

CONFIGURING OUTLOOK EXPRESS TO SEND AND RECEIVE UNCP EMAIL


NOTES:

- Microsoft Outlook requires Internet Explorer. Outlook Express does not.
- Outlook is more susceptible to viruses than other email programs.

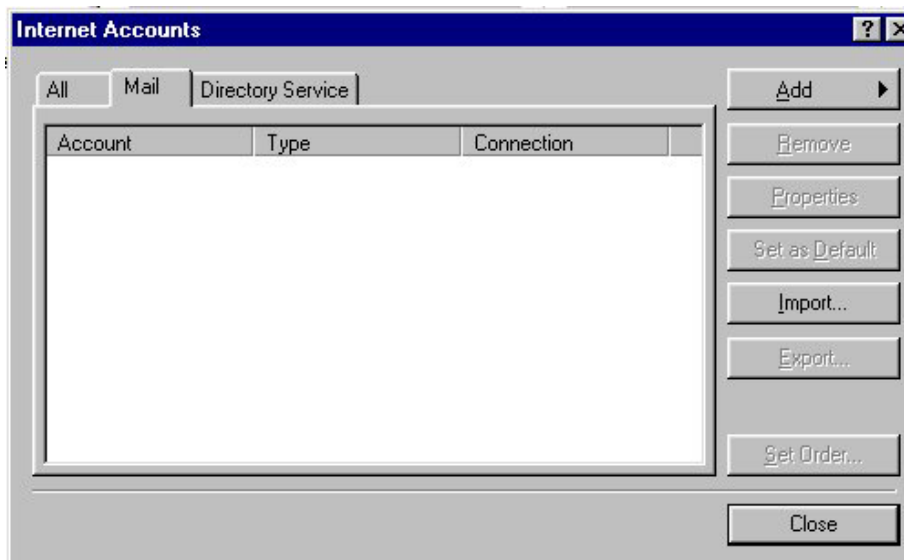


Outlook Express

1. Open Outlook Express by double clicking the **Outlook Express** icon on your desktop. Or, click

the **Start**  button and select **Programs, Outlook Express**.

2. From the menu, select **Tools, Accounts**. The **Accounts** box opens.



3. Click on the **Mail** tab. Click the **Add** button to the right and select **Mail**.



4. Follow the steps that will guide you through the **Internet Connection Wizard**. Enter full name then click Next and enter email address and click Next.

5. At this point you should be at a dialog box that appears as below. If your email address is your name @uncp.edu (john.doe@uncp.edu) proceed with step **5A**. If your email address is @nat, @sassette, or @farmer (doe@nat.uncp.edu) proceed with step **5B**.

5A. Select **IMAP** for the Incoming mail server. At the Incoming mail server box type **email.uncp.edu** In the Outgoing Mail(SMTP) If you are connected to the **UNCP campus network**, via ResNet or your campus office, enter **smtp.uncp.edu** and click Next. If you are not then you will need to contact your ISP (Internet Service Provider) to get the information needed for the outgoing (SMTP) server.

The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main area contains the following elements:

- A label: "My incoming mail server is a" followed by a dropdown menu with "IMAP" selected, and the word "server." to the right.
- A text input field labeled "Incoming mail (POP3 or IMAP) server:" containing the text "email.uncp.edu".
- A label: "An SMTP server is the server that is used for your outgoing e-mail."
- A text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.uncp.edu".
- At the bottom, three buttons: "< Back", "Next >", and "Cancel".

5B. Select **POP3** as the incoming mail server. At the incoming mail server box type the server you are on Example: (nat.uncp.edu). In the Outgoing Mail(SMTP) If you are connected to the **UNCP campus network**, via ResNet or your campus office, enter **smtp.uncp.edu** and click Next. . If you are not then you will need to contact your ISP (Internet Service Provider) to get the information needed for the outgoing (SMTP) server.

The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main content area is light gray and contains the following elements:

- A label "My incoming mail server is a" followed by a dropdown menu currently showing "POP3" and a "server." label.
- A text input field labeled "Incoming mail (POP3 or IMAP) server:" containing the text "nat.uncp.edu".
- A label "An SMTP server is the server that is used for your outgoing e-mail."
- A text input field labeled "Outgoing mail (SMTP) server:" containing the text "smtp.uncp.edu".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

6. Enter your username and uncheck the remember password box so that you will be prompted to enter your password when checking email. Be aware that if you check the Remember password box anyone who has access to this computer will be able to read your email.

The screenshot shows a dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "morgan" entered, and "Password:" which is empty. A checkbox labeled "Remember password" is present and is unchecked. Below the input fields, there is a paragraph of text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." At the bottom, there is another checkbox labeled "Log on using Secure Password Authentication (SPA)" which is also unchecked.

7. Click Next and select **Connect using my local area network LAN**. If you are connecting using an ISP (Internet Service Provider), select Connect using my phone line. If you connect to the Internet via the campus network and an ISP and want to be able to choose your connection option each time you check your email, select I connect manually

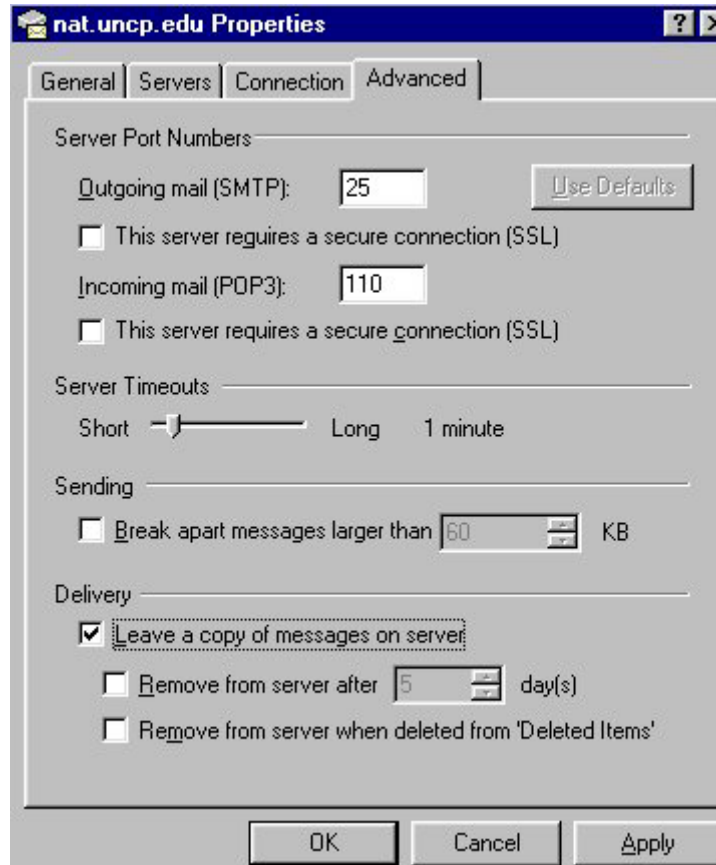
Which method do you want to use to connect to the Internet?

- Connect using my phone line
- Connect using my local area network (LAN)
- I will establish my Internet connection manually

The screenshot shows the bottom portion of the dialog box, featuring three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a dark border, indicating it is the active or selected option.

8. Click Next and Finish

9. Your Account should appear in the Internet Accounts box.
10. If you are using a **POP3** server and would like for your messages to stay on the server to enable you to check your email from another machine you will need to follow the steps below.
11. At the Internet Accounts box select the account you just created and click **Properties**. At the Properties box select the **Advanced Tab**. Put a check in the box Leave a copy of messages on the server.



12. Click **Ok**.
13. To use the settings, close and reopen Outlook 2000. To close Outlook 2000, from the menu, select **File, Exit** or **File, Exit and Log off**.
14. To adjust or change the settings at a later time, from the Outlook 2000 menu, select **Tools, Accounts**. When the **Internet Account** box opens, select the desired profile. Click **Properties**. Make your changes.

WEB SITES OF INTEREST

Faculty and Staff Computing Services

www.uncp.edu/ucis/facultyandstaff

Online Guides

www.uncp.edu/ucis/guide

Student Computing Services

www.uncp.edu/ucis/students

Webmail

webmail.uncp.edu

ADDITIONAL HELP

Students contact

Kelvin Townsend, Library Computer Lab Coordinator

- Phone: (910) 521-6765
- Email: kelvin.townsend@uncp.edu
- Hours: Monday through Thursday 2:30 pm - 11:30 pm
Sunday 2:30 pm - 10:30 pm
- Office Location: Across from computer lab in library

Faculty and Staff contact

UCIS Help Desk

- Phone: (910) 521-6260
- Email: helpdesk@uncp.edu
- Internet: www.uncp.edu/ucis/