

## Configuring Microsoft Outlook 2003 for JeffMail

The following instructions were developed on Outlook 2003. They are conceptually similar to other versions of Outlook.

### To Access Your JeffMail Account through Outlook while on campus:

1. Start Outlook
2. Select **Tools** from the menu bar
3. Select **E-mail Accounts** from the Tools list
4. Under **E-mail**, click the radio button for **Add a new e-mail account**
5. Select **IMAP** and click the **Next** button.
6. Complete the following:

<b>Your name</b>	Enter your name as you want it to appear in the message header,
<b>E-mail Address</b>	Enter your full email address. In most cases this is firstname.lastname@jefferson.edu.
<b>Incoming Mail Server (IMAP)</b>	Enter <b>imap.jefferson.edu</b>
<b>Outgoing mail server (SMTP)</b>	Enter <b>smtp.jefferson.edu</b>
<b>User Name</b>	This is your campus key
<b>Password</b>	Enter your password and leave check box selected if you do not wish to be prompted for password when you check your mail. Leave password field blank and deselect checkbox if you wish to be prompted for your password at the start of each session.

7. Click **More Settings...**
8. Select the **Outgoing Server** tab from the Internet E-mail Settings page
9. Select the check box for **My Outgoing Server (SMTP) requires authentication**
10. Select the check button for **Use same settings as my incoming mail server**
11. Select the **Advanced** Tab
12. For both Incoming and Outgoing Servers check **This server requires an encrypted connection (SSL)**
13. Click **OK**
14. Click **Next**
15. Click **Finish**

### Using Outlook off-campus

Procedures for adding a Mirapoint account to Outlook installed on a computer off-campus are the same as on-campus with the exception of the Outgoing Server (SMTP) setting. You must use the outgoing server of your ISP. Not all ISPs allow the use of their outgoing server with another email system. Contact your ISP regarding its policy and settings. In most cases you will be able to read your incoming mail with or without a working Outgoing Server setting.