



Connecting to other e-mail providers

Date: September 23, 2009

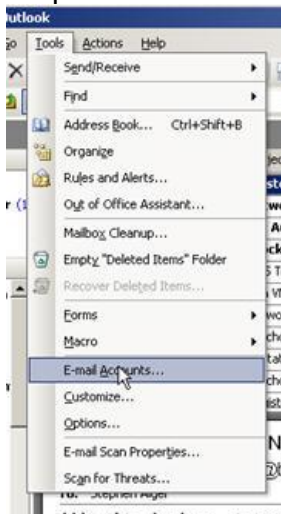
Version: 1.0

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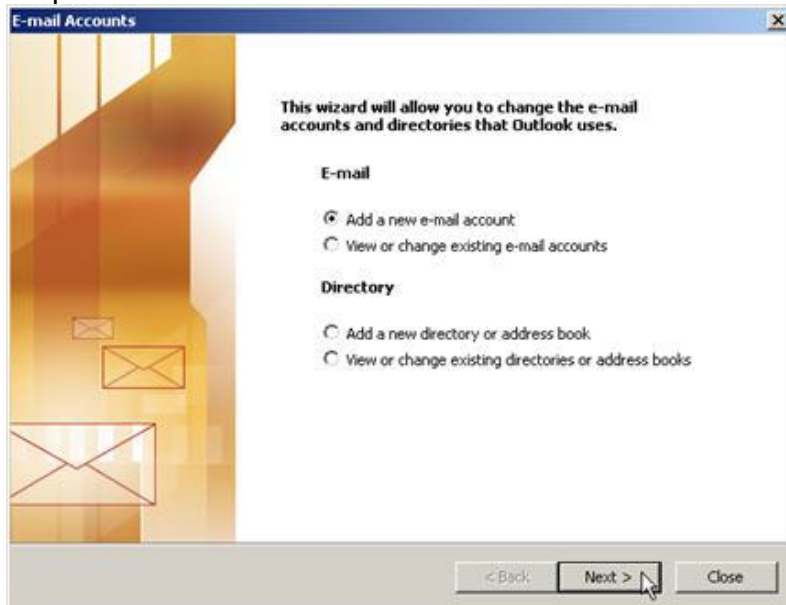
Outlook is capable of supporting multiple profiles, that is, Outlook can check multiple e-mail accounts at the same time. Listed below is a list of various e-mail providers and how to configure them:

Brock E-mail (Badger or Spartan):

Step 1: Select **Tools** then **E-mail Accounts...**



Step 2: Select **Add a new e-mail account** then **Next>**





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Step 3: Select **IMAP** then **Next>**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section. The text reads: 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'IMAP' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Step 4 (students): Fill out this page with you information then click **More Settings...**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' section. The text reads: 'Each of these settings are required to get your e-mail account working.' There are three main sections: 'User Information', 'Server Information', and 'Logon Information'. 'User Information' includes 'Your Name' (Jane Doe) and 'E-mail Address' (jd03ab@brocku.ca). 'Server Information' includes 'Incoming mail server (IMAP)' (badger.ac.brocku.ca) and 'Outgoing mail server (SMTP)' (badger.ac.brocku.ca). 'Logon Information' includes 'User Name' (jd03ab), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. A 'More Settings...' button is located at the bottom right. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'More Settings...' button.



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Step 4 (staff): Fill out this page with your information then click **More Settings...**

E-mail Accounts

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

User Information

Your Name: Jane Doe
E-mail Address: jdoe@brocku.ca

Server Information

Incoming mail server (IMAP): spartan.ac.brocku.ca
Outgoing mail server (SMTP): spartan.ac.brocku.ca

Logon Information

User Name: jdoe
Password: *****
 Remember password

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

Step 5: Click on the **Advanced** tab, select **This server requires an encrypted connection (SSL)** then **OK**.

Internet E-mail Settings

General Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (IMAP): 998 Use Defaults
 This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 25
 This server requires an encrypted connection (SSL)

Server Timeouts

Short -|----- Long 1 minute

Folders

Root folder path: _____

OK Cancel



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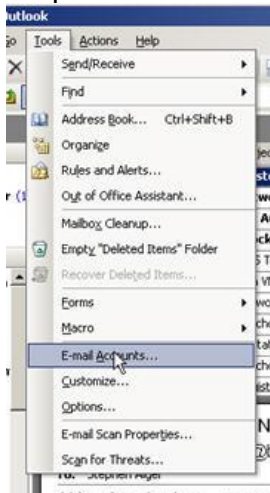
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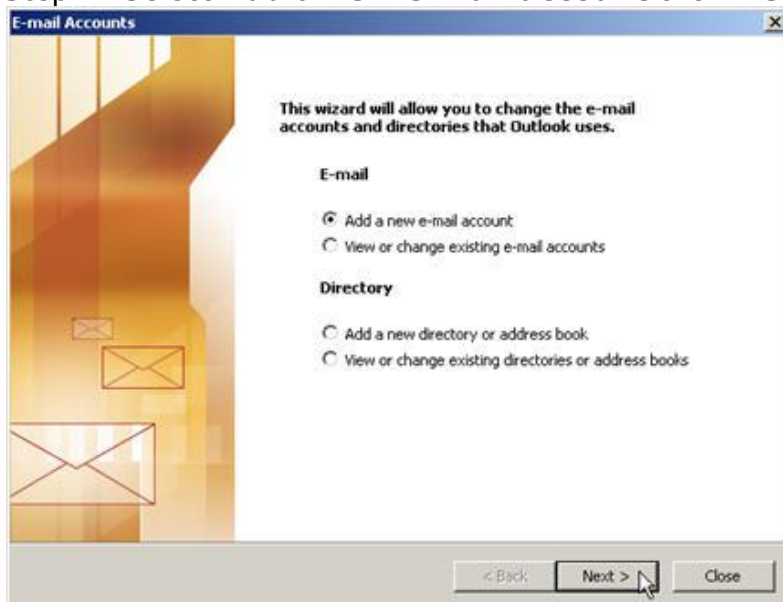
Gmail

Before adding Gmail to Outlook, ensure your Gmail account has POP3 activated

Step 1: Select **Tools** then **E-mail Accounts...**



Step 2: Select **Add a new e-mail account** then **Next>**



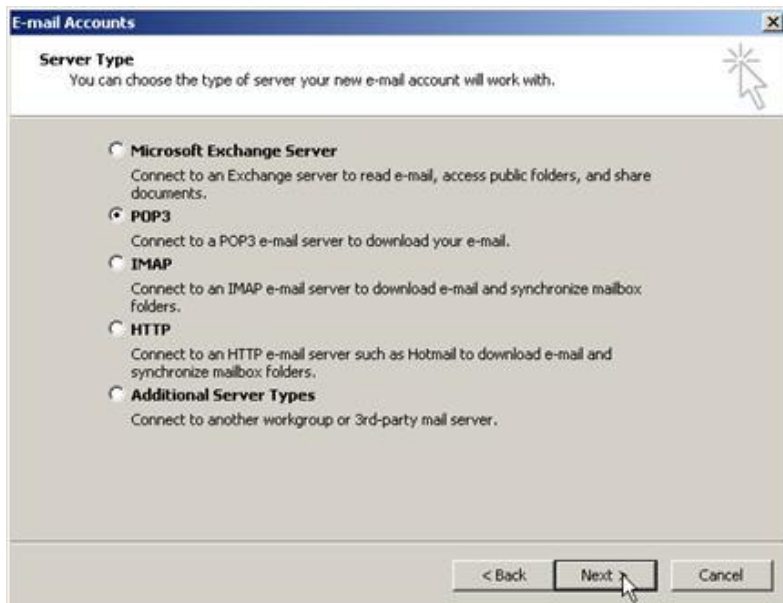
Step 3: Select **POP3** then **Next>**



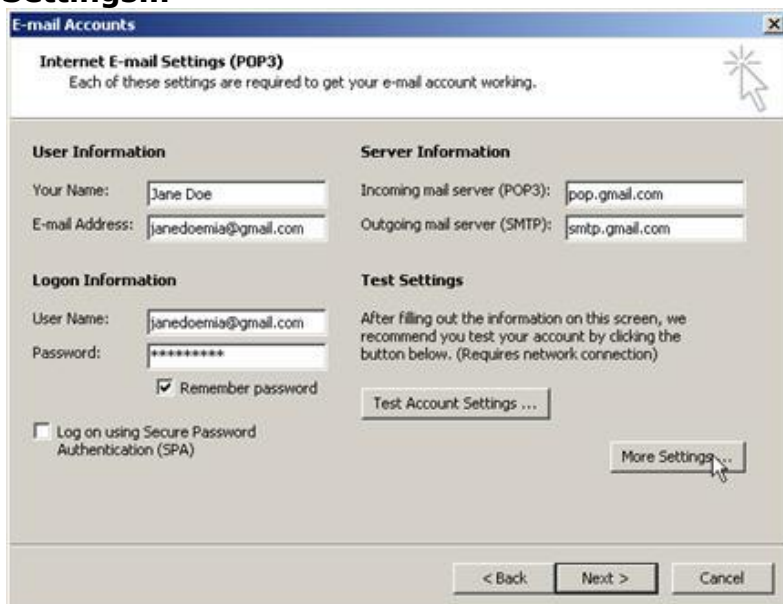
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Step 4: Fill out this page with your account information then click **More Settings...**



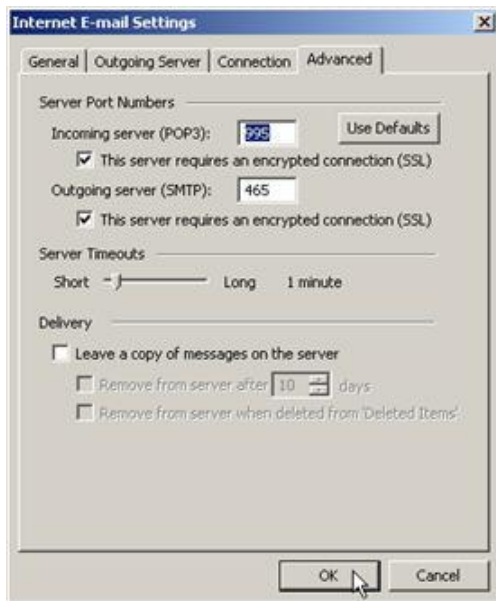
Step 5: Click on the **Advanced** tab, select **This server requires an encrypted connection (SSL) for both incoming and outgoing**. Ensure Outgoing port is set to 465 then **OK** and next to finish.



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Hotmail

No longer supported

Note: If these settings do not work, please contact the e-mail vendor for up to date e-mail settings.