

IMAP and POP Setting for Using Exchange Labs

Settings for Email Clients

Incoming Mail Servers

POP Server – outlook.office365.com (use SSL with Port 995)

IMAP Server – outlook.office365.com (use SSL with Port 993)

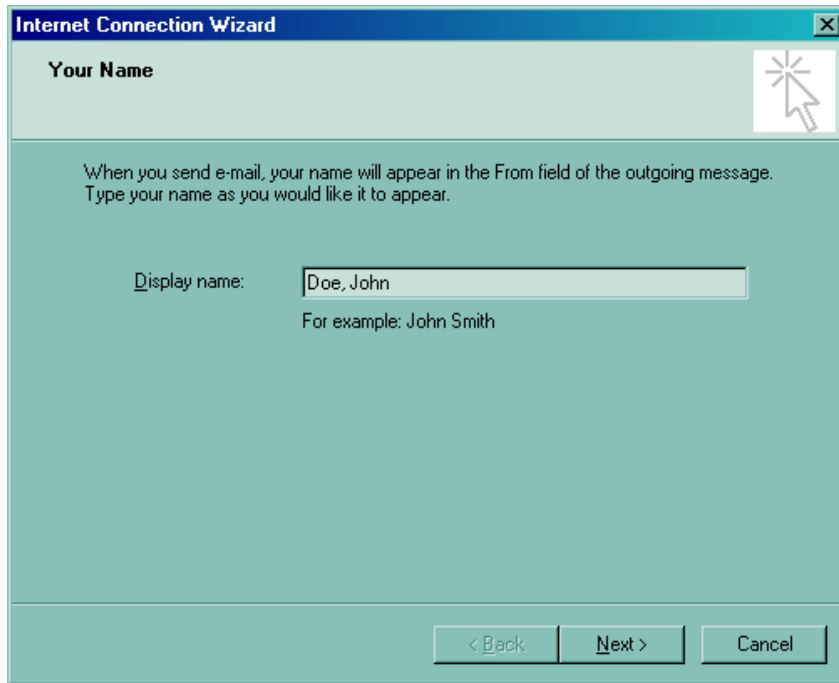
Outgoing Mail Server

SMTP Server – outlook.office365.com (same for IMAP and POP)

Ports for SMTP – 587 for SMTP using TLS (default is 25, but this must be changed to work)

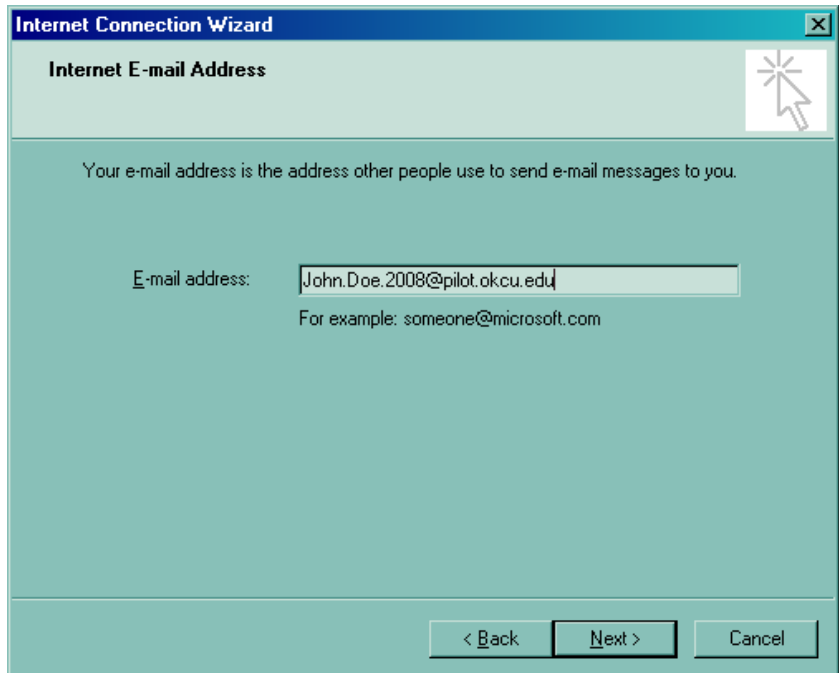
Step by Step using Outlook Express as an example.

Start Outlook Express and type in Your Name.



The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below the heading is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'Doe, John'. Below the input field is the example text 'For example: John Smith'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

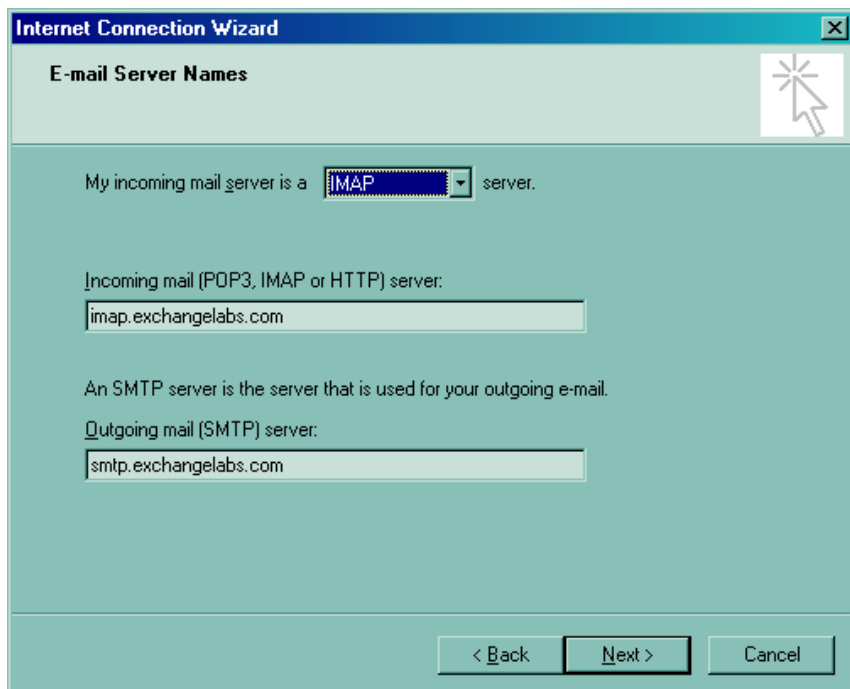
Enter your Exchange Labs email address. FirstInitialMiddleInitialLastName for example for John M. Doe the email address will be JMDoe@my.okcu.edu.



The screenshot shows the 'Internet Connection Wizard' window with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below the heading is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'John.Doe.2008@pilot.okcu.edu'. Below the input field is the example text 'For example: someone@microsoft.com'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

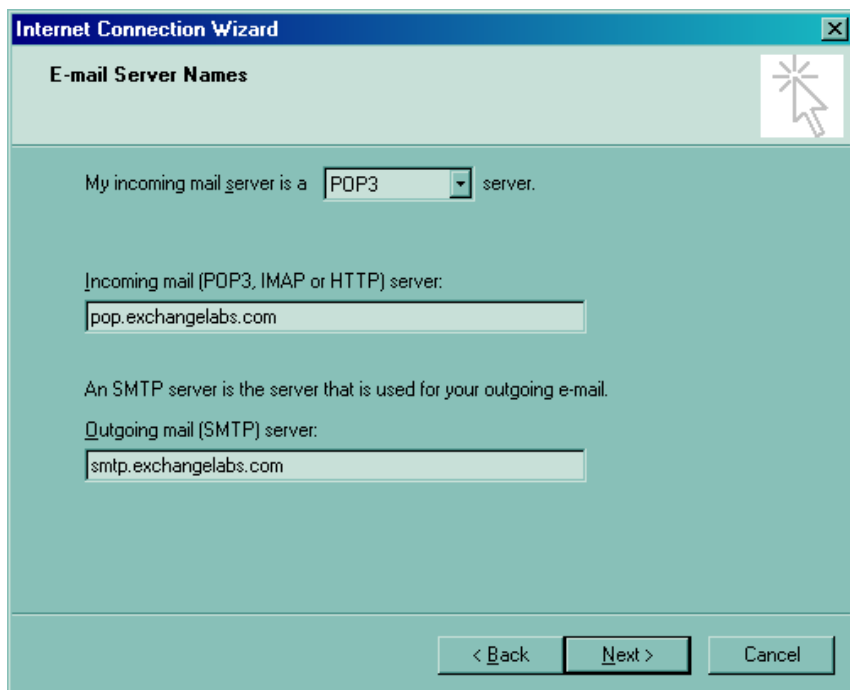
Choose either IMAP or POP. (IMAP will try to synchronize with the server while POP will download emails to your local machine)

IMAP Settings



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button (X) in the top right corner. The main title of the dialog is 'E-mail Server Names'. Below the title bar, there is a text area with a mouse cursor icon. The text reads: 'My incoming mail server is a **IMAP** server.' The 'IMAP' is selected in a dropdown menu. Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'imap.exchangelabs.com'. The second is labeled 'Outgoing mail (SMTP) server:' and contains the text 'smtp.exchangelabs.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

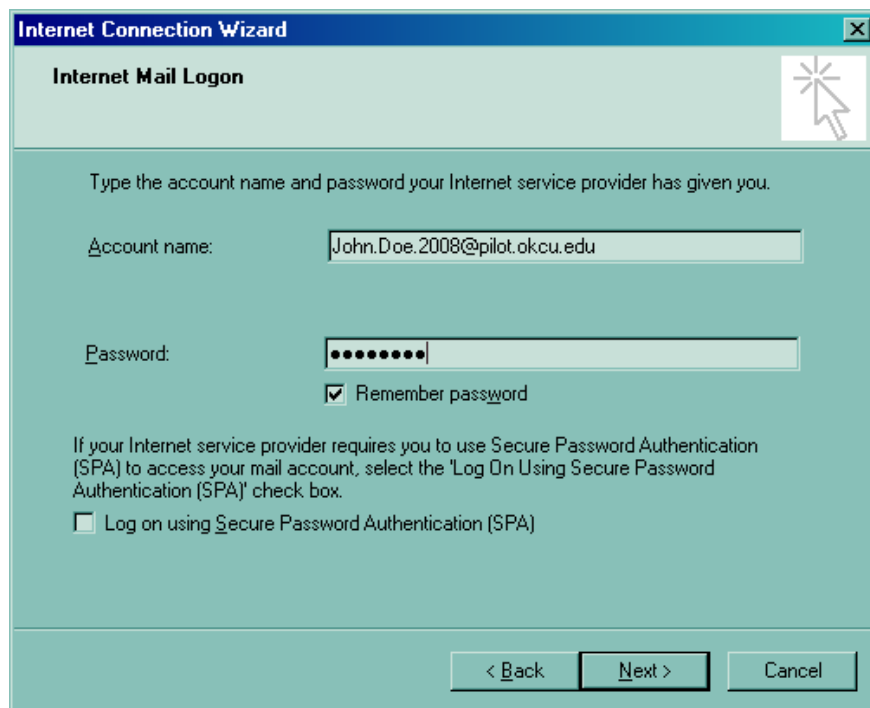
Or POP Settings



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' with a close button (X) in the top right corner. The main title of the dialog is 'E-mail Server Names'. Below the title bar, there is a text area with a mouse cursor icon. The text reads: 'My incoming mail server is a **POP3** server.' The 'POP3' is selected in a dropdown menu. Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'pop.exchangelabs.com'. The second is labeled 'Outgoing mail (SMTP) server:' and contains the text 'smtp.exchangelabs.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

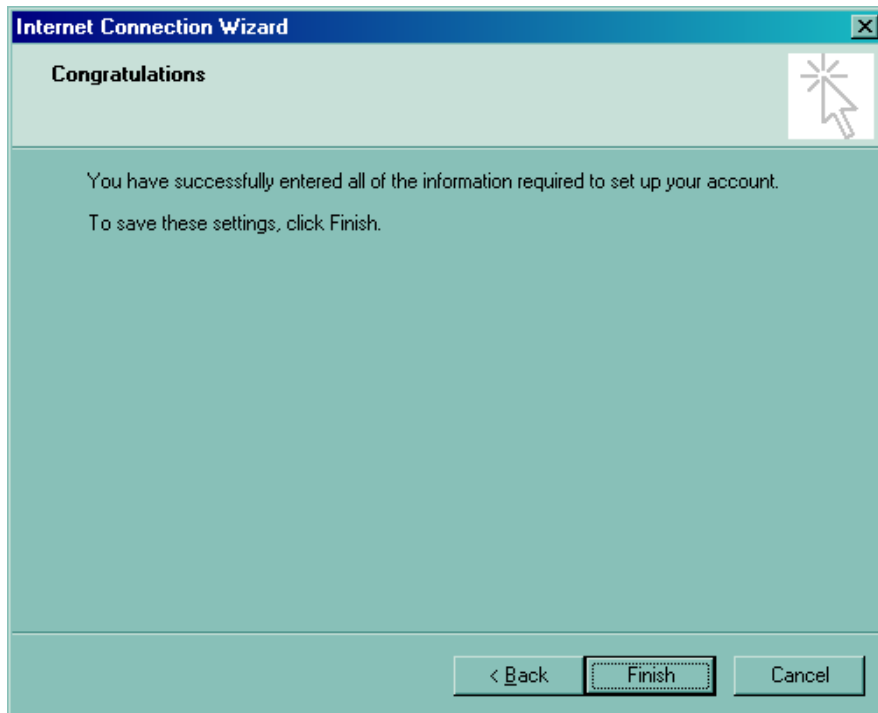
The Account Name is your full Exchange Labs Email address. The initial password is set to the random generated number. (If you had a student account that was @okcu.edu, the password was set to your Star Access ID.)

Click Next after filling out the information.

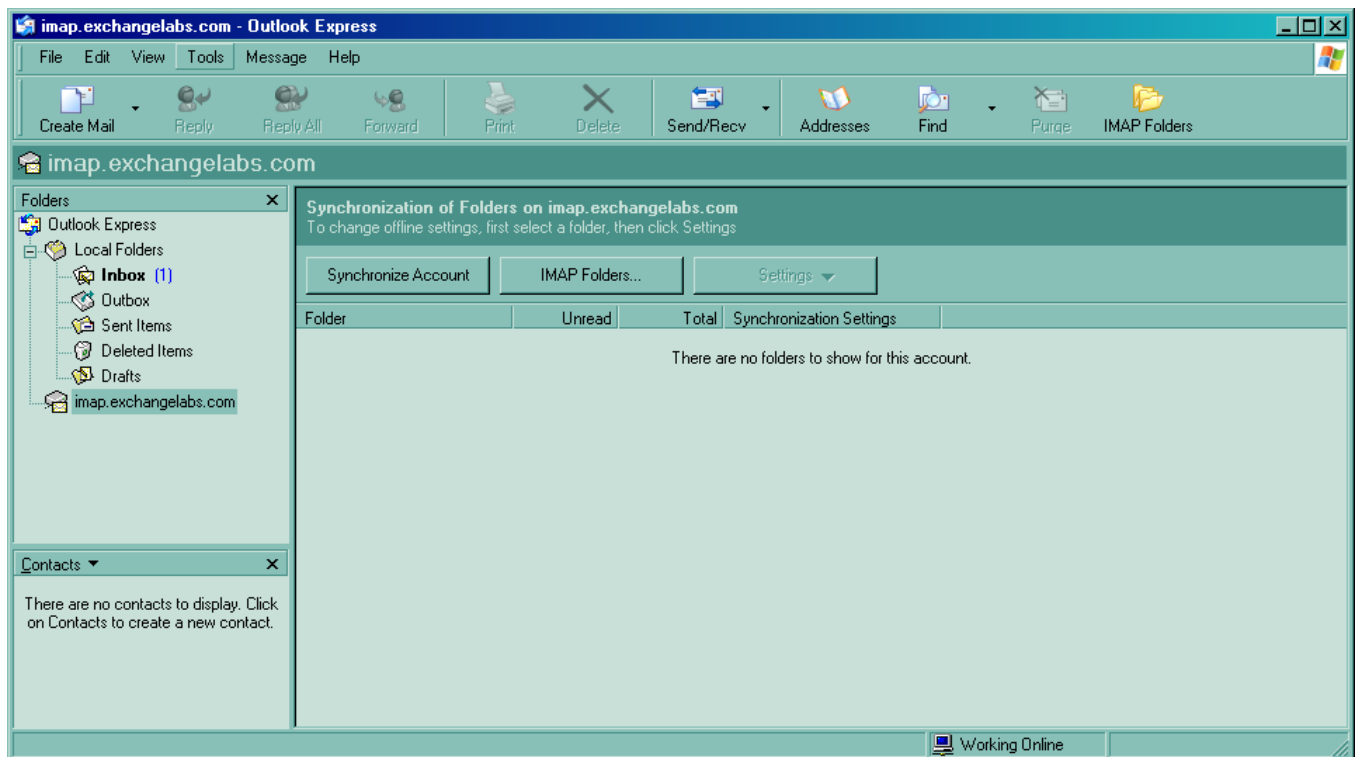


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "John.Doe.2008@pilot.okcu.edu" and "Password:" containing a masked password of ten dots. A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of instructions follows: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

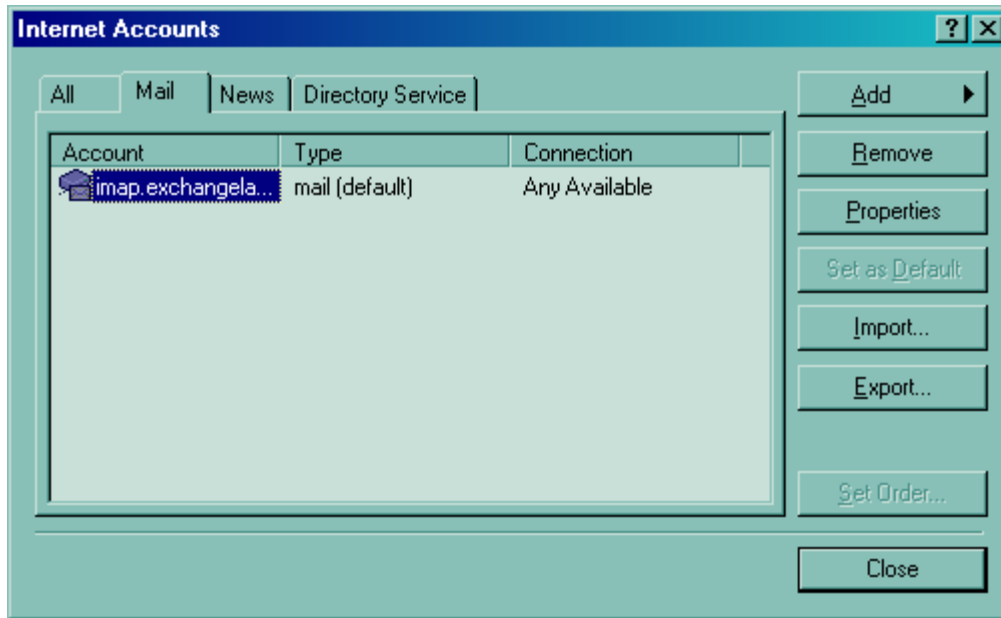
Click Finish.



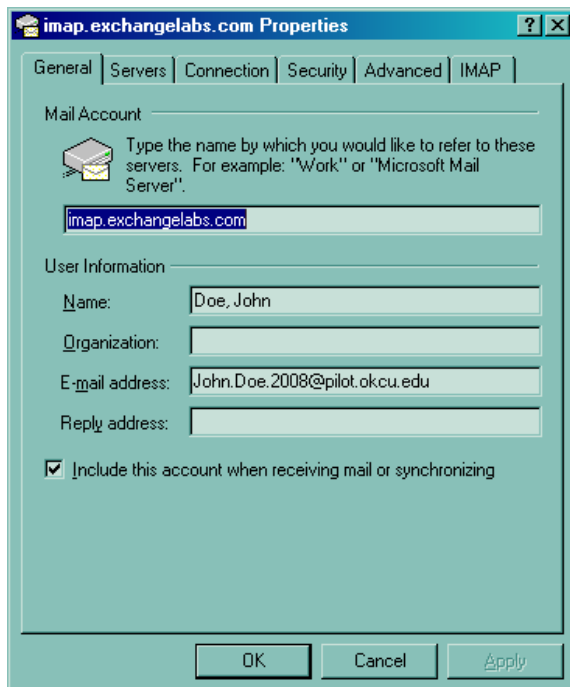
Open Outlook Express and click on Tools and Internet Accounts.



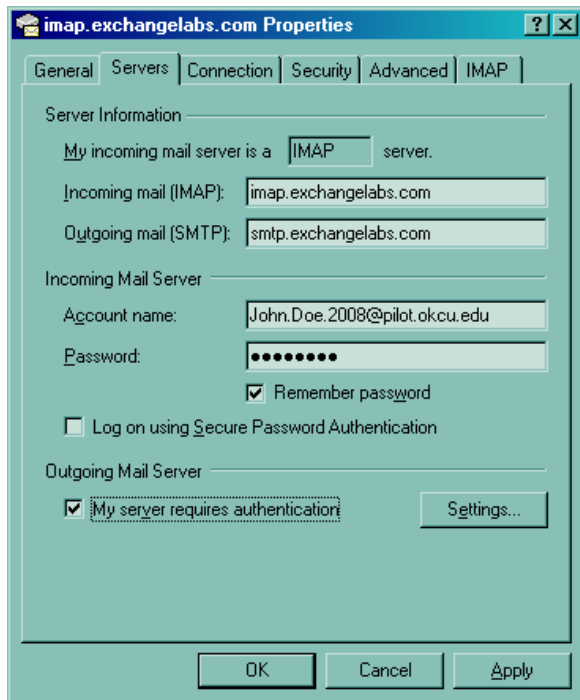
Click on the Properties for the account you just created.



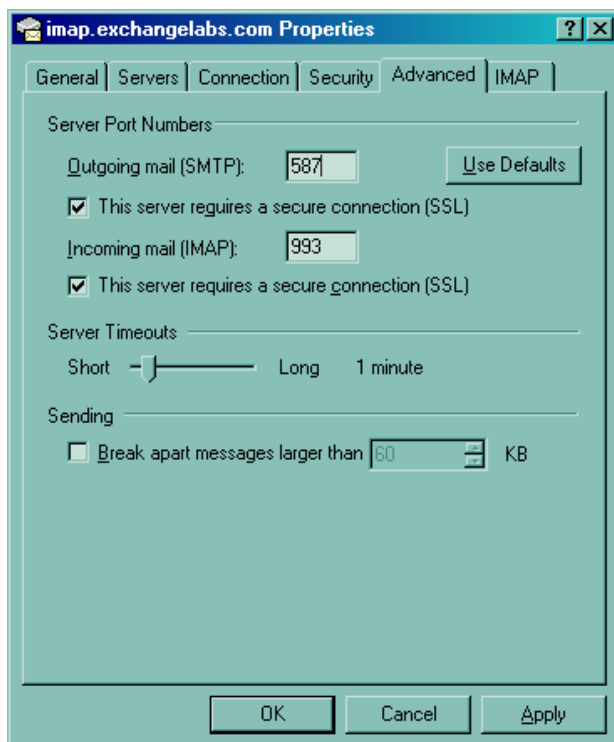
In the General Tab, you can change the account to something more meaningful to you. Make sure the “Include this account when receiving mail or synchronizing” is selected.



On the Servers Tab, make sure the “My Server requires authentication” is checked.



On the Advanced Tab, check SSL for both Incoming and Outgoing mail. Once those are checked, change the Outgoing mail from 25 to 587. You must change that port number for the client to be able to send email out.



Click OK to get back to the main screen. Click the Send/Recv button to synchronize your account.

