



**Receiving Email with Microsoft Outlook 2003  
Using IMAP**

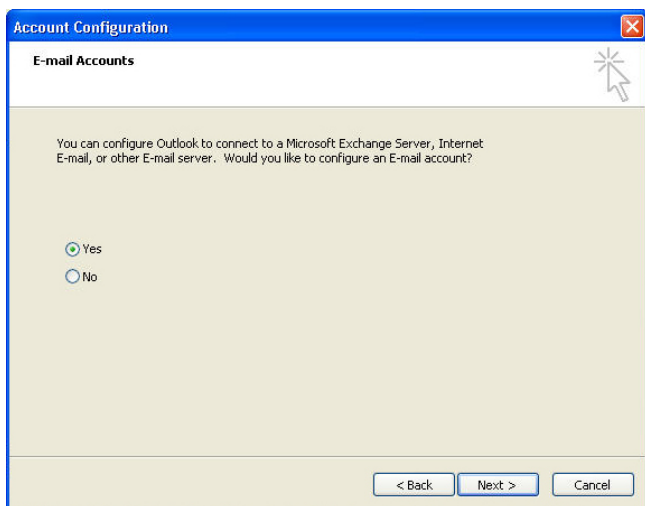
The beginning of this tutorial will show you how to create an email account to initially set up Outlook 2003. For how to create a new email account after Outlook 2003 has already been set up, please see the third page.

### How to Create an Email Account During Intial Outlook 2003 Setup Process

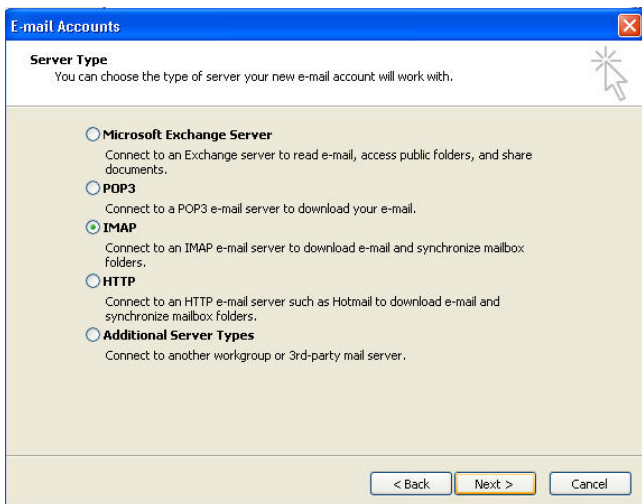
1. Click the “Next” button to begin Outlook 2003 setup.



2. Select “Yes” to answer question about configuring an E-mail account and click “Next.”



3. Select “IMAP” for server type and click “Next” button.



4. Enter your E-mail settings and click “More Settings” button.

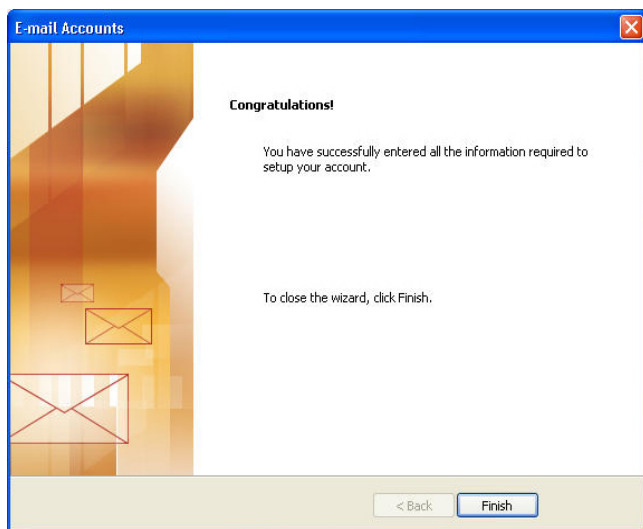
- A. Enter your name in the box next to “Your Name:”
- B. Enter your Email address in the entry box next to “E-mail Address:”
- C. Enter webmail.merit.edu for Incoming mail server
- D. Enter magus.merit.edu for Outgoing mail server
- E. Under Logon information, enter your user name and password in the appropriate entry boxes.
- F. Click the “More Settings” button to complete the advanced server settings.

5. Select the “Outgoing Server” tab. Click the box next to the “My outgoing server (SMTP) requires authentication.” Also, select “Use same settings as my incoming mail server.” Next, click the “Advanced” tab to edit server port information.

6. Enter the Server Port numbers and check the boxes next to “This server requires an encrypted connection (SSL).” Then click the “OK” button.

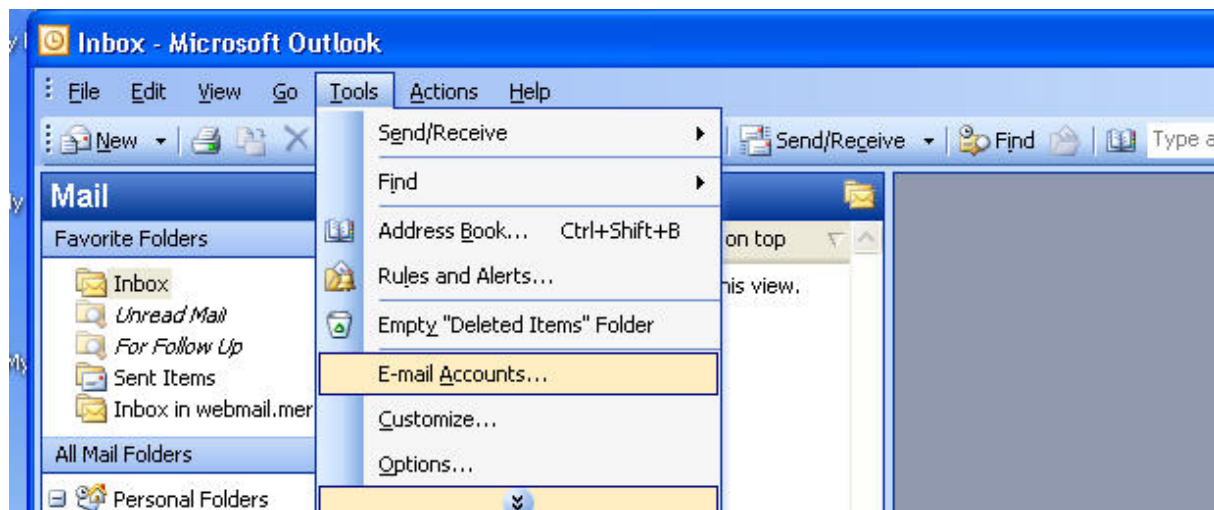
- A. Enter port 993 for Incoming Server.
- B. Enter port 25 for Outgoing Server.

7. Click the “Finish” button. Your email account should now be set up. You can access your email by selecting your inbox in the “Mail” pane. You may be asked to type your password to log into the mail server before you can download your email.

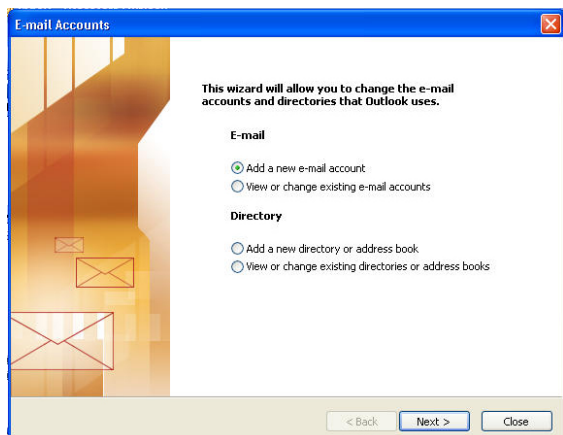


### How to Create a New Email Account after Outlook 2003 Has Been Set Up

1. Select the “Tools” menu and scroll down to “Email Accounts.”



2. Select “Add a new e-mail account” and click the “Next” button.



3. Enter your E-mail settings and click “More Settings” button.

A. Enter your name in the box next to “Your Name:”

B. Enter your Email address in the entry box next to “E-mail Address:”

C. Enter webmail.merit.edu for Incoming mail server

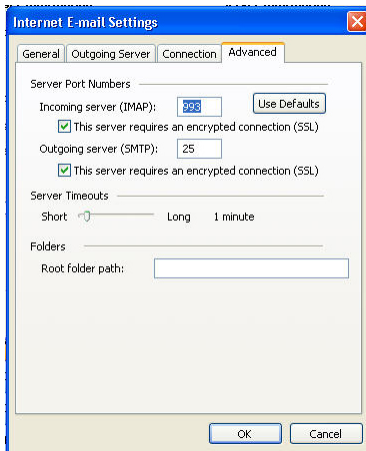
D. Enter magus.merit.edu for Outgoing mail server

E. Under Logon information, enter your user name and password in the appropriate entry boxes.

F. Click the “More Settings” button to complete the advanced server settings.

4. Select the “Outgoing Server” tab. Click the box next to the “My outgoing server (SMTP) requires authentication.” Also, select “Use same settings as my incoming mail server.” Next, click the “Advanced” tab to edit server port information.

6. Enter the Server Port numbers and check the boxes next to “This server requires an encrypted connection (SSL).” Then click the “OK” button.



A. Enter port 993 for Incoming Server.

B. Enter port 25 for Outgoing Server.

7. Click the “Finish” button. Your email account should now be set up. You can access your email by selecting your inbox in the “Mail” pane. You may be asked to type your password to log into the mail server before you can download your email.

