

IMAP for Microsoft Outlook Express

Setting up Outlook Express to access UTSA Exchange e-mail

1. Open Outlook Express.
2. Click the **Tools** menu, and select **Accounts...**
3. Click the **Add** button (top right), and then click **Mail...**
4. Enter your name in the **Display name:** field, and click **Next**.
5. Enter your full email address (first.last@utsa.edu) in the **Email address:** field, and click **Next**. For **My incoming mail server is a _____ server**, please select **IMAP** in the drop-down menu.
6. Enter 'imap.utsa.edu' in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter 'smtp.utsa.edu' in the **Outgoing mail (SMTP) server:** field.
7. Click **Next**.
8. Enter ('abc123@utsarr.net') in the **Account name:** field. Replace 'abc123' with your own network ID. Enter your password in the **Password:** field, and click **Next**. Do not check the **Remember password** box.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name: abc123@utsarr.net

Password:

Remember password

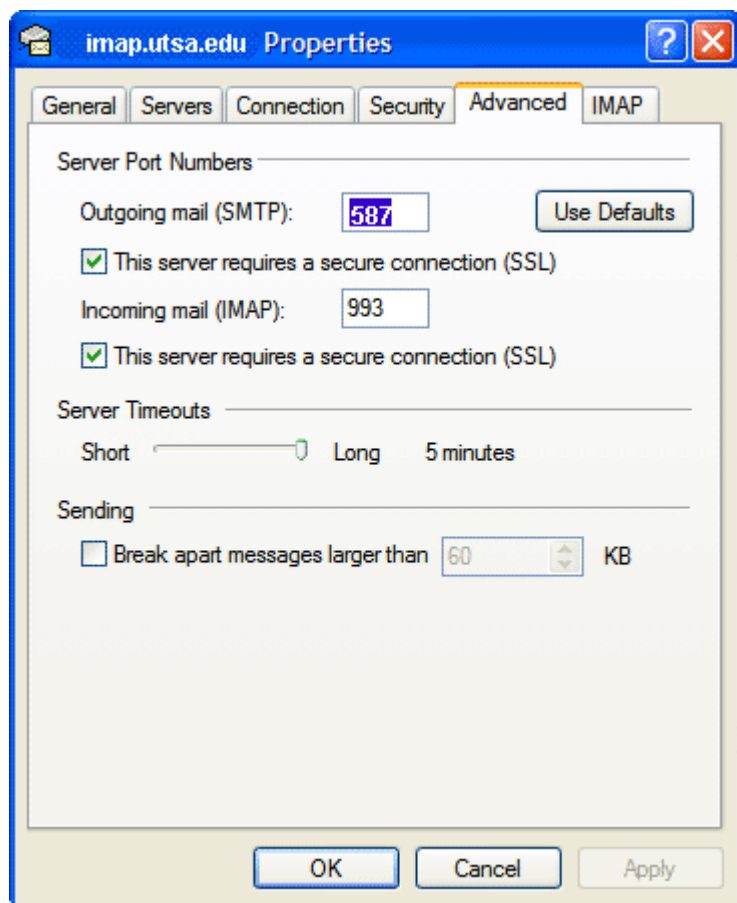
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

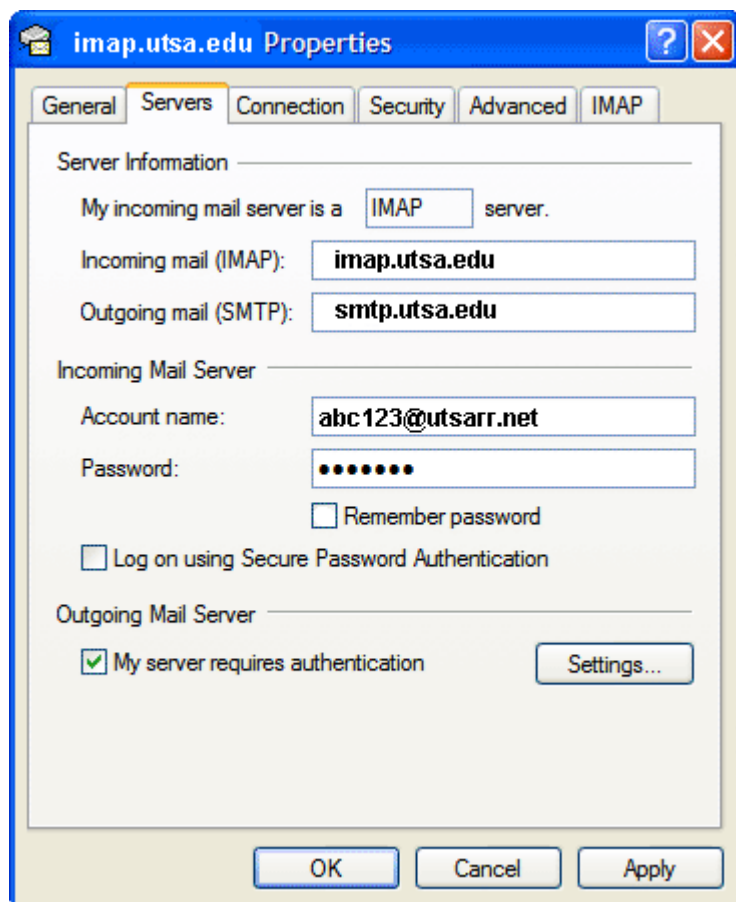
< Back Next > Cancel

9. Click **Finish**.

10. Highlight **imap.utsa.edu** under **Account**, and click **Properties**.
11. Click the **Advanced** tab.
12. Enter **587** in the **Outgoing mail (SMTP):** field.
13. Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
14. Under **Incoming mail (IMAP)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to '993'.



15. Click the **Servers** tab, and check the box next to **My server requires authentication**.



16. Click **OK**.

17. At this point, your e-mail inbox is not displayed. To show/hide the IMAP folder, double-click the Inbox and then click **OK**.