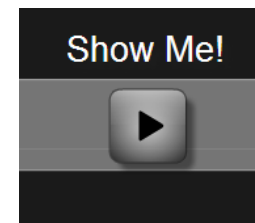


## Outlook Express Setup

STEP ONE	STEP TWO	STEP THREE
<p>Before beginning, you must <b>VERIFY</b> your email account in <b>BANNERWEB</b></p> <ul style="list-style-type: none"> <li>• Select <b>Tools, Accounts</b> in Outlook Express</li> <li>• Click on the <b>Mail</b> tab, click <b>Add</b> and select <b>Mail</b></li> <li>• Type in your <u>full name</u> in the <b>Display Name</b> box, click <b>Next</b></li> <li>• Type in <b>Email address</b> (<b>flastname@ltu.edu</b>), usually the 1<sup>st</sup> initial of your firstname and 8 characters of your last name</li> <li>• Click <b>Next</b></li> </ul>	<p><b>Email Server Names</b></p> <ul style="list-style-type: none"> <li>• Click ▼ arrow to the right of <b>My Incoming server...</b> and select <b>IMAP</b></li> <li>• Type <b>imap.gmail.com</b> in the box under <b>Incoming</b> mail server</li> <li>• Type <b>smtp.gmail.com</b> in the box under <b>Outgoing</b> mail server</li> <li>• Click <b>Next</b></li> </ul> <p><b>Internet Mail Logon</b></p> <ul style="list-style-type: none"> <li>• Type in your <b>Account Name</b> with <b>@ltu.edu</b> (remember that you must <b>verify</b> in account in <b>BANNERWEB</b>)</li> <li>• <u>Uncheck</u> “Remember password” (to have OE remember your password, type it in and leave the box checked)</li> <li>• Click <b>Next</b>, Click <b>Finish</b></li> </ul>	<p><b>Internet Accounts</b></p> <ul style="list-style-type: none"> <li>• Click <b>Properties</b> option on the right-hand side of screen</li> <li>• Click <b>Advanced</b> tab on next screen</li> </ul> <p><b>Server Port Numbers</b></p> <ul style="list-style-type: none"> <li>• Under <b>Outgoing mail</b>, click the checkbox for “<b>This server requires a secure connection</b>”</li> <li>• Highlight the number shown, type in <b>465</b></li> <li>• Under <b>Incoming mail</b>, click the checkbox for “<b>This server requires a secure connection</b>” - default number (<b>993</b>) is correct</li> </ul> <p><b>Servers tab</b></p> <ul style="list-style-type: none"> <li>• Under <b>Outgoing Mail Server</b> option</li> <li>• Click the checkbox “<b>My server requires authentication</b>”</li> <li>• Click <b>Apply</b>, click <b>OK</b></li> <li>• Click <b>Close</b></li> <li>• Click <b>Yes</b> to download folders</li> <li>• Click <b>OK</b></li> </ul>



Video URL:

<http://tinyurl.com/OutlookExpressShowMe>