Adding the New Geological Sciences Mail Server to Outlook 2003

Adding the new email server to your Outlook 2003 client is done in three steps. The first step logs you onto your new account and establishes your new password. Step two enables IMAP in your account on the mail server. The last step installs the new email account into Outlook 2003.

**Step 1: Logging onto the server and changing your password**

1. Open any browser and go to [http://mail.google.com/a/geol.sc.edu](http://mail.google.com/a/geol.sc.edu)
2. Sign In with your username and the password you were provided
3. You will now be prompted to change your password. YOU are now in control of your password. Please remember it.
4. After entering the password twice you will have to enter the security word that appears in a distorted font on your screen.
5. Accept the Terms and Conditions
6. You should now be logged onto your webmail.geol.sc.edu account.

**Step 2: Enable IMAP on your account**

1. Click on Email (located in the garnet bar in the middle of the screen)
2. Click on Settings located near the upper right corner of the screen
3. Click on the Forwarding and POP/IMAP tab
4. In the IMAP access: section click on the Enable IMAP radio button.
5. Click save changes
6. You can now minimize or close the browser.

**Step 3: Add new Account to your Outlook 2003 client**

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts**...
3. Click **Add a new e-mail account**, and click **Next**.
4. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
5. Fill in all necessary fields to include the following information:

   **User Information**
   
   **Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.
   
   **Email Address:** Enter your full geol.sc.edu email address (**username@geol.sc.edu**)

   **Server Information**
   
   **Incoming mail server (IMAP):** imap.gmail.com
   
   **Outgoing mail server (SMTP):** smtp.gmail.com

6. **Login Information**

   **User Name:** Enter your geol.sc.edu username (including **@geol.sc.edu**)
   
   **Password:** Enter your NEW geol.sc.edu password click the **Outgoing Server** tab.
7. Your screen should now look like the screen below.
8. Click on the **More Settings** box.
9. Click on the Outgoing Server Tab

10. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server.**
11. Click the **Advanced** tab.

12. Next to Incoming server (IMAP): be sure the number 993 is in the box. Put a check in the box next to **This server requires an encrypted connection (SSL)**

13. Next to Outgoing server (SMTP): enter 465 in the box and check the box next to **This server requires an encrypted connection (SSL)** under Outgoing Server (SMTP).

14. Set the Server Timeouts to somewhere between 4 and 5 minutes. Your screen should now look like the screen below.

![Internet E-mail Settings dialog box](image)

15. Click **OK**.
16. Click **Next**, and then click **Finish**.

You now need to make the new IMAP email account your default account.

17. In the Outlook menu bar, click on TOOLS then E-mail accounts.
18. check the View or change existing e-mail accounts radio button and click Next
19. Highlight the IMAP/SMTP server that you just created and click Set as Default
20. Click finish
Congratulations! You're done configuring your client to send and retrieve messages from the new server.