

Outlook 2003

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**
3. Click **Add a new e-mail account**, then click **Next**.
4. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
5. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*campuskey@jefferson.edu*).

Server Information

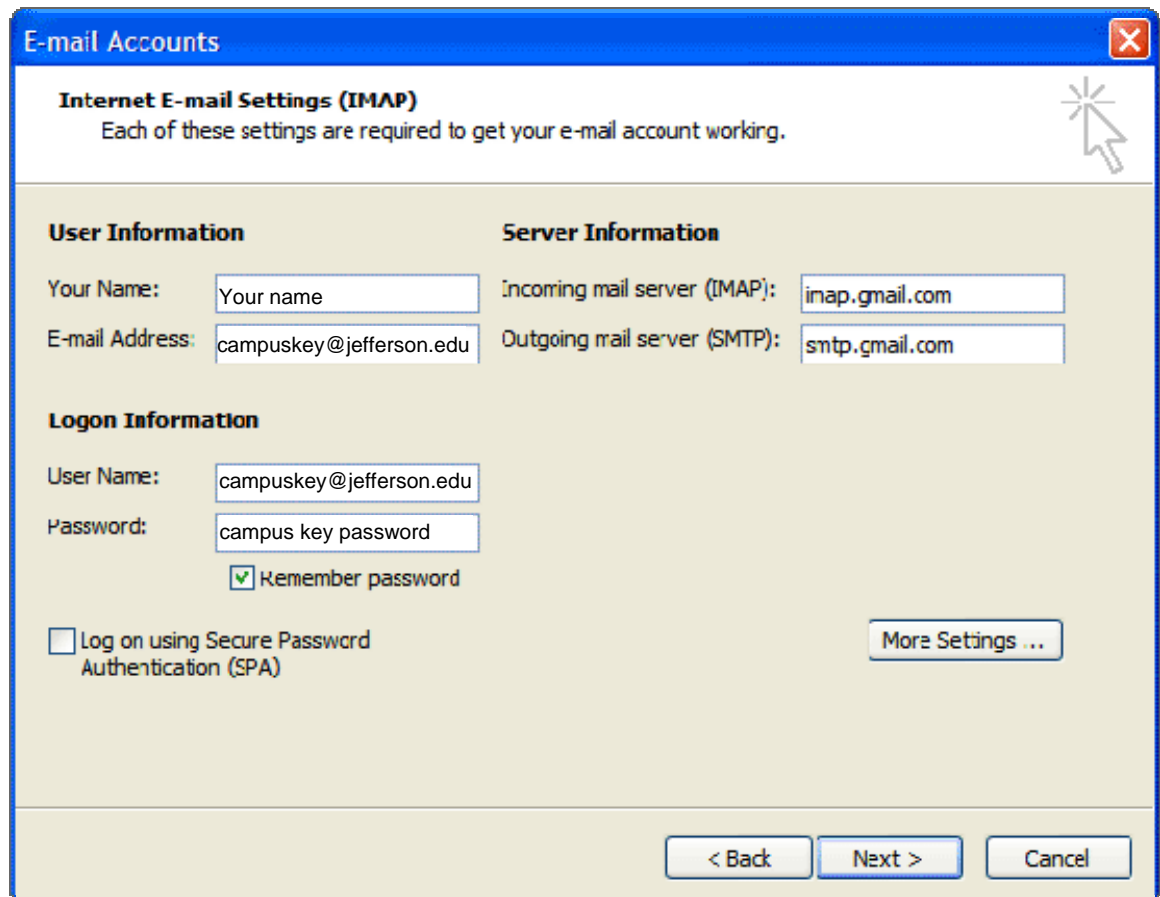
Incoming mail server (IMAP): imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Login Information

User Name: Enter your full email address (including *campuskey@jefferson.edu*)

Password: Enter your campus key password.



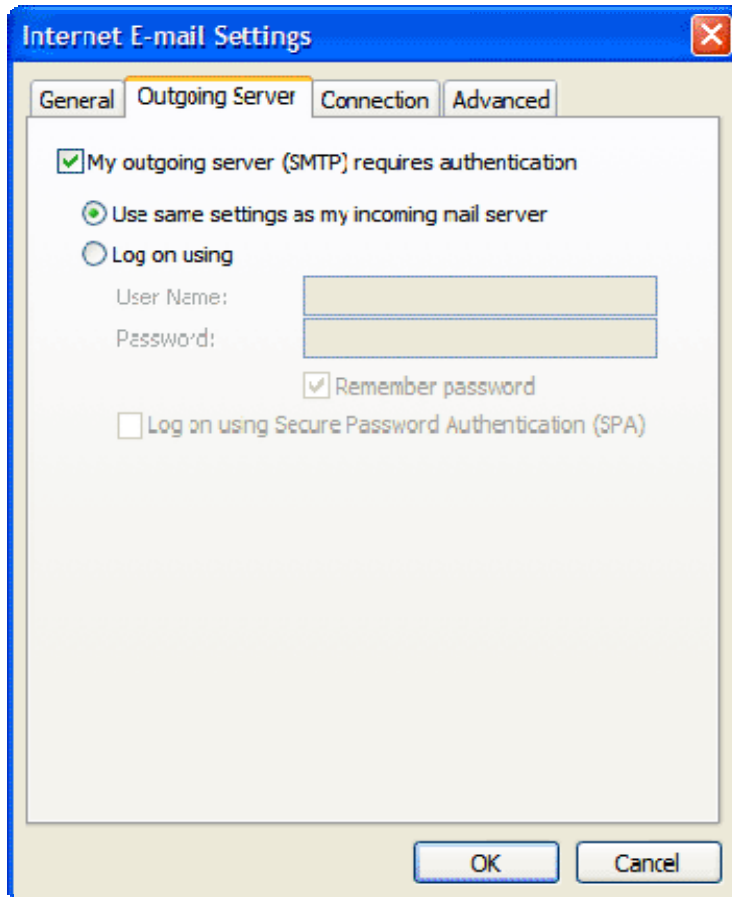
The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003. The title bar reads 'E-mail Accounts' with a close button (X) on the right. Below the title bar, the text 'Internet E-mail Settings (IMAP)' is displayed, followed by the instruction 'Each of these settings are required to get your e-mail account working.' A mouse cursor is pointing at a help icon (a star with a hand) in the top right corner.

The dialog is divided into three sections:

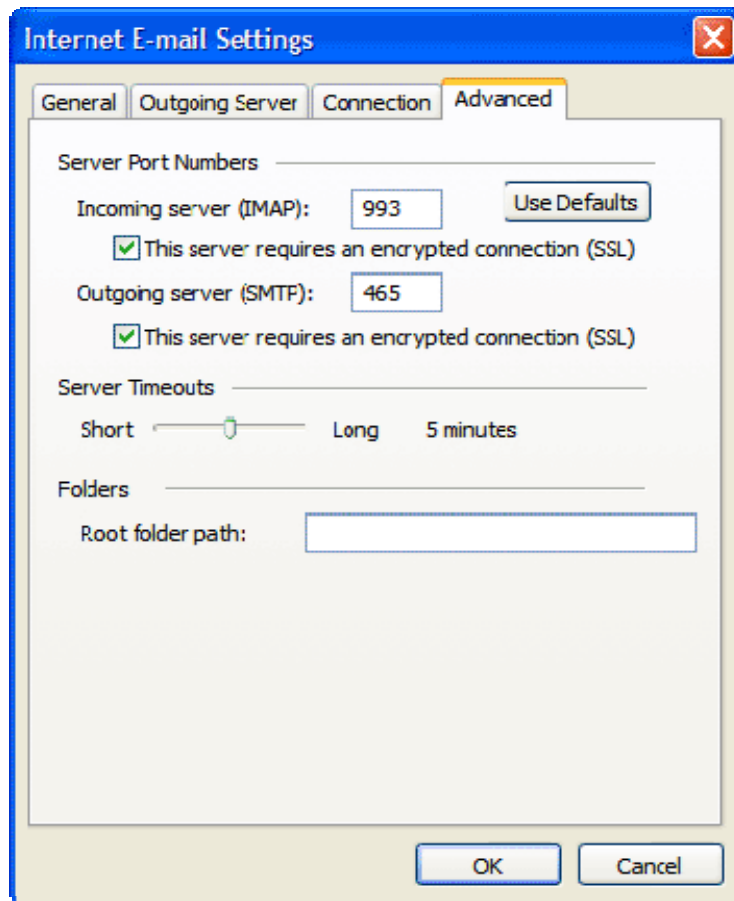
- User Information:** Contains two text input fields: 'Your Name:' with the placeholder 'Your name' and 'E-mail Address:' with the value 'campuskey@jefferson.edu'.
- Server Information:** Contains two text input fields: 'Incoming mail server (IMAP):' with the value 'imap.gmail.com' and 'Outgoing mail server (SMTP):' with the value 'smtp.gmail.com'.
- Logon Information:** Contains a 'User Name:' field with 'campuskey@jefferson.edu', a 'Password:' field with 'campus key password', and a checked checkbox labeled 'Remember password'. Below this is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. A 'More Settings ...' button is located to the right of the SPA checkbox.

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

1. Click **More Settings...** and then click the **Outgoing Server** tab.
2. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.



3. Click the **Advanced** tab, and check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Also, enter 993 in the **Incoming server (IMAP)** box.



4. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
5. Click **OK**.
6. Click **Next**, and then click **Finish**.

Congratulations! You're done configuring your client to send and retrieve Gmail messages