Help Document Series: Creating a profile in Outlook 2003 using IMAP

This document will take you through setting up a profile on Microsoft Outlook 2003 using the IMAP protocol. By using this type of profile your e-mail messages will remain on the Clark server, which means that you will be able to access them from any computer. You will need Windows XP or Vista, Outlook 2003, and an active internet connection.

Step 1
Go to the Start menu, select Control Panel, and then double-click the Mail control panel.

Step 2
If you have used Outlook before, you will not see this window, and should skip to Step 3.

The first time you use Outlook 2003 you will need to Add a profile. In the window that appears, click the Add button, enter a name into the Profile Name text field (e.g. Clark email), and click the OK button. Next, skip to Step 4.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.

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Step 3
Click E-mail Accounts to launch the E-mail Accounts wizard.

Step 4
Select the Add a new e-mail account radio button and click the Next button.

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Step 5
Now select the radio button next to the IMAP option and click the Next button to continue.

Step 6
First, type your full name into the Your Name: text field, and your full e-mail address into the E-mail Address: text field.

Both the Incoming mail server (IMAP): and Outgoing mail server (SMTP): should be filled in with "cmail.clarku.edu".

Next, enter your Clark Account username and password into the appropriate text boxes.

Now, click the More Settings... button to open a new window, Internet E-mail Settings.

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Step 7
Click the **Outgoing Server** tab, and then check the box next to **My outgoing server (SMTP) requires authentication**.

Step 8
While still in the **Internet E-mail Settings** window, click on the **Advanced** tab. Check both the boxes next to **This server requires an encrypted connection (SSL)**. Make sure that the number next to **Incoming server (IMAP)**: changed to “993”, and change the number next to **Outgoing server (SMTP)**: to “465”. Click **OK** to close this window.

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Step 9
Click **Next**, and then **Finish**.

Congratulations!
You have successfully entered all the information required to set up your account.

To close the wizard, click Finish.