

Setting Up Secure IMAP/SMTP for Outlook Express

- 1) Open Outlook Express, and click on the **Tools** menu.
- 2) Click on **Accounts**.
- 3) If you are configuring a **New Outlook Express account**, click **Add**, then **Mail**. The new account wizard will open. **If you are configuring an EXISTING Outlook Express account, select the account from the Internet Accounts list, click the Properties button, and skip to step 11.**
- 4) Enter your **name** and click **Next**.
- 5) Enter your **e-mail address** and click **Next**.
- 6) For the Server information, choose the following:

My incoming mail server is an **IMAP** server

Incoming mail server is: **mail.wright.edu**

Outgoing mail server is: **mail.wright.edu**
- 7) Click **Next**.
- 8) Enter your **CAMPUS account** information (username and password), and click **Next**.
- 9) Click **Finish**.
- 10) In the **Internet Accounts** window, select the newly created account and click the **Properties** button.
- 11) Click on the **Servers** tab.
- 12) The **Incoming** and **Outgoing mail servers** should both be set to **mail.wright.edu**. Place a check in the box for **“My server requires authentication.”**
- 13) Click the **Settings** button in the lower right corner.
- 14) In the **Outgoing Mail Server** window, click the **Log on using** button and enter your **CAMPUS username**. Make sure that the **Remember password** option is unchecked and click **OK**.
- 15) Click the **Advanced** tab.
- 16) Place a checkmark in both the incoming and outgoing mail sections for **“This server requires a secure connection (SSL).”**
- 17) Change the Outgoing mail port to **465**, and leave the Incoming mail port as **993**.
- 18) Click **OK**, and then **Close**.