

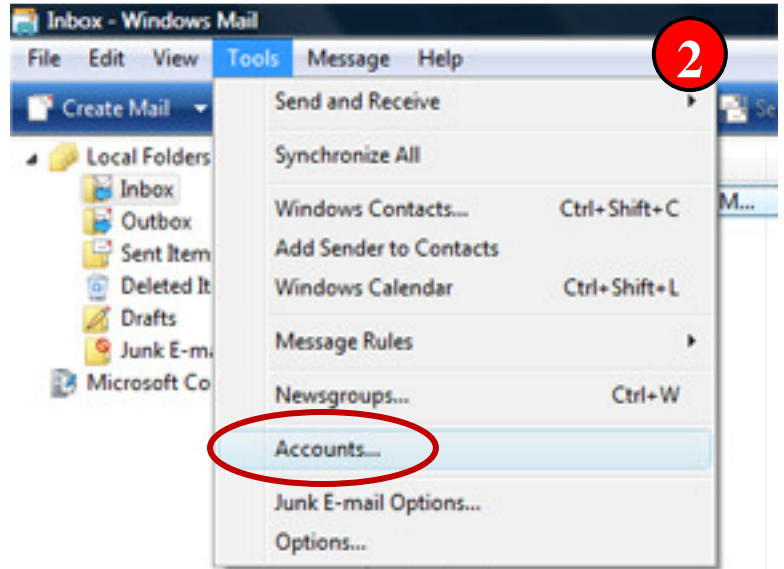


# INFORMATION TECHNOLOGY SERVICES

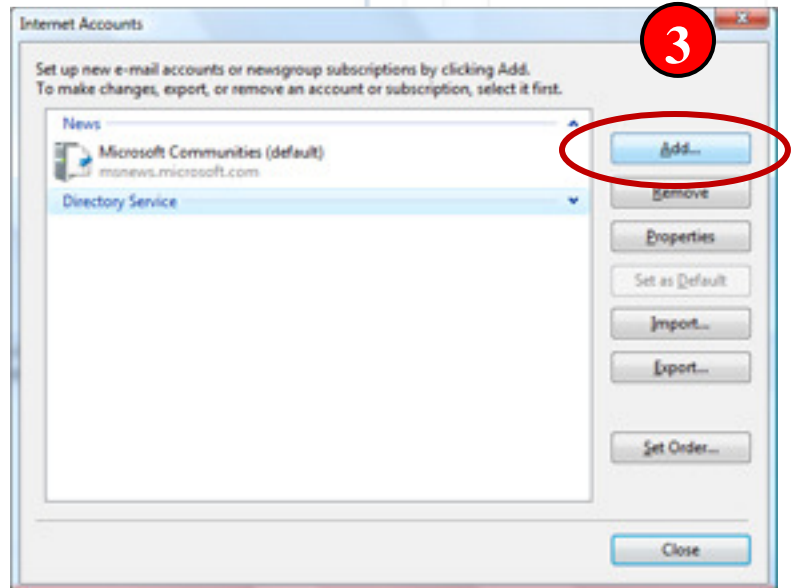
## Help Document Series: Connecting to your cMail account using IMAP or POP in *Windows Mail* on Vista

**Step 1:** From the Start Menu, open Windows Mail.

**Step 2:** Select “Accounts” from the Tools menu.

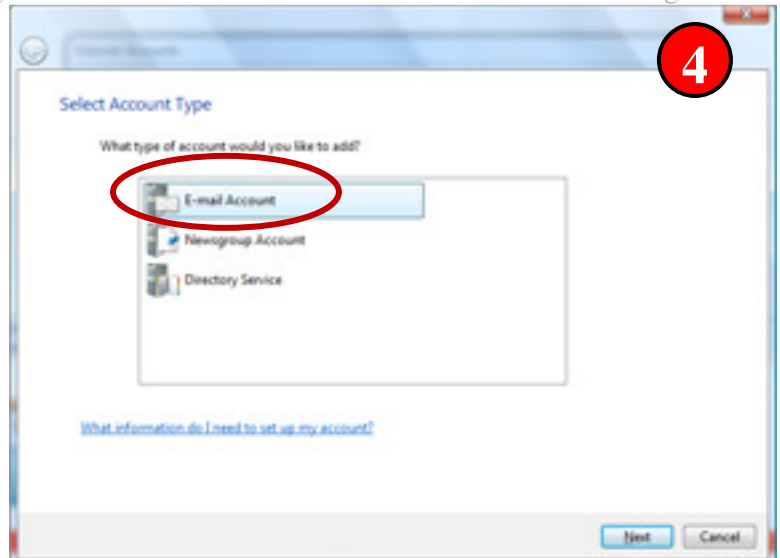


**Step 3:** Click “Add”

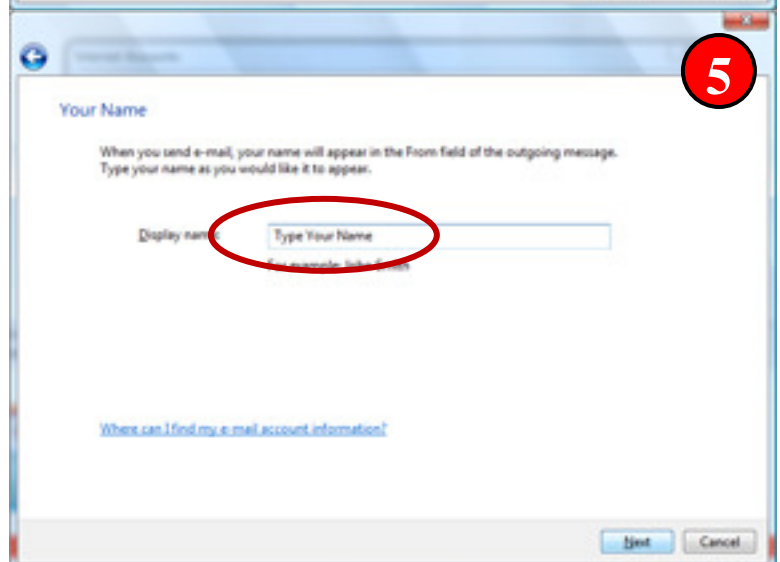


If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7704** or [sos@clarku.edu](mailto:sos@clarku.edu).

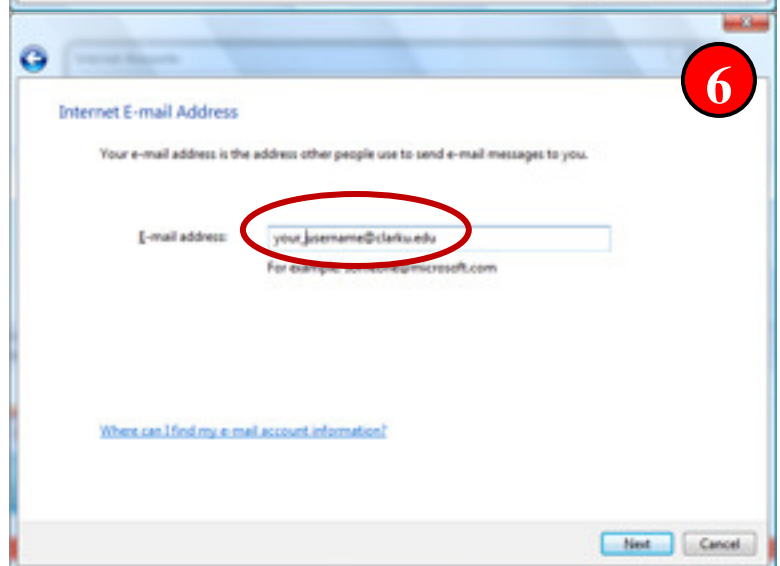
**Step 4: Select "E-mail Account"**



**Step 5: Type your first and last name**

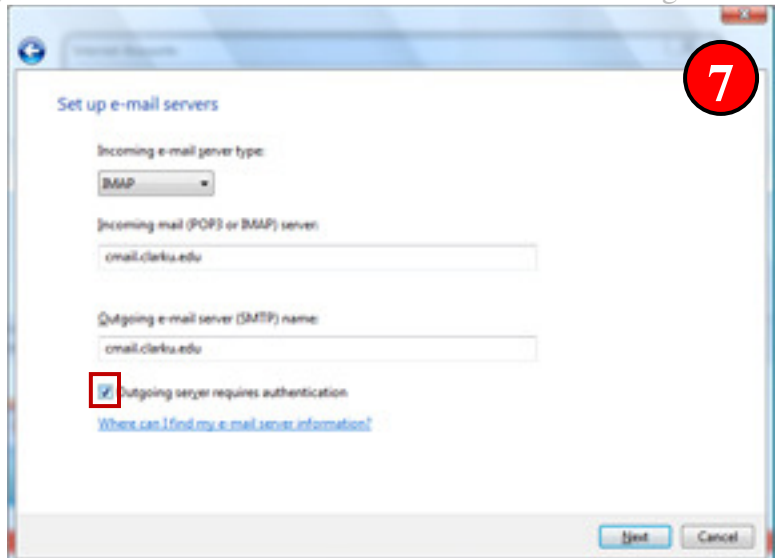


**Step 6: Type your email address**

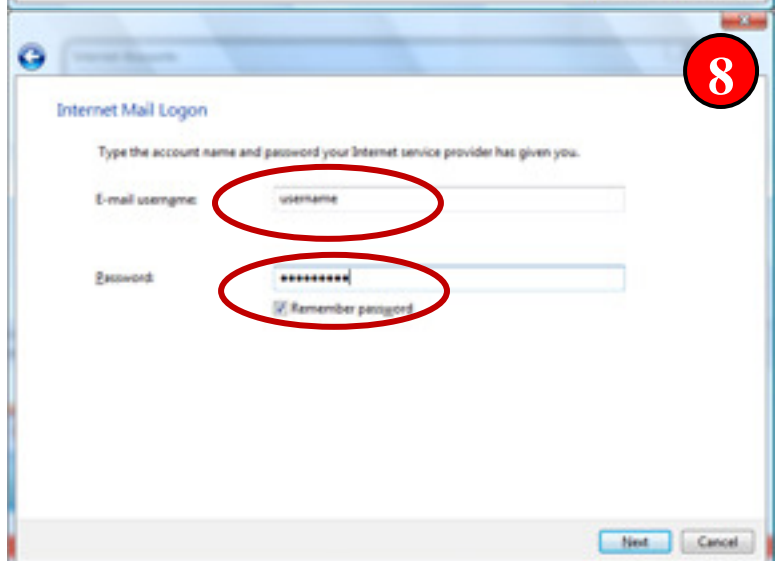


If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7704** or **sos@clarku.edu**.

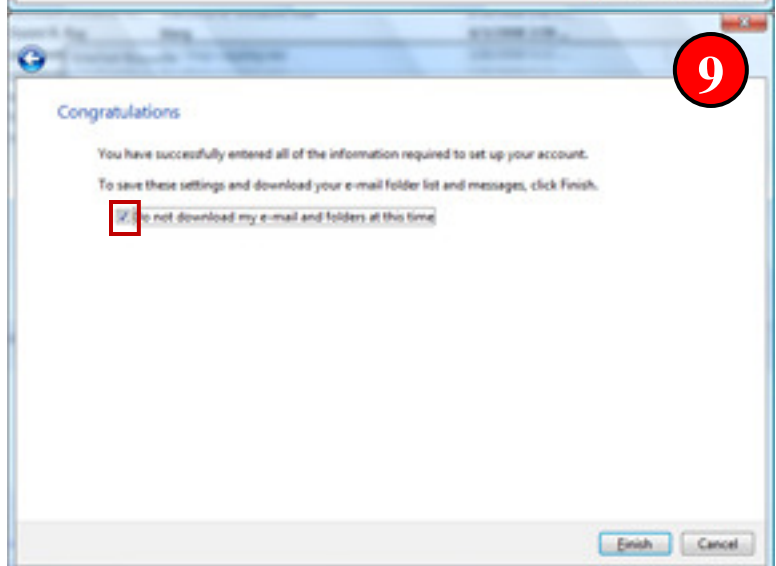
**Step 7:** Select “IMAP” or “POP3” for the Incoming email server type. Type **cmail.clarku.edu** for both the *incoming* and *outgoing* servers. Check the box for “Outgoing server requires authentication.”



**Step 8:** Type your email username and password.

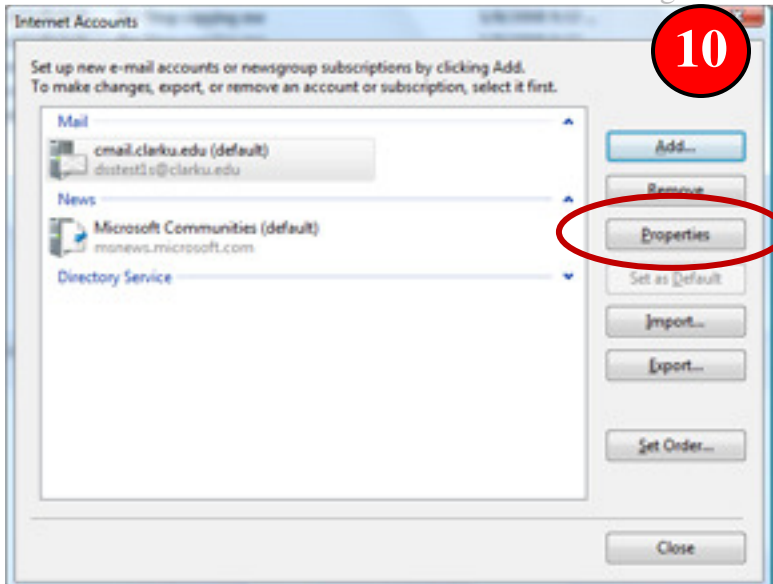


**Step 9:** If you authenticate successfully, you will get the “congratulations” screen. Check the box for “Do Not download my email and folders at this time.”



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

**Step 10:** Your newly created account will now appear in the “Internet Accounts” window. Click on it to select it, then click the “Properties” button



**Step 11:** Click the “Advanced” tab and change the settings as follows:

*Outgoing mail:*

**465** for both POP3 and IMAP accounts  
 Make sure the box is checked for “This server requires a secure connection (SSL)”

*Incoming Mail:*

**995** for POP3; **993** For IMAP  
 Make sure the box is checked for “This server requires a secure connection (SSL)”

Click OK.

