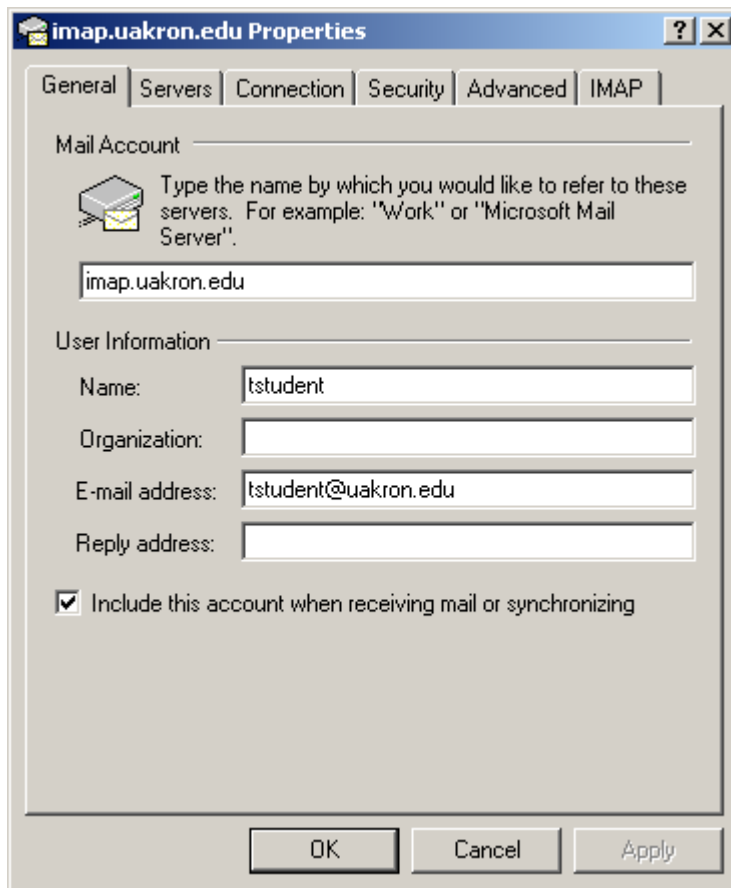


Configure Outlook Express to use IMAP Student Settings

NOTE: Those students who have their UANet mail forwarded to another account do NOT need to make any changes to their mail setup.

1. From within Outlook Express select, **Tools – Accounts – Mail – Add** (use **Properties** instead of **Add** if you already have a mail server specified).
2. Select the **General** tab and set the following options:
 - Mail Account = **imap.uakron.edu**
 - Name = Your uanet id
 - E-mail address = your e-mail address



The screenshot shows the 'imap.uakron.edu Properties' dialog box with the following settings:

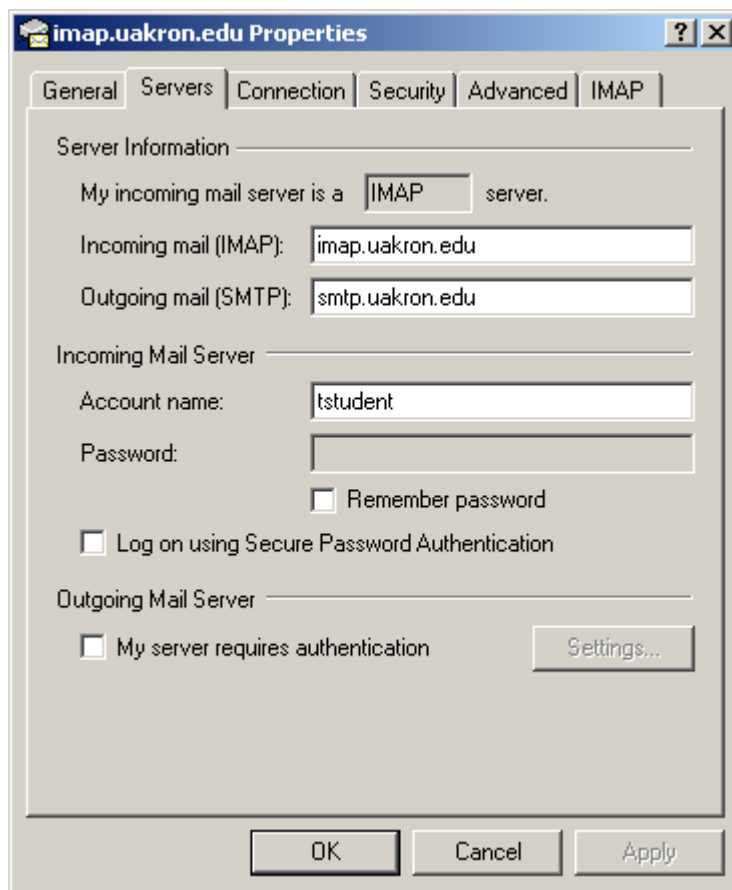
- Mail Account:** imap.uakron.edu
- User Information:**
 - Name: tstudent
 - Organization: (empty)
 - E-mail address: tstudent@uakron.edu
 - Reply address: (empty)
- Include this account when receiving mail or synchronizing

Buttons at the bottom: OK, Cancel, Apply

3. Select the **Servers** tab and set the following options:
 - Incoming Mail = **imap.uakron.edu**
 - Outgoing Mail = **smtp.uakron.edu**
 - Account Name = your uanet ID

NOTE: For those clients dialing in via the University of Akron modem lines, change the outgoing mail (SMTP) server name to **smtp.uakron.edu**.

Those clients using AOL, RoadRunner, MSN or some other outside ISP should NOT change the outgoing server name – this must be the server address provided by the ISP.



4. Click the OK button. You are now configured to use the new IMAP server.