

Setting Up Secure IMAP/SMTP for Outlook 2003

- 1) Open **Outlook**, click on **Tools**, then on **E-mail Accounts**.
- 2) If you are configuring an **EXISTING Outlook account**, select **View or Change Account**, and click **Next**. If you are configuring a **New Outlook account**, select **Add a New E-mail Account** and click **Next**.
- 3) If you are configuring an **Existing Outlook account**, select **mail.wright.edu** and click **Change**. If you are configuring a **New Outlook account**, select **IMAP** and click **Next**.
- 6) Fill in the **User**, **Server**, and **Logon** information. Type **mail.wright.edu** into both the **Incoming Mail Server (IMAP)** and **Outgoing Mail Server (SMTP)** boxes. Also make sure that for the **Logon Information** boxes, you type in your **CAMPUS username** instead of the first part of your e-mail address.
- 7) Click on the **More Settings** button.
- 8) Click the **Advanced** tab place a checkmark in both the incoming and outgoing mail sections for **“This server requires a secure connection (SSL).”**
- 9) Change the Outgoing mail port to **465**, and leave the Incoming mail port as **993**.
- 10) Click on the **Outgoing Server** tab and place a checkmark next to **“My outgoing server (SMTP) required authentication.”** Choose the option for **“Use same settings as my incoming mail server.”**
- 11) Click **OK**.
- 12) Click **Next** on the **E-mail Settings** window.
- 13) Click **Finish**.