



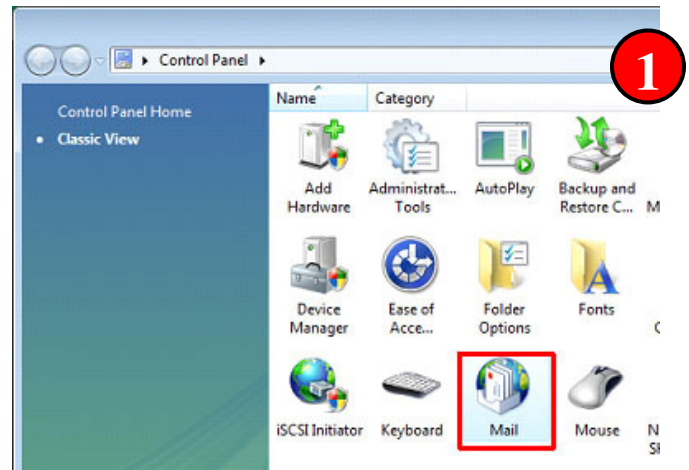
INFORMATION TECHNOLOGY SERVICES

Help Document Series: Creating a profile in Outlook 2007 using IMAP

This document will take you through setting up a profile on Microsoft Outlook 2007 using the IMAP protocol. By using this type of profile your e-mail messages will remain on the Clark server, which means that you will be able to access them from any computer. You will need Windows XP or Vista, Outlook 2007, and an active internet connection. These instructions are designed for people who were not already using Outlook 2007. If you are using Outlook 2007 to manage other email accounts, please see http://www.clarku.edu/offices/its/kb/cmail/Outlook2007_add_cMail.pdf.

Step 1

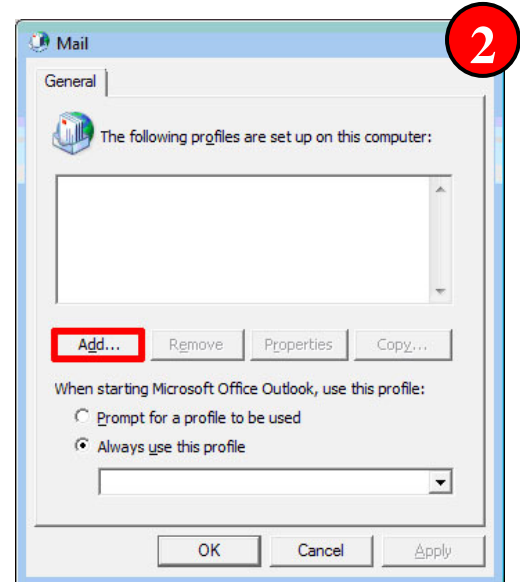
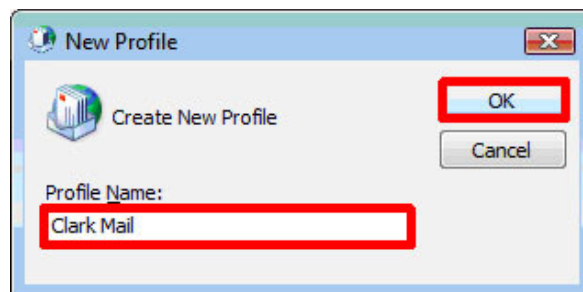
Go to the Start menu, select **Control Panel**, if you are not already in **Classic View** click **Classic View** and double-click the **Mail** icon.



Step 2

If you already use Outlook to manage other email accounts, you will not see this window, and should refer to instructions at <http://www.clarku.edu/its/.....>

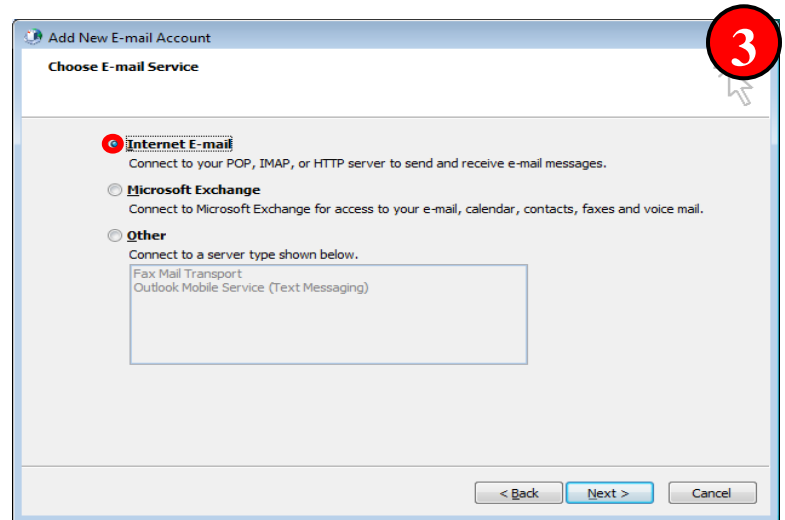
The first time you use Outlook 2007 you will need to **Add** a profile. In the window that appears, click the **Add** button, enter a name into the **Profile Name** text field (e.g. Clark Mail), and click the **OK** button. Next, skip to Step 5.



If you have any questions, or require further assistance, please contact the ITS Help Desk at 508-793-7704 or sos@clarku.edu.

Step 3

Select the radio button next to the **Internet E-Mail** option and click the **Next** button to continue.



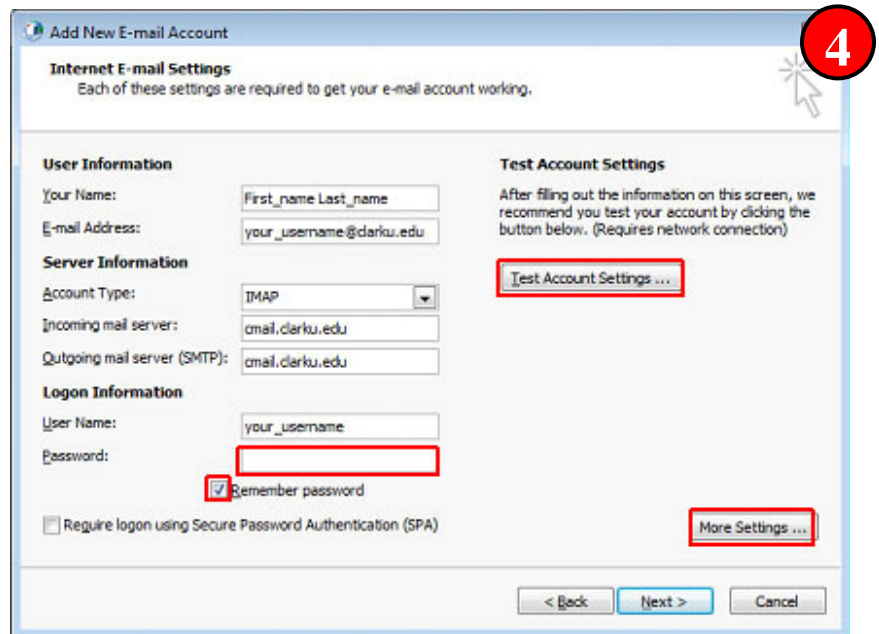
Step 4

First, type your full name into the **Your Name:** text field, and your full e-mail address into the **E-mail Address:** text field.

Both the **Incoming mail server (IMAP):** and **Outgoing mail server (SMTP):** should be filled in with "cmail.clarku.edu".

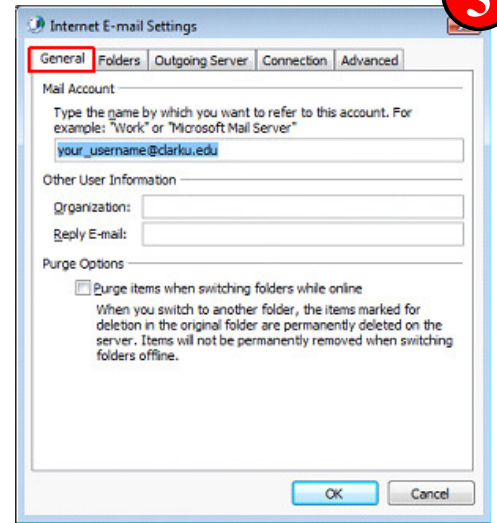
Next, the **User Name** text field will automatically use the information provided in the E-mail Address field. You can enter your password in the **Password** field and check **Remember password** or leave it blank and uncheck **Remember password**. If you choose the latter, you will be prompted to enter your password when you launch Outlook. Doing this adds a little more protection to your email.

Now, click the **More Settings** button to open a new window.



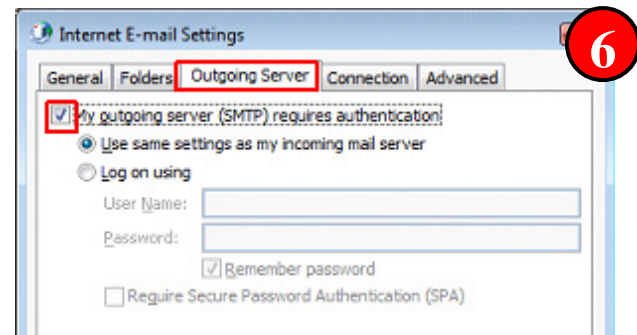
Step 5

Under the **General** tab the information you enter is optional. The first box pulls the information provided in the **Email Address** box from the settings window (see step 4). You can change this if you wish.



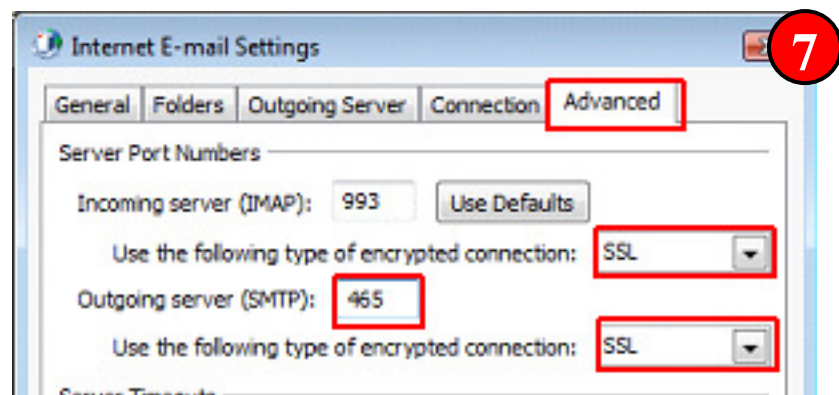
Step 6

Click the **Outgoing Server** tab, and then check the box next to **My outgoing server (SMTP) requires authentication**.



Step 7

While still in the **Internet E-mail Settings** window, click on the **Advanced** tab. Select **SSL** from the drop down menu next to **Use the following type of encrypted connection**. Make sure that the number next to **Incoming server (IMAP):** changed to "993", and change the number next to **Outgoing server (SMTP):** to "465". Click **OK** to close this window.

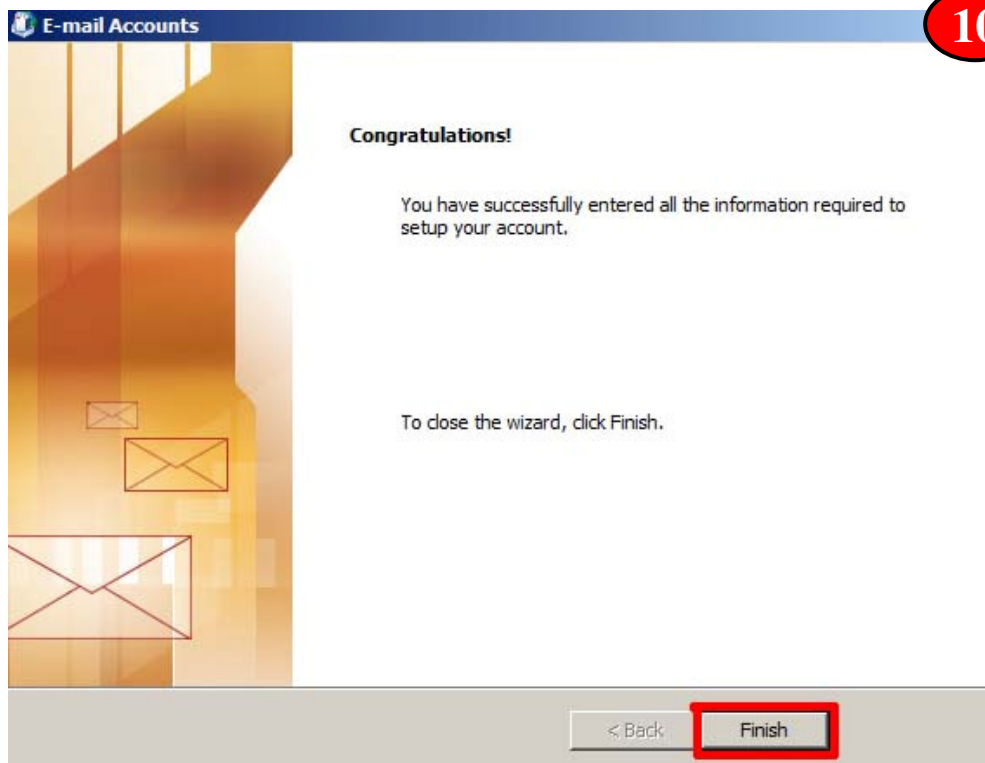


If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7704** or sos@clarku.edu

Step 10

Click **Test Account Settings...** button as seen in Step 4, to confirm that you've entered the information correctly.

Once you have successfully passed the test click **Next**, and then **Finish**.



If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7704** or sos@clarku.edu