

# Outlook IMAP Setup

## Configuring HWS e-mail account

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6/3/2009

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

Change E-mail Account

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: Your Name  
E-mail Address: yourusername@hws.edu

**Server Information**

Account Type: IMAP  
Incoming mail server: webmail.hws.edu  
Outgoing mail server (SMTP): webmail.hws.edu

**Logon Information**

User Name: yourusername  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

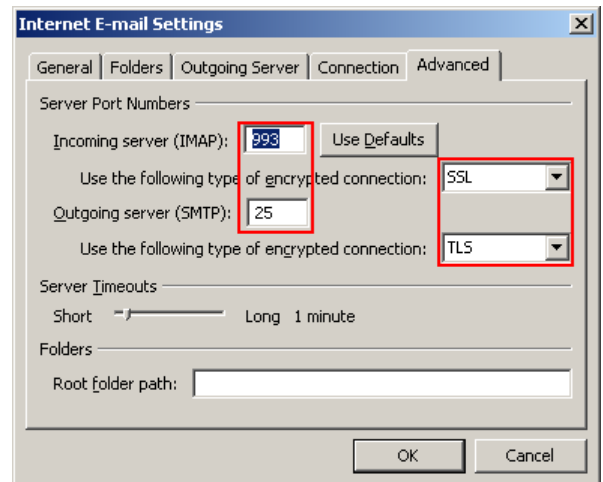
8. For the **Incoming server**, choose to use **SSL** in the **Use the following type of encrypted connection**

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](mailto:helpdesk@hws.edu).