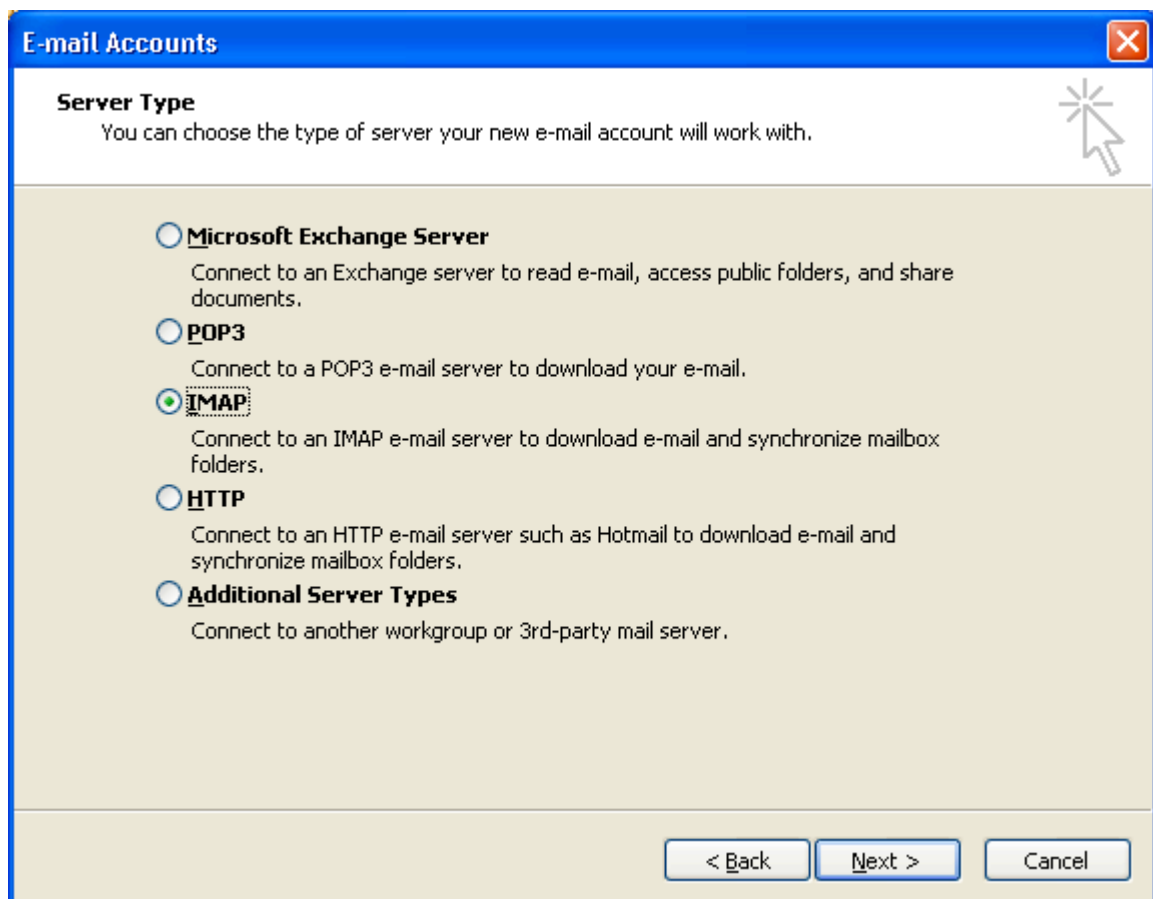
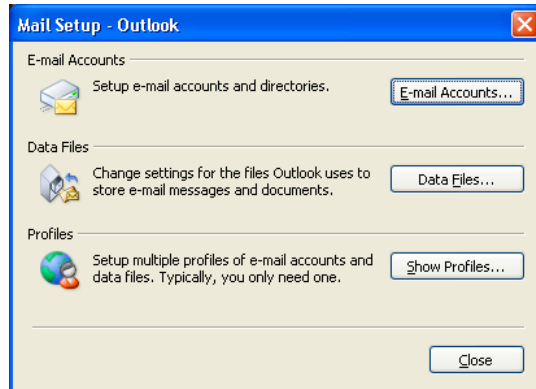


Setting up WebMail for Microsoft Outlook 2003

Windows 2000/XP

1. Left click the Start menu at the bottom left hand side of the screen.
2. a. For Windows XP users: Left click Control Panels
b. For Windows 2000 users: Left click on Settings and then left click Control Panels
3. Double click the Mail control panel.
4. Left click the Email Accounts button.
5. Select to Add a new e-mail account from the dialog box and click next.
6. Select IMAP from the Server Type options and click Next



7. Enter in the following information:

- a. Your Name: (How you would like your name to appear in outgoing mail)
- b. E-Mail Address: (your username)@csustan.edu
- c. Incoming Mail Server: asherah.csustan.edu
- d. Outgoing Mail Server:
 - i. If you check mail from on campus set for asherah.csustan.edu
 - ii. If you check mail from off campus you will need to set this to the out going mail server used by your internet service provider.
- e. User Name: Your username
- f. Password: Your password (optional)

Now click next and finally click Finish to setup your account

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (IMAP)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right area. The dialog is divided into three sections: "User Information", "Server Information", and "Logon Information".

User Information		Server Information	
Your Name:	James K	Incoming mail server (IMAP):	asherah.csustan.edu
E-mail Address:	jamesk@csustan.edu	Outgoing mail server (SMTP):	see step #7d

Logon Information

User Name: jamesk
Password: *****
 Remember password

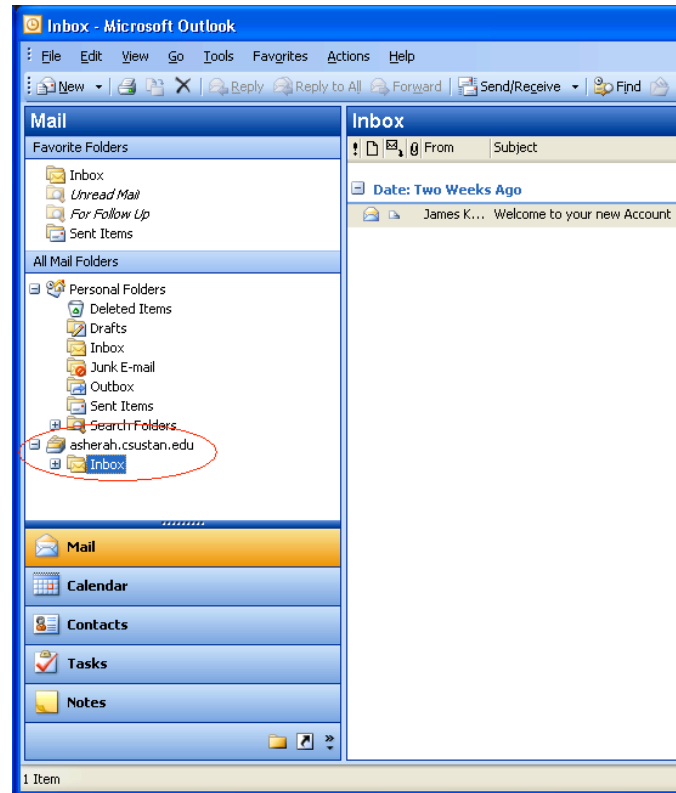
Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

8. Now start up your Microsoft Outlook program to check your mail. Your mail will not be delivered to the Inbox listed under the Personal Folders. Your email will be located under asherah.csustan.edu on the Folder List. By clicking the little box to the left of asherah.csustan.edu you can expand the folder to view your inbox.

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 Personal 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.

If you wish to view the sent items folder or any other folders that you have on the webmail client follow these steps:

1. Right click asherah.csustan.edu
2. Left click IMAP Folders
3. Left click the Query button
4. Click and highlight the folder you wish to view
5. Click the subscribe button
 - i. Follow steps 4 and 5 if you wish to subscribe to more folders.
6. Click the OK button to confirm your selection
7. The folders will appear under asherah.csustan.edu. You may need to expand the folders by clicking the little box to the left of the folder names.

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