## Setting up WebMail for Microsoft Outlook 2003

## Windows 2000/XP

Mail Setup - Outlook

Setup e-mail accounts and directories

Change settings for the files Outlook uses to store e-mail messages and documents.

Setup multiple profiles of e-mail accounts and

data files. Typically, you only need one.

E-mail Accounts...

Data <u>F</u>iles..

Show Profiles.

⊆lose

E-mail Accounts

Data Files

Profiles

- 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.



6. Select IMAP from the Server Type options and click Next

E-mail Accounts	
<b>Server Type</b> You can choose the type of server your new e-mail account will work with.	× K
O <u>M</u> icrosoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
<u> </u>	
Connect to a POP3 e-mail server to download your e-mail.	
folders.	
<u>Он</u> ттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O <u>A</u> dditional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< <u>Back</u> Next >	Cancel

- 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

E-mail Accounts	3			
Internet E-mail Settings (IMAP) Each of these settings are required to get your e-mail account working.				
User Informati	ion	Server Information		
<u>Y</u> our Name:	James K	Incoming mail server (IMAP):	asherah.csustan.edu	
<u>E</u> -mail Address:	jamesk@csustan.edu	Outgoing mail server (SMTP):	see step #7d	
Logon Information				
<u>U</u> ser Name:	jamesk			
Password:	***			
	Remember password			
Log on using Secure Password Authentication (SPA)			More Settings	]
		< <u>B</u> ack	Next > Car	ncel

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 ashera.csustan.edu on the Folder List. By clicking the little box to the left 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.

🕘 Inbox - Microsoft Outlook				
: <u>File E</u> dit <u>V</u> iew <u>G</u> o <u>T</u> ools Fav <u>o</u> rites <u>A</u> o	tions <u>H</u> elp			
🖸 New 🔸 🎒 🎦 🗙   🙈 Reply 🖓 Reply to All 🙈 Forward   🚰 Send/Receive 🔹   🏠 Find 🖄				
Mail	Inbox			
Favorite Folders	t D ⊠, g From Subject			
Inbox <i>Unread Mail</i> <i>For Follow Up</i> Sent Items	Date: Two Weeks Ago     Date: Two Weeks Ago     James K Welcome to your new Account			
All Mail Folders				
<ul> <li>Personal Folders         <ul> <li>Deleted Items</li> <li>Drofts</li> <li>Inbox</li> <li>Junk E-mail</li> <li>Outbox</li> <li>Sent Items</li> <li>Sent Items</li> <li>asherah.csustan.edu</li> <li>Inbox</li> </ul> </li> </ul>				
📄 Mail				
Calendar				
See Contacts				
🔮 Tasks				
<b>Notes</b>				
🎽 🛽 🗎				
1 Item				

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