To access HWS e-mail using IMAP in, follow the steps below:

1. Open Outlook and, from the **Tools** menu, select **Account Settings**.

2. In the **Account Settings** window, click **New**.

3. In the Choose E-mail Service window, select **Microsoft Exchange, POP3, IMAP, or HTTP** and click **Next**.

4. Check the **Manually configure server settings** box and click **Next**.

5. Select **Internet E-mail** and click **Next**.

6. In the **Internet E-mail Settings** window, enter:

   - Your **name** and **HWS e-mail address**.

   Note: students must use their **short e-mail addresses** (e.g. ab1234@hws.edu)

   - The **Incoming and Outgoing Mail Servers** both set to **webmail.hws.edu**

   - Your HWS **username** and **password**.

7. Click the **More Settings...** button

   A new window will open
8. For the **Incoming server**, choose to use SSL in the **Use the following type of encrypted connection**

   Verify that the port number is now **993**

9. For the **Outgoing server**, choose to use TLS in the **Use the following type of encrypted connection**

   Verify that the port number is now **25**

10. Click **OK**, **Next**, **Finish**, and **Close** to return to Outlook use e-mail.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.