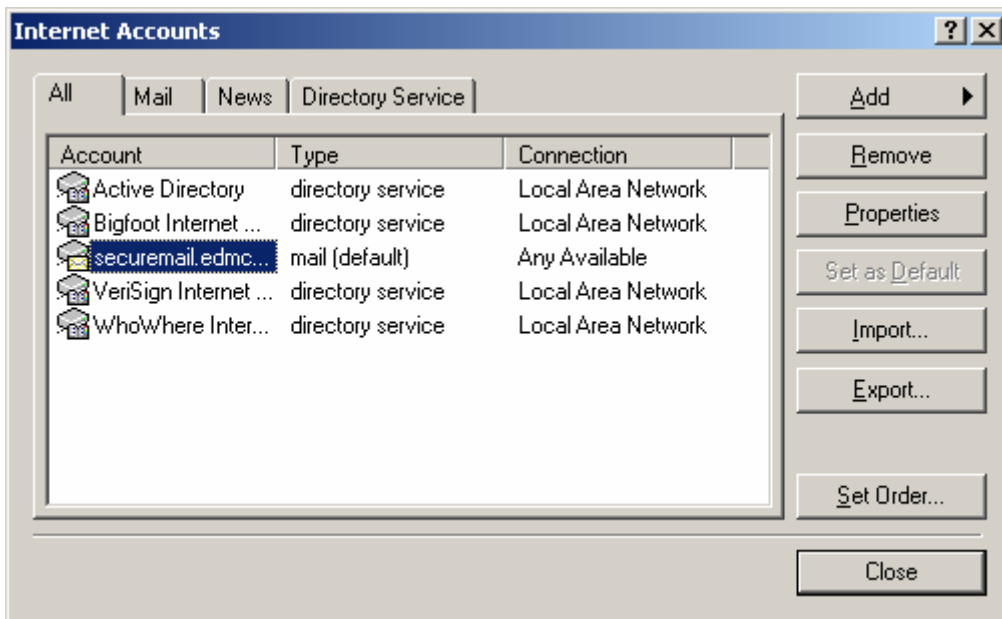
The screenshot shows a window titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "Congratulations". Below the heading is a mouse cursor icon. The main area contains the following text:

You have successfully entered all of the information required to set up your account.

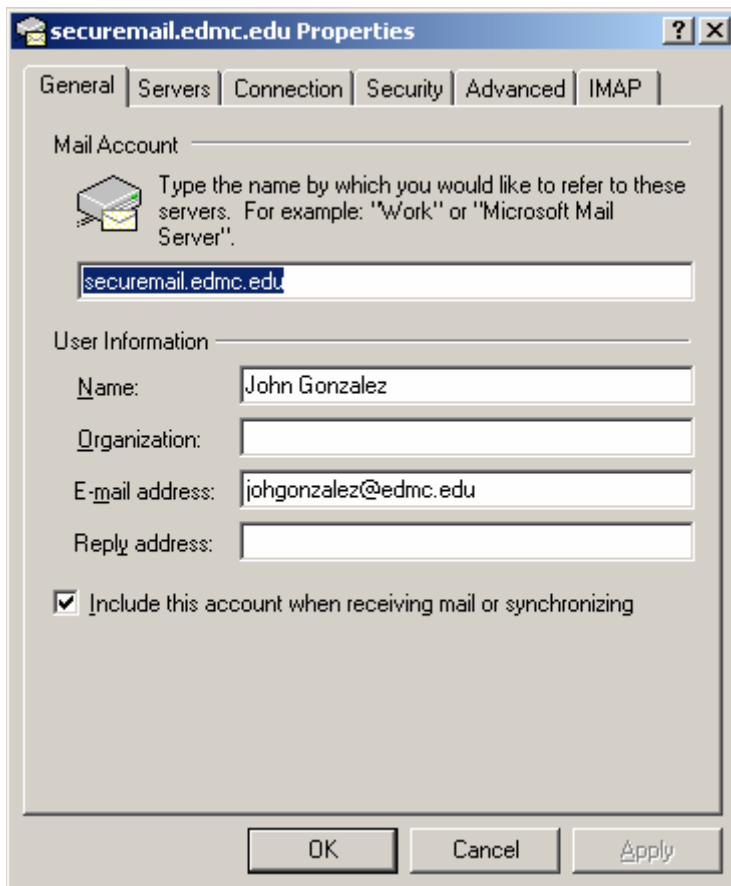
To save these settings, click Finish.

At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".

Once your new connection has been created, you still need to configure your settings for secure transmission. Select your new connection and click Properties to continue setup.



This will open your securemail.edmc.edu Properties window:



Click the Servers tab at the top, and click the check box, “My server requires authentication”.

The image shows a Windows-style dialog box titled "securemail.edmc.edu Properties". It has several tabs: "General", "Servers", "Connection", "Security", "Advanced", and "IMAP". The "Servers" tab is selected. The dialog is divided into three sections: "Server Information", "Incoming Mail Server", and "Outgoing Mail Server".

Server Information: A dropdown menu shows "IMAP" selected, followed by the text "server.". Below are two text boxes: "Incoming mail (IMAP):" containing "securemail.edmc.edu" and "Outgoing mail (SMTP):" containing "securemail.edmc.edu".

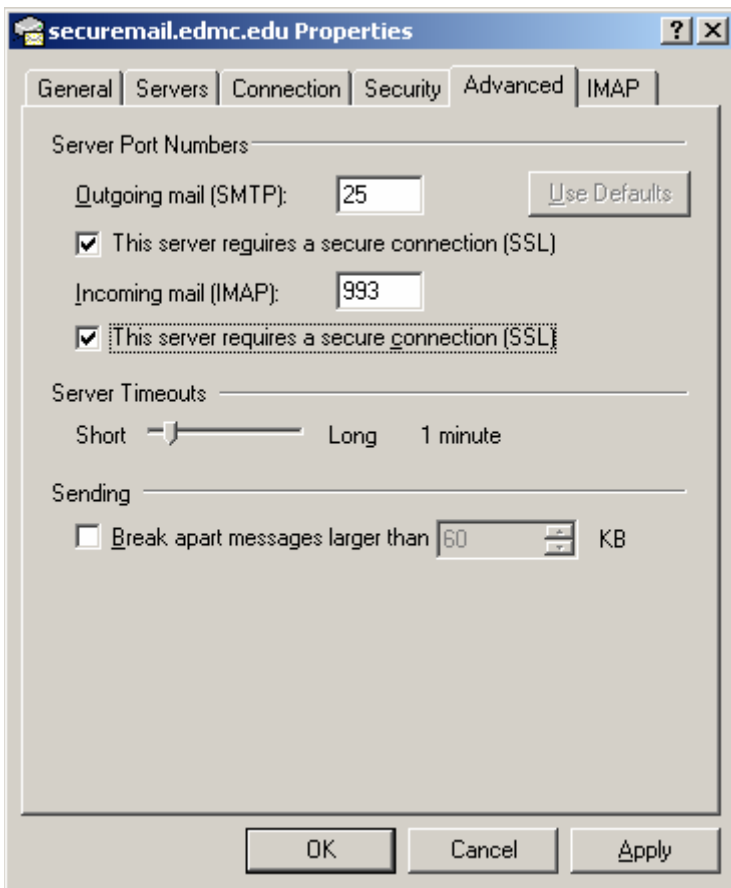
Incoming Mail Server: "Account name:" contains "johgonzalez". "Password:" contains ten dots. There is a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication".

Outgoing Mail Server: A checked checkbox is labeled "My server requires authentication". To its right is a "Settings..." button.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Click the Advanced tab at the top. Now click the check boxes, “This server requires a secure connection (SSL)”, for both Outgoing mail (SMTP) and Incoming mail (IMAP). Then click “OK” to close this window.

*Note that the port number for Incoming mail (IMAP) will change from the default “143” to “993”. The Outgoing mail (SMTP) port will not change. The correct port settings are shown below.



Click the “Close” button to complete this setup.

