

Windows XP Laptop Setup

For the Ross School of Business Environment

Outlook Configuration for Access to Your ITCS Mailbox

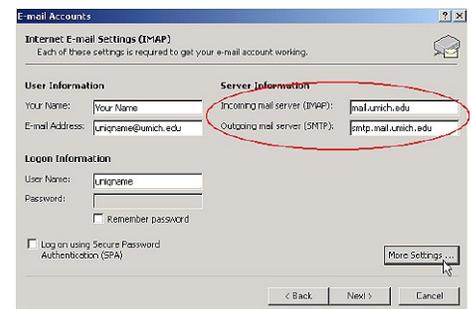
These instructions will help you configure Outlook to access your ITCS mailbox to send and receive mail from this account. This example uses Outlook, though the information is similar and can be substituted for other programs as well.

What You Will Need:

- An Internet Connection
- Outlook installed on your computer.

Enter the Name of Your Mailbox and UM Servers

1. Click on the Start button then click Control Panel.
2. If you are using the standard Windows XP scheme click on Other Control Panel Options then double click the Mail icon. If you are using the Classic Start double click on the Mail icon.
3. In the Other Control Panel Options double click the Mail icon.
4. In E-mail options check Add a new email
5. For the Server Type, choose IMAP and click Next.
6. In the User Info enter your full name and your email address as your uniquename@umich.edu.
7. In the Login Information, enter your User Name as your *uniquename* then enter your password.
8. In the Server Information section enter your Incoming mail server (IMAP) address as mail.umich.edu.
9. Enter your Outgoing mail server (SMTP) address as smtp.mail.umich.edu.



10. Click on the More Settings button.
11. On the Outgoing Server tab, place a checkmark next to My outgoing server (SMTP) requires authentication.
12. Make sure that Use the same settings as my incoming server is selected.



13. On the Advanced tab, make certain that the Incoming server (IMAP) port is set to 993.
14. Put a checkmark by This server requires a secure connection (SSL) for the incoming server.
15. Make certain that the Outgoing server (SMTP) port is set to 465.
16. Put a checkmark by This server requires a secure connection (SSL) for the incoming server.

