

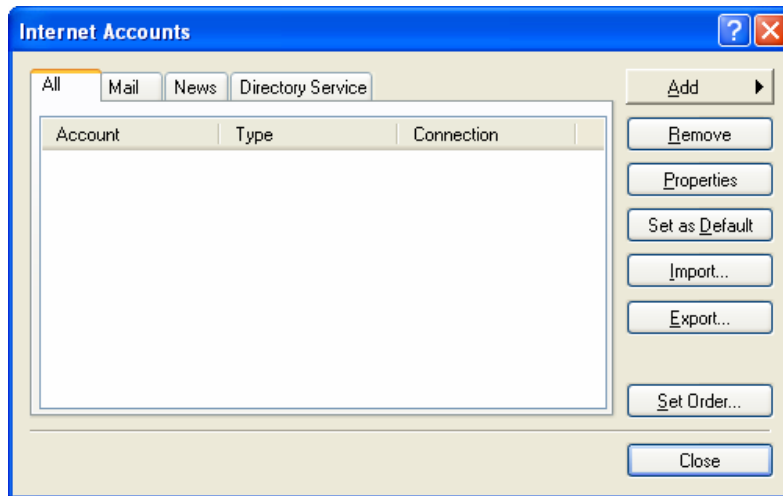
## Configuring Your Suffolk Email on Outlook Express 6.x

This document details configuration specific to using `sumail.suffolk.edu` in Outlook Express 6.x.

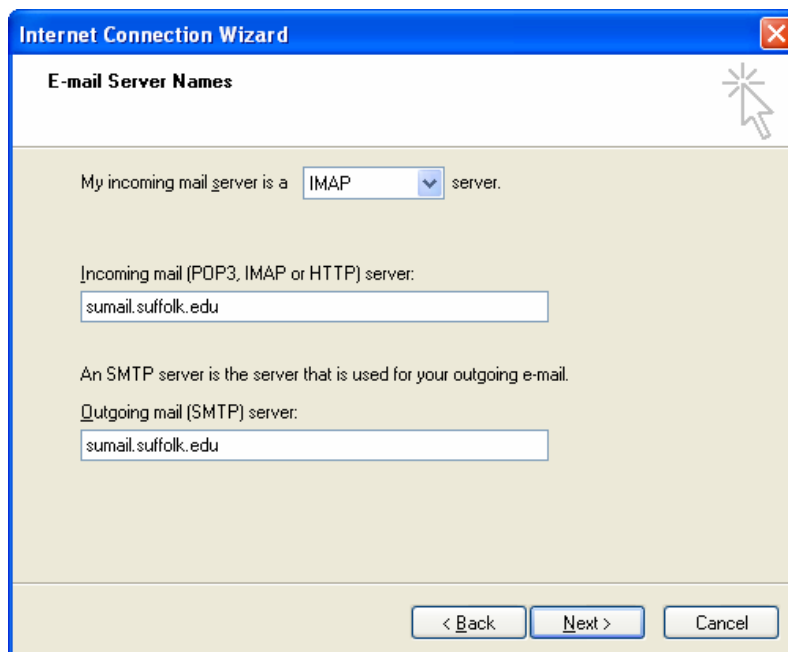
### Setting Up a New Account

If you are using Microsoft Outlook Express for the first time, the Internet Connection Wizard will automatically begin and you should skip the first two steps listed here.

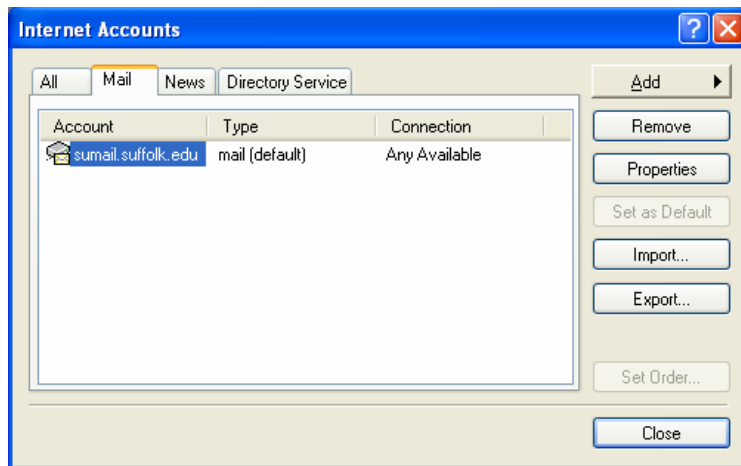
- From the **Tools** menu, select **Accounts**



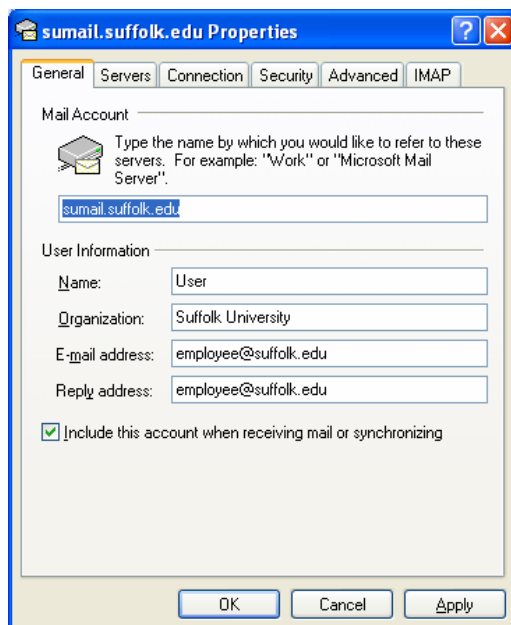
- In the Internet Accounts window, **click** on the **Add** button and select **Mail** from the list of options...
- In the field **Display name**, enter your full name, and press the **Next** button.
- Next you will need to enter in your **Suffolk e-mail address**, which should be in the format: **username@suffolk.edu**
- Click on the **Next** button.



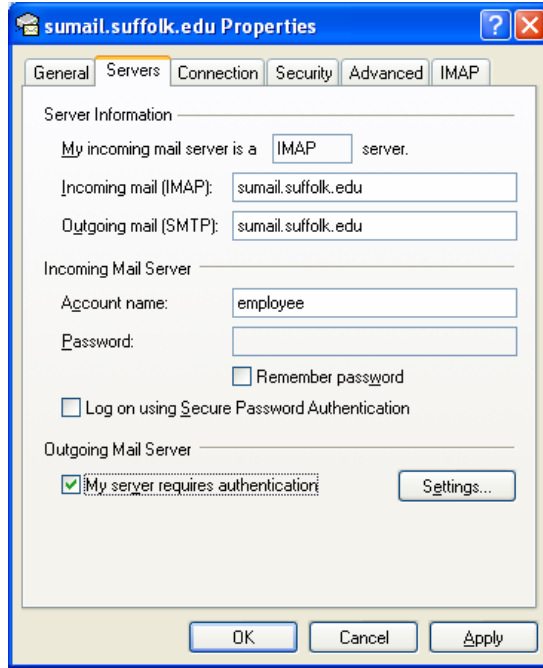
- For the **My incoming mail server is a:** field, please select **IMAP**
- For the **Incoming mail** server field, enter: **sumail.suffolk.edu**
- For the **Outgoing mail** server field, enter: **sumail.suffolk.edu**
- After supplying outgoing mail server, click the **Next** button.
- For the **Account name field**, enter your login name if not already there. This should be the same as your e-mail address, **without** the "**@suffolk.edu**" suffix. (For example, if your e-mail address is **semmployee@suffolk.edu** your username is **semmployee**.)
- You may choose to save your password in the Password field and click the checkbox marked Remember password.  
**Note:** It is recommended that you **do not save** your password if multiple people have access to your computer.
- **Click** on **Next** button and then click on the **Finish** button to close the **Internet Connection Wizard** window. You will now be back at the screen below.



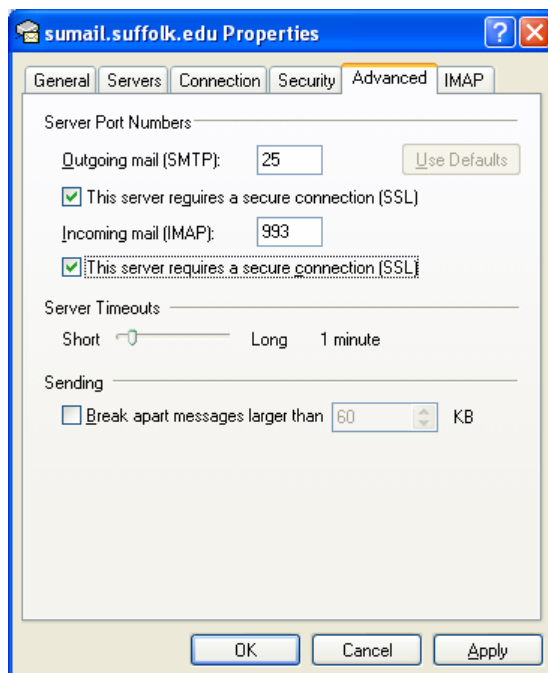
- **Highlight** the **sumail.suffolk.edu** account you just created and click on **Properties** on the right-hand side.
- On the General Tab Under the Mail Account, you will want to type in Suffolk University for your Organization: (As Shown Below)



- Click on the **Servers** tab.
- Verify that **My incoming mail server is a : IMAP** also that your incoming and outgoing servers are **sumail.suffolk.edu**.
- **Note for Laptop and Home Users:** If you are setting this account up on a computer or for a laptop/notebook PC that will be used off campus. You will need to **place a checkmark in the box under the Outgoing Mail Server next to My server requires authentication.** (As Shown Below)

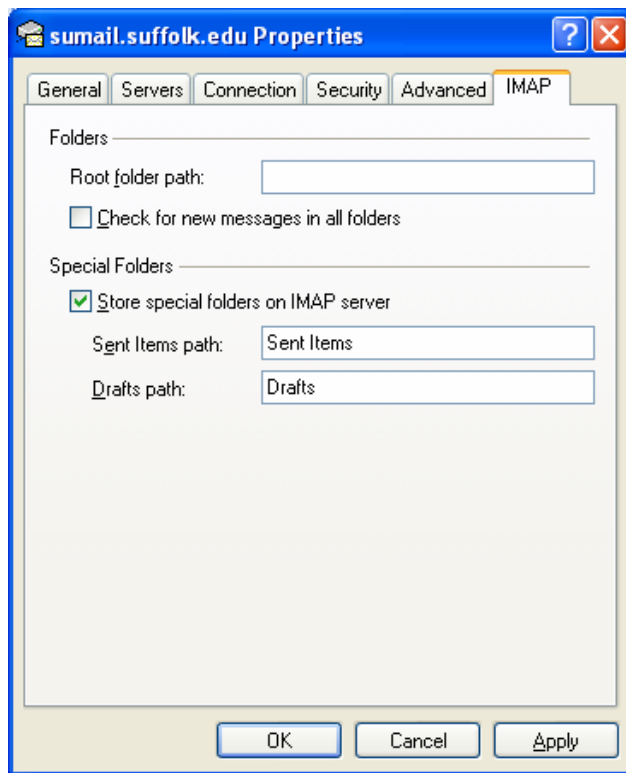


- **Note:** As an extra security option for users, which is **NOT** necessary but who wish to send emails with encryption and use a secure connection, you will need to configure the following settings. Click on the **Advanced Tab**. Place a checkmark in the boxes next to the **IMAP** and **SMTP** boxes labeled **"This server requires a secure connection (SSL)."** (See Image Below)



- Now you will need to **click** on the **IMAP** tab at the top of the Window.
- Here you want to verify that the space next to **Root Folder Path:** is **empty**.

**NOTE:** Suffolk previously required that there be a **mail/**, however now with our new Mirapoint E-mail system this is not required and **must** be removed.

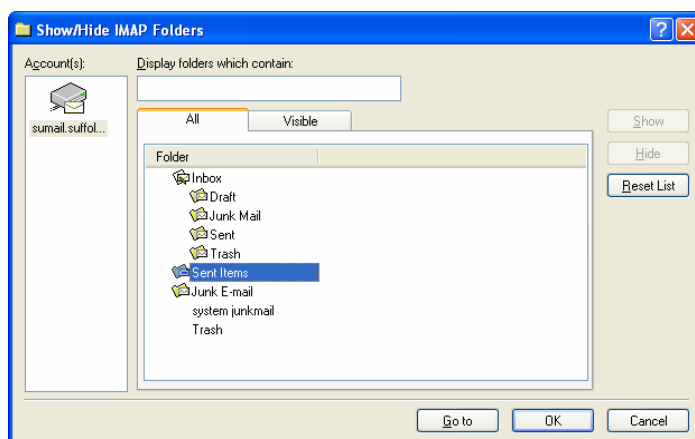


- Click on the Apply, then OK button to save the changes, and after click on Close to exit the Internet Accounts window.

### Subscribing/Unsubscribing to Folders

If you check your e-mail for the first time, you may have noticed that some of your mail folders have disappeared. If this is the case, you will need to remap your folders in order to see your previous mailboxes. Or, if you have e-mail stored in other folders (other IMAP folders besides the Inbox) that you want to view, you may need to subscribe to them.

- Click on the Tools menu, and select IMAP Folders...



- To subscribe/unsubscribe to a mail folder, select the name from the listing and click on the Show or Hide button accordingly. Subscribed folders will have a folder-envelope icon placed next to them.
- Once you have finished configuring the mail account, press the OK button to close the IMAP Folders window.

**Note: To verify that the account was successfully created. Close the Outlook Express Application and then restart the Outlook Express. You be prompted for your password.**

If any further assistance is needed please contact the Suffolk University Helpdesk.