

Outlook Express IMAP Setup

Configuring HWS e-mail account

6/3/2009

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

1. Open Outlook Express.
2. From the Tools menu, select **Accounts**.

A new window will open

3. In the **Internet Accounts** box, click **Add and Mail...**

A new window will open

4. In the **Internet Connection Wizard** window, enter your name in the **Display name** field and click **Next**.

5. Enter your **HWS e-mail address** in the **E-mail address** field and click **Next**.

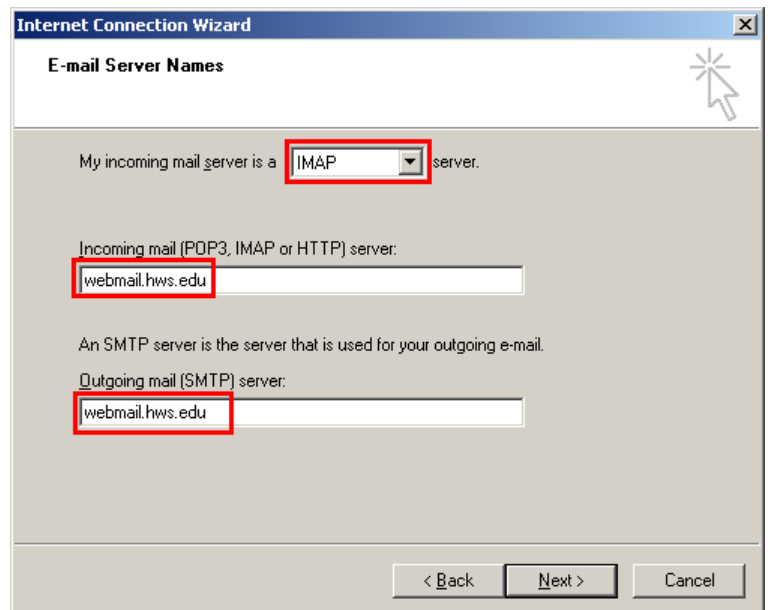
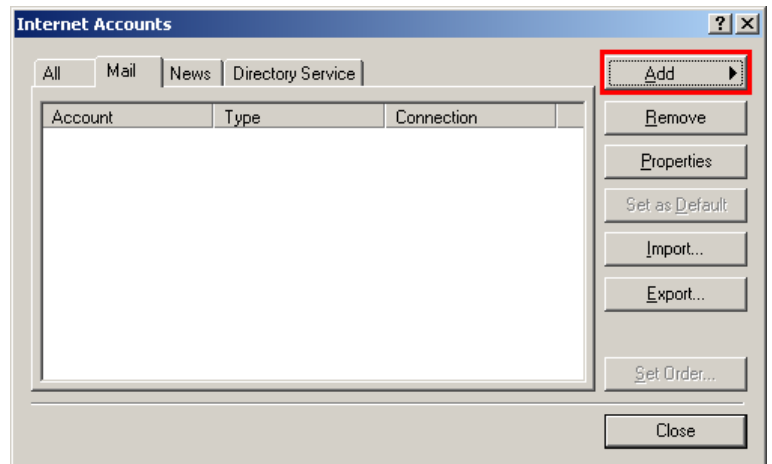
6. In the **My incoming mail server is a** menu, choose **IMAP**. Set the **Incoming and Outgoing Mail Servers** are set to **webmail.hws.edu** and click **Next**.

7. Enter your **HWS username** and **password** in the **Account name** and **Password** fields and click **Next**.

8. Click **Finish**.

9. Back in the **Internet Accounts** window, double click on your **HWS e-mail account** listed in the window pane.

A new window will open



10. In the **account properties** window, make sure that:

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

Your **HWS username** and **password** are correct.

11. Go to the **Advanced** tab

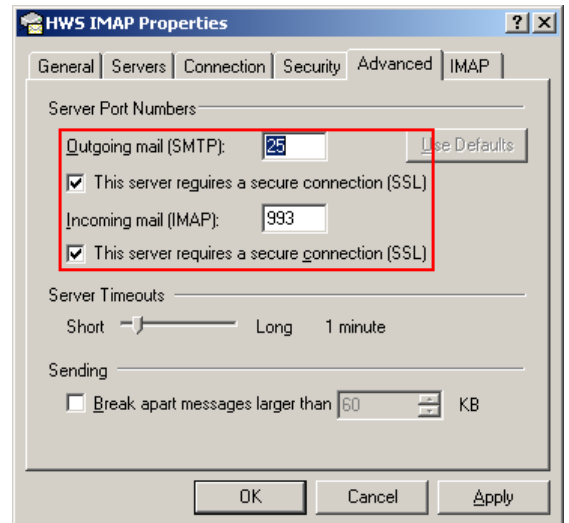
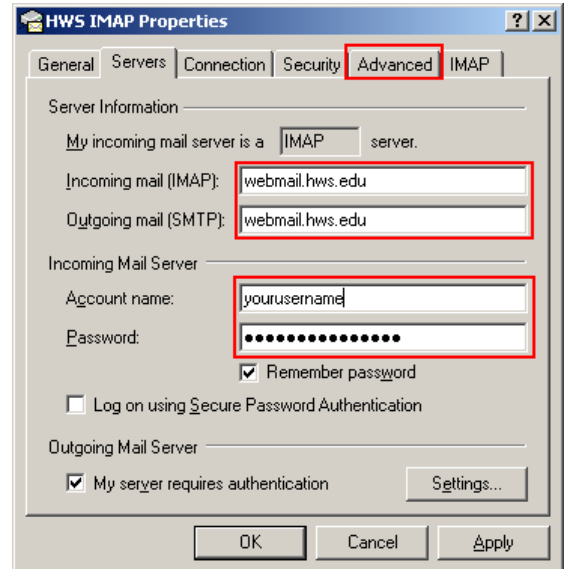
12. For **Outgoing mail**, check **This server requires a secure connection (SSL)**

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

13. For **Incoming mail**, check **This server requires a secure connection (SSL)**

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

14. Click **OK** and **Close** to return to Outlook Express and resume using 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.