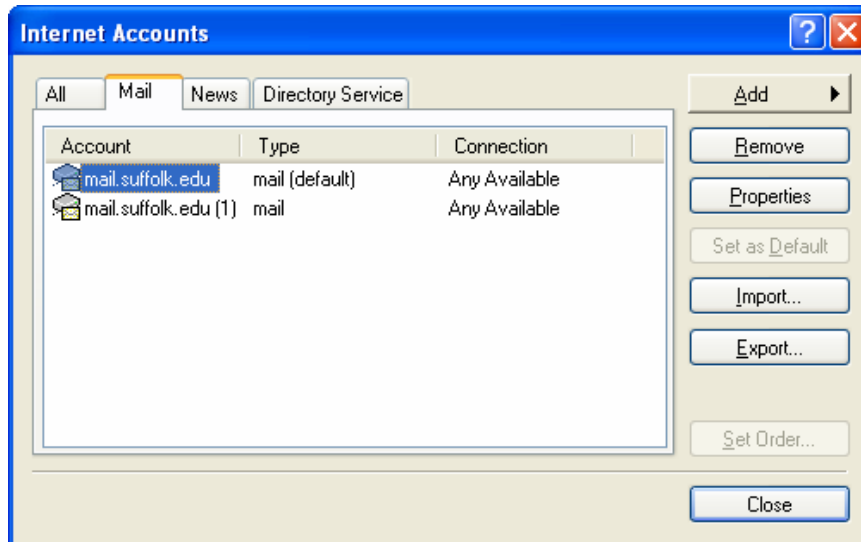


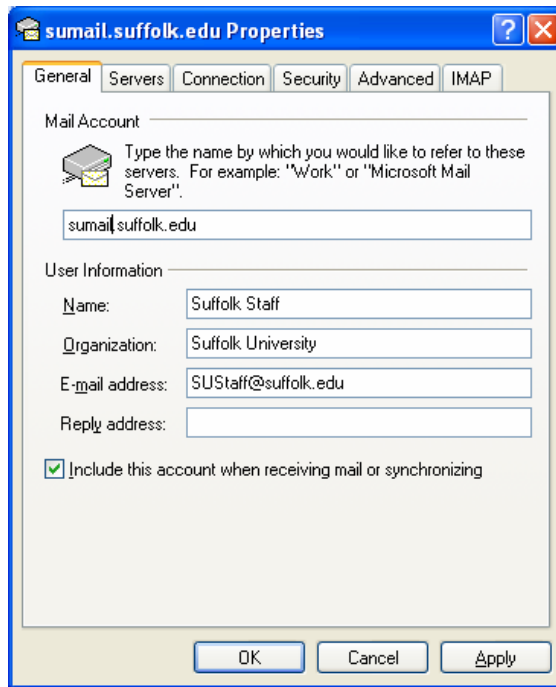
Re-configuring Outlook to Access sumail.suffolk.edu

If you already have your mail account set up, follow these steps to reconfigure Outlook Express for the new settings:

- From the **Tools** menu, select **Accounts...**
- A dialog box will appear. **Click** on the **Mail** tab, and select your account and **click** on the **Properties** button. (As Shown Below)



- On the **General Tab Under the Mail Account**, you will want to change the **mail.suffolk.edu** or **acad.suffolk.edu** to **sumail.suffolk.edu**. (As Shown Below)



- Next, **Click** the **Servers** tab.
- In the **Incoming mail (POP or IMAP):** field, **change** this **to sumail.suffolk.edu**
- In the **Outgoing mail (SMTP):** field, **change** this to **sumail.suffolk.edu**.

- **Note For Users Who Have Laptops or are setting Up Your Email Account on an Off-Campus Computer (Home or Apartment).**

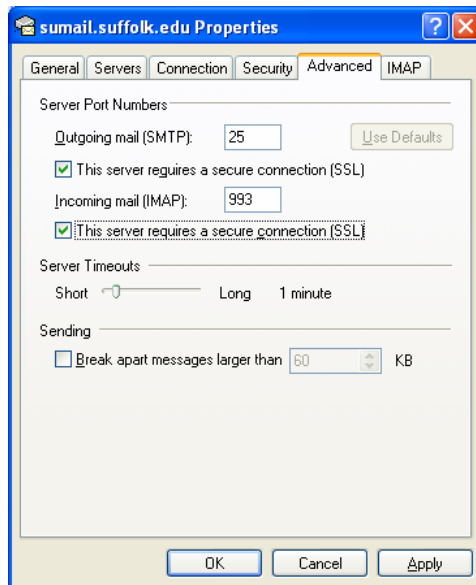
You will need to place a Checkmark in the Box next to: My Server Requires Authentication. This will allow you to send your emails using Suffolk's email server instead of your ISP provider's.

- Once you place the **Checkmark in the Box** you will then be able to **Click on Settings**.
- **Verify that Use Same Settings as my Incoming Mail Server is chosen** for your logon information. If not **Click** on the **Circle** next to this option and **Click** on **OK**.

The screenshot shows the 'sumail.suffolk.edu Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates the incoming mail server is an IMAP server. The incoming mail (IMAP) and outgoing mail (SMTP) fields both contain 'sumail.suffolk.edu'. The 'Incoming Mail Server' section shows the account name as 'semployee' and a password field. There is a checkbox for 'Remember password' which is unchecked, and a checkbox for 'Log on using Secure Password Authentication' which is checked. The 'Outgoing Mail Server' section has a checkbox for 'My server requires authentication' which is unchecked, and a 'Settings...' button.

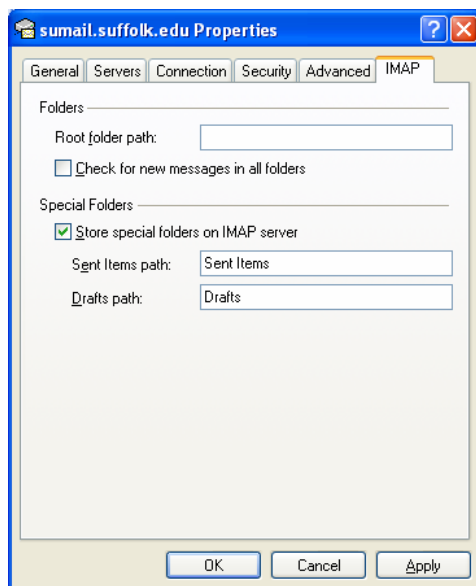
The screenshot shows the 'Outgoing Mail Server' dialog box. The 'Logon Information' section has two radio buttons: 'Use same settings as my incoming mail server' (which is selected) and 'Log on using'. Below the radio buttons are fields for 'Account name:' and 'Password:'. There is a checkbox for 'Remember password' which is checked, and a checkbox for 'Log on using Secure Password Authentication' which is unchecked. There are 'OK' and 'Cancel' buttons at the bottom.

- Now you will need to **click** on the **Advanced** tab.
- **As an Extra Option for Security but not necessary**, verify that both boxes next to, **This Server Requires A Secure Connection (SSL)** and **This Server Requires A Secure Connection (SSL)** are Checked.



- 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 system this is **not required** and **must** be **removed**.



- Click on the **OK** button to save the changes, and click on **Close** to exit the Internet Accounts window.
- This completes the changes that need to be made to access the new Mirapoint Emailing System. **Restart** the **Outlook Express Applications** to verify that all changes have taken effect.
- If further assistance is required please contact the helpdesk.