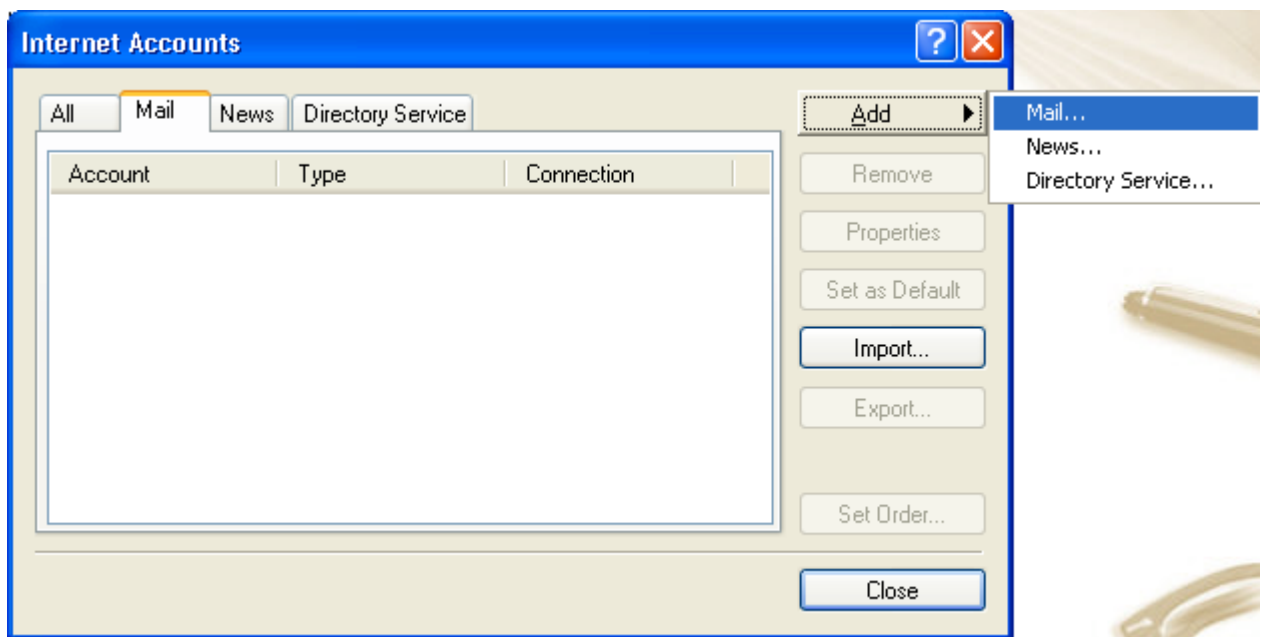


Setting up WebMail for Microsoft Outlook Express

Windows 2000/XP

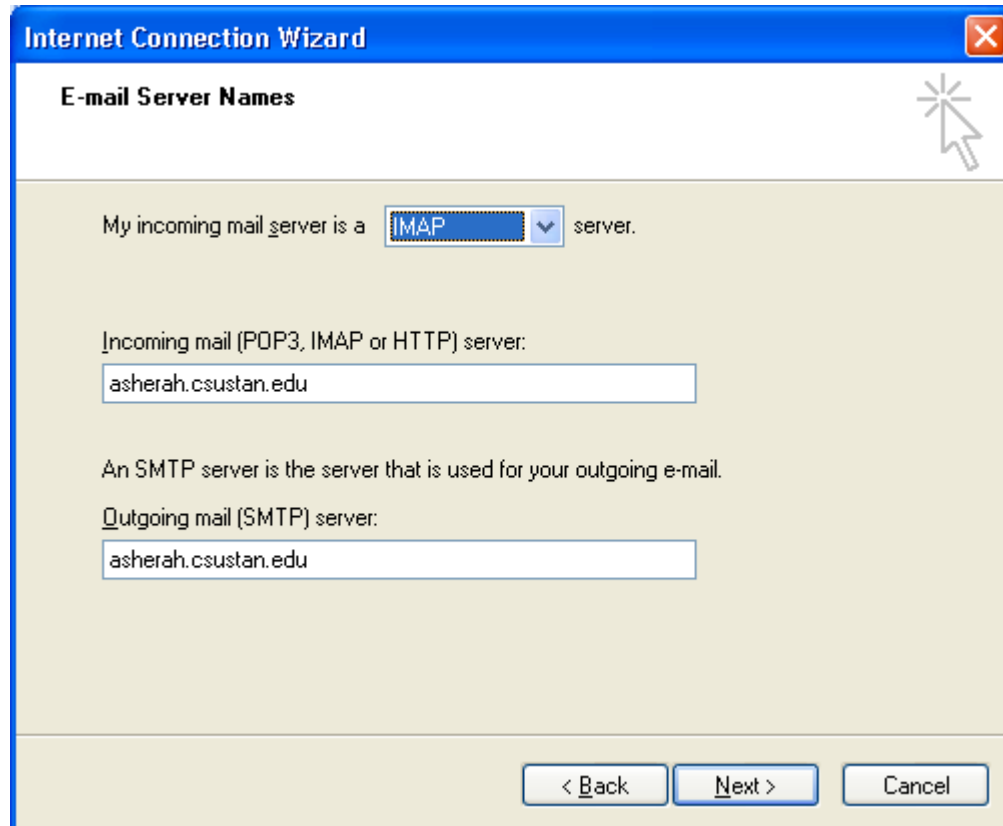
1. Start your Microsoft Outlook Express program.
2. Left click the Tools menu and click on Accounts.
3. In the Accounts window click the Mail tab located at the top of the window.
4. Click the Add button on the right and select Mail.



5. Enter your name into the field. This is how your name will appear to others when you send them an email. Click Next.
6. Enter your @csustan.edu email address and click Next.

7. Select from the drop down menu that your incoming mail server is a IMAP server. Then enter in the following information and then click Next:
 - a. Incoming mail server: asherah.csustan.edu
 - b. Outgoing mail server: asherah.csustan.edu

NOTE: If you are setting this up off campus you will need to use your ISP's (Internet Service Provider) outgoing server information and settings.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main title of the dialog is "E-mail Server Names". The text inside the dialog reads: "My incoming mail server is a server." Below this, there is a label "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text input field containing "asherah.csustan.edu". Further down, there is a label "An SMTP server is the server that is used for your outgoing e-mail." followed by a label "Outgoing mail (SMTP) server:" and another text input field containing "asherah.csustan.edu". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

8. Your account name should appear in the field, if it does not enter your login name.

e.g. jamesk@csustan.edu has a login name of just jamesk. The login EXCLUDES the @csustan.edu.

You may enter your password if you do not want outlook to ask for your password every time you start up outlook express.

Click Next, and then click Finish to complete the setup. Then click Close to exit the accounts window.

9. Outlook express will ask if you would like to download the folders from the server. Select yes to view the folders available and then Click OK.

10. Your email is delivered to the Inbox located under asherah.csustan.edu.

NOTES: With this setup email is kept on our server. This ensures that in the event you login to this account through the web access your mail is available for you to read. When using outlook to send mail, your sent items are stored in the Sent Items box listed under your Local Folders. These messages are on your computer and not on our server.

When deleting messages from your inbox, outlook will put a line through the emails you wish to delete. The messages will not be deleted from the server until you command outlook to purge deleted messages. This permanently deletes all messages marked for deletion. To purge the messages marked for deletion, click the edit menu and click on Purge Deleted Messages.

For more information and an FAQ on the webmail system visit
<http://www.csustan.edu/oit/aits/KBTMain.htm>