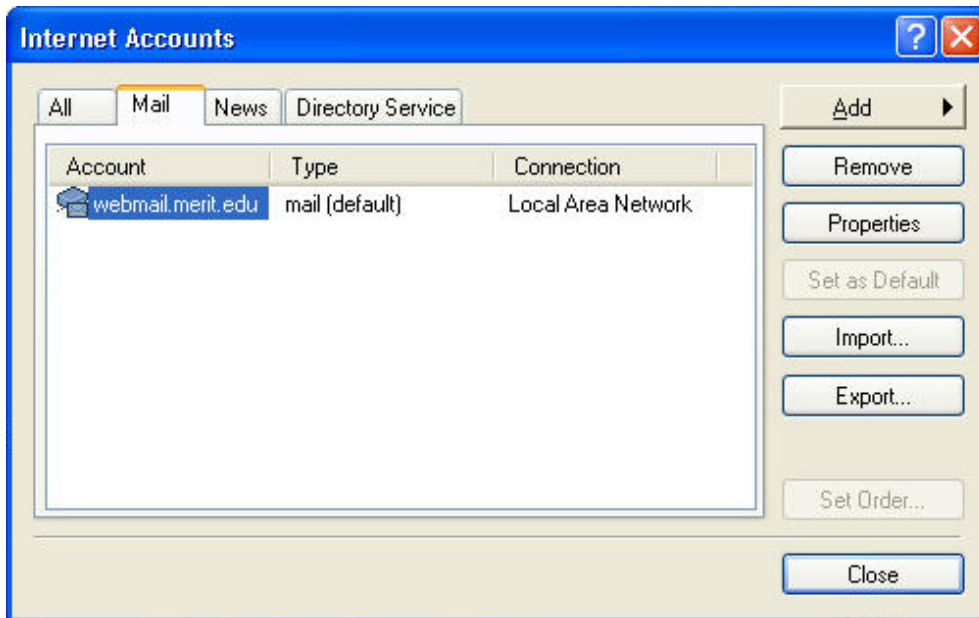


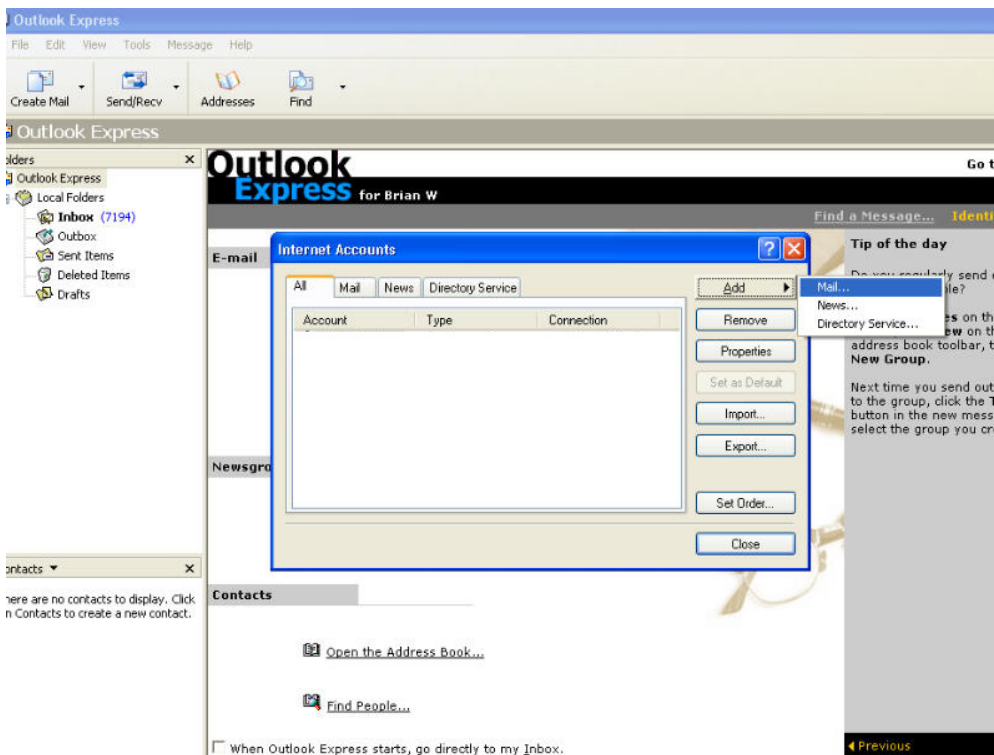


**Receiving Email with Outlook Express  
Using IMAP**

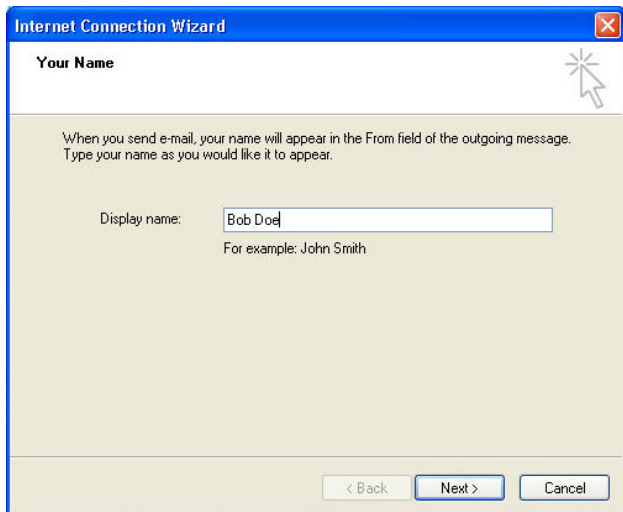
1. Open Outlook Express. Select “Accounts” in the Tools menu.



2. Click the Add button and select “Mail” from the menu.

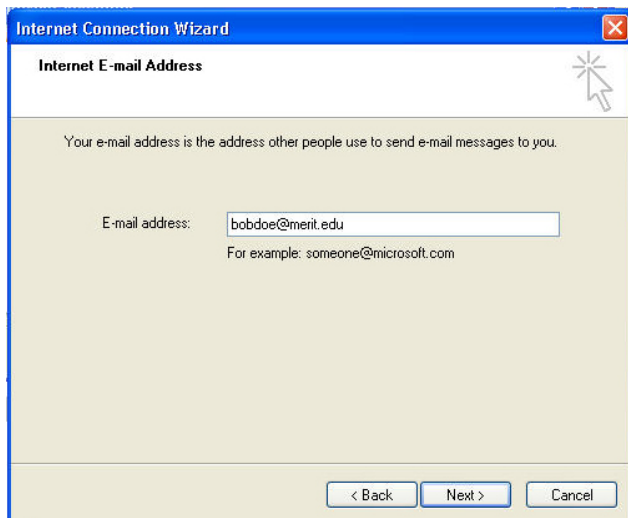


3. Type in the name you want to appear in the “From” field of your outgoing mail and click “Next.”



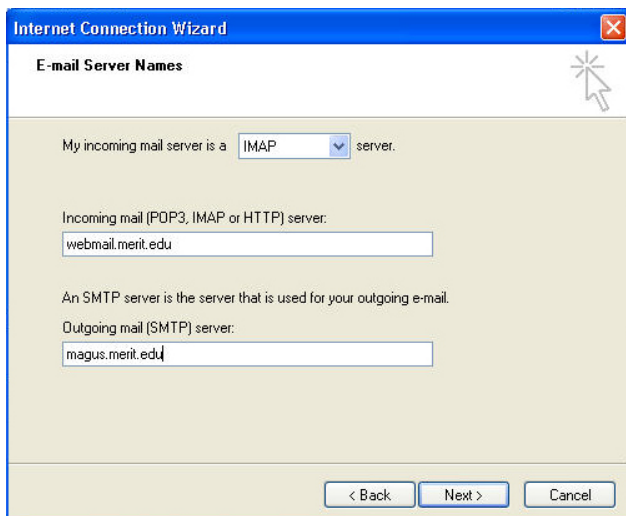
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads: 'Your Name'. A mouse cursor is pointing at a help icon. The main text says: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing 'Bob Doe'. Below it, an example is given: 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Type your email address in the entry box and click “Next.”



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads: 'Internet E-mail Address'. A mouse cursor is pointing at a help icon. The main text says: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing 'bobdoe@merit.edu'. Below it, an example is given: 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select the type of incoming email server and type in the server addresses.



The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. Below the title bar, the text reads: 'E-mail Server Names'. A mouse cursor is pointing at a help icon. The main text says: 'My incoming mail server is a IMAP server.' There is a dropdown menu showing 'IMAP'. Below it, the text says: 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text input field containing 'webmail.merit.edu'. Below that, the text says: 'An SMTP server is the server that is used for your outgoing e-mail.' followed by 'Outgoing mail (SMTP) server:' and a text input field containing 'magus.merit.edu'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

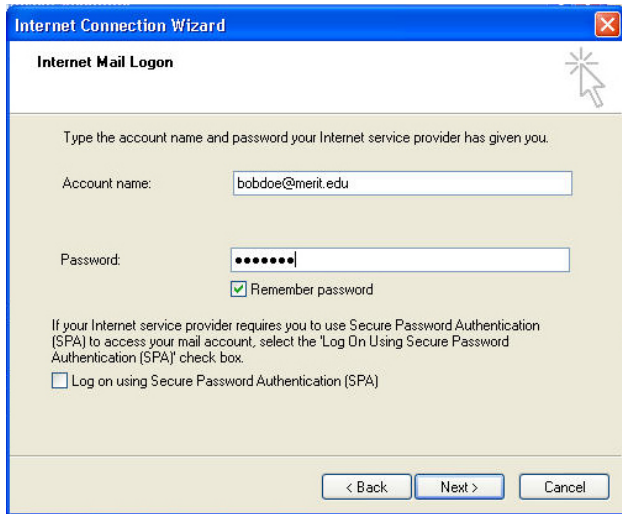
A. Select IMAP from the menu

B. Type webmail.merit.edu as the incoming mail server.

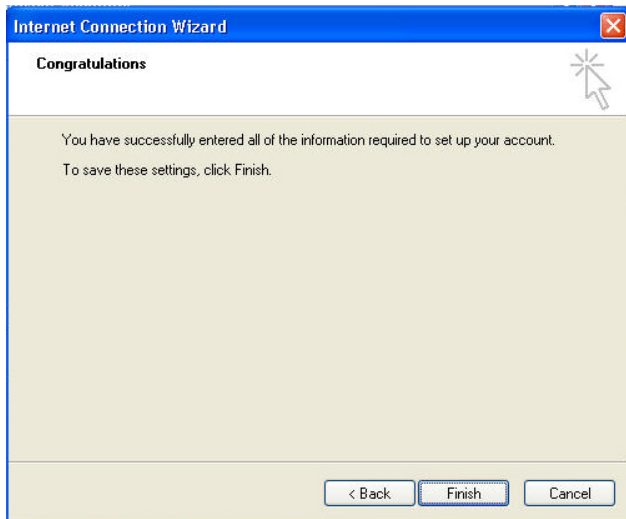
C. Type magus.merit.edu as the outgoing mail server.

D. Click the “Next” button.

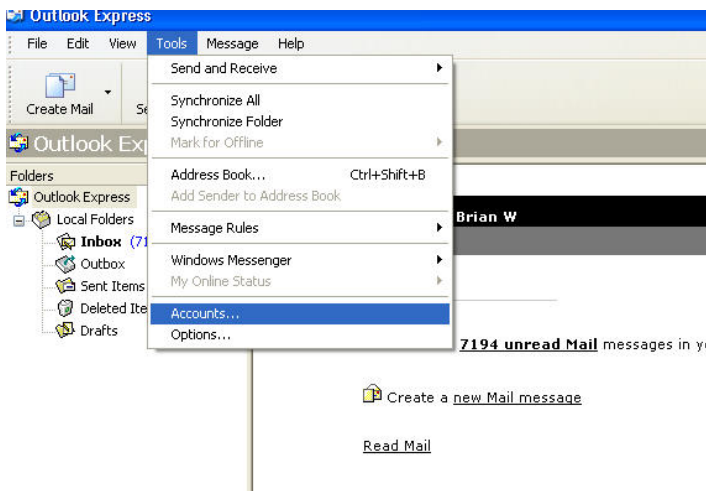
6. Type in your email account and your password. Click the “Next” button.



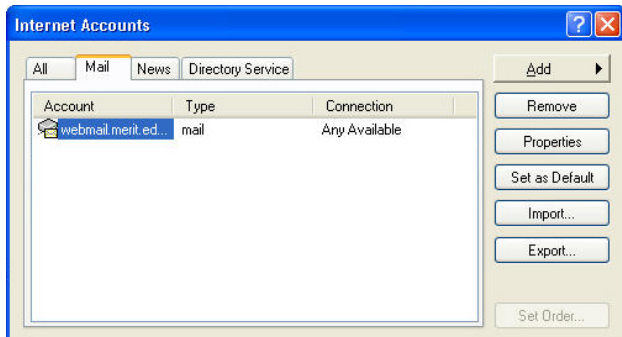
7. Click the “Finish” button.



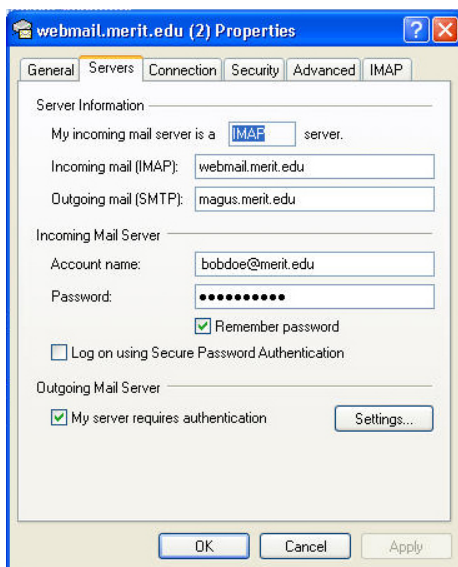
8. You will need to do a few more steps before you can receive your email. Click the “Accounts” item in the Tools menu.



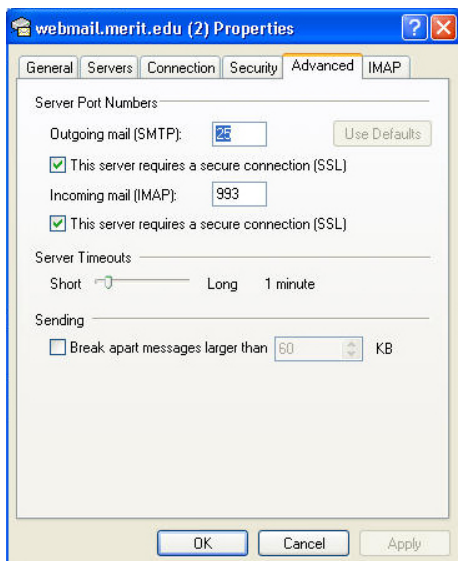
9. Click the mail tab and select your email account. Click the “Properties” button to open Properties menu.



10. Click the “Servers” tab and view your email server settings. You will need to check the box next to “My server requires authentication.”



11. Click the “Advanced” tab. Type in the port numbers for the email servers and click “OK.”



A. The port number for the Outgoing Mail should be set to “25”

B. The port for the Incoming Mail should be set to “993.”

C. Click “OK.”

D. Your email should now be all set. Click the “Send/Receive” button to check your email.