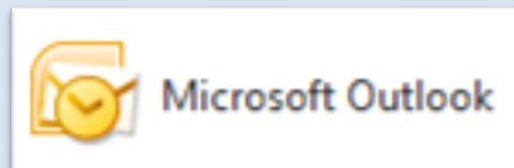


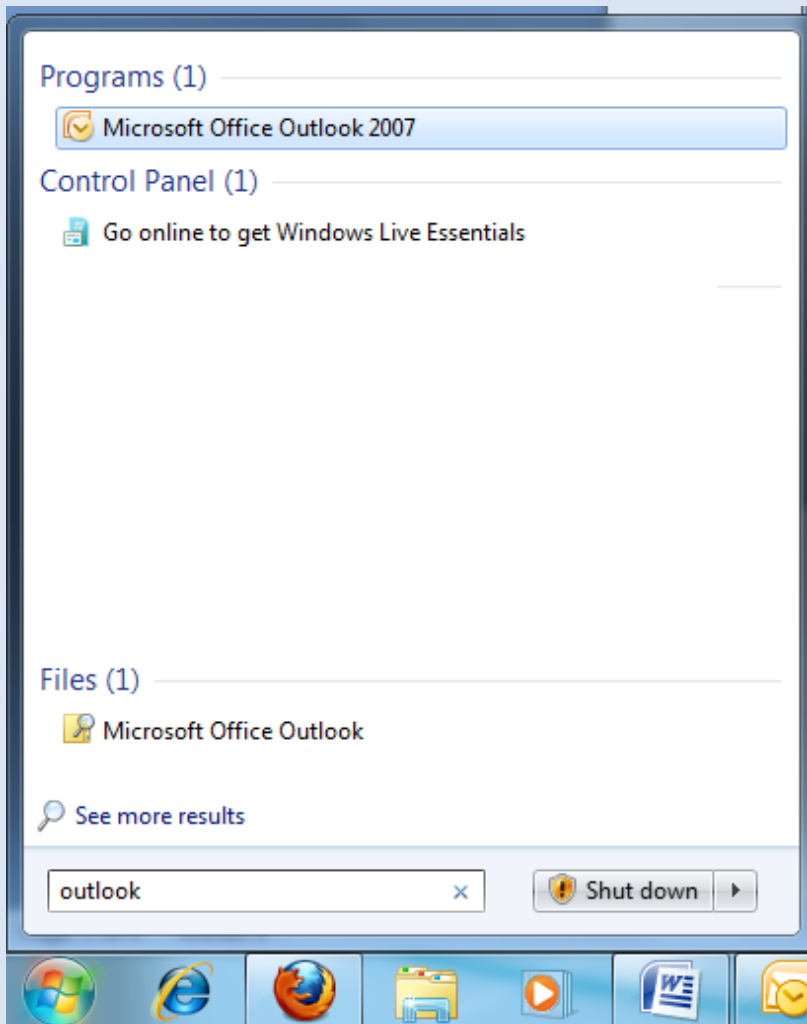


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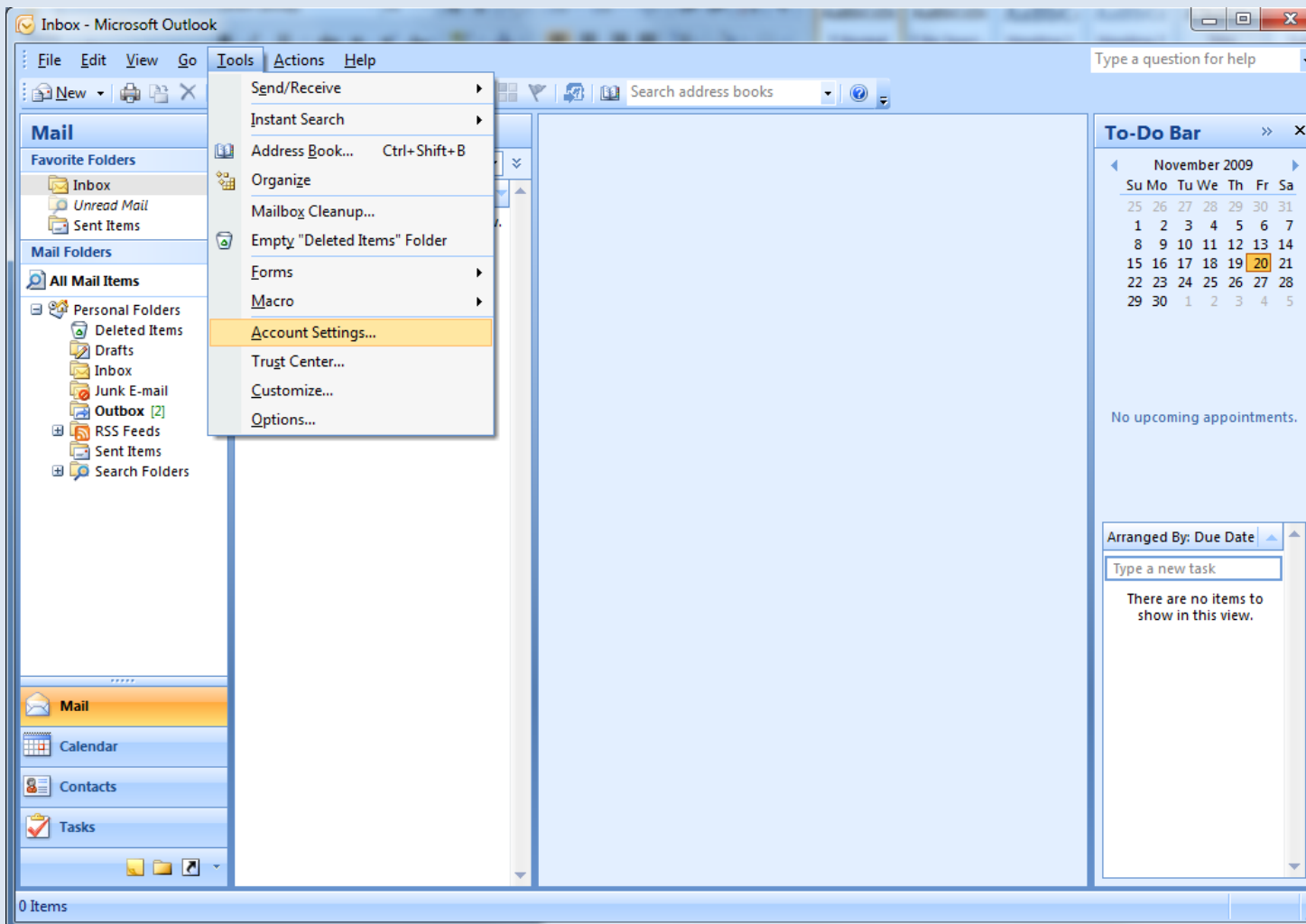
SU Helpdesk Presents:



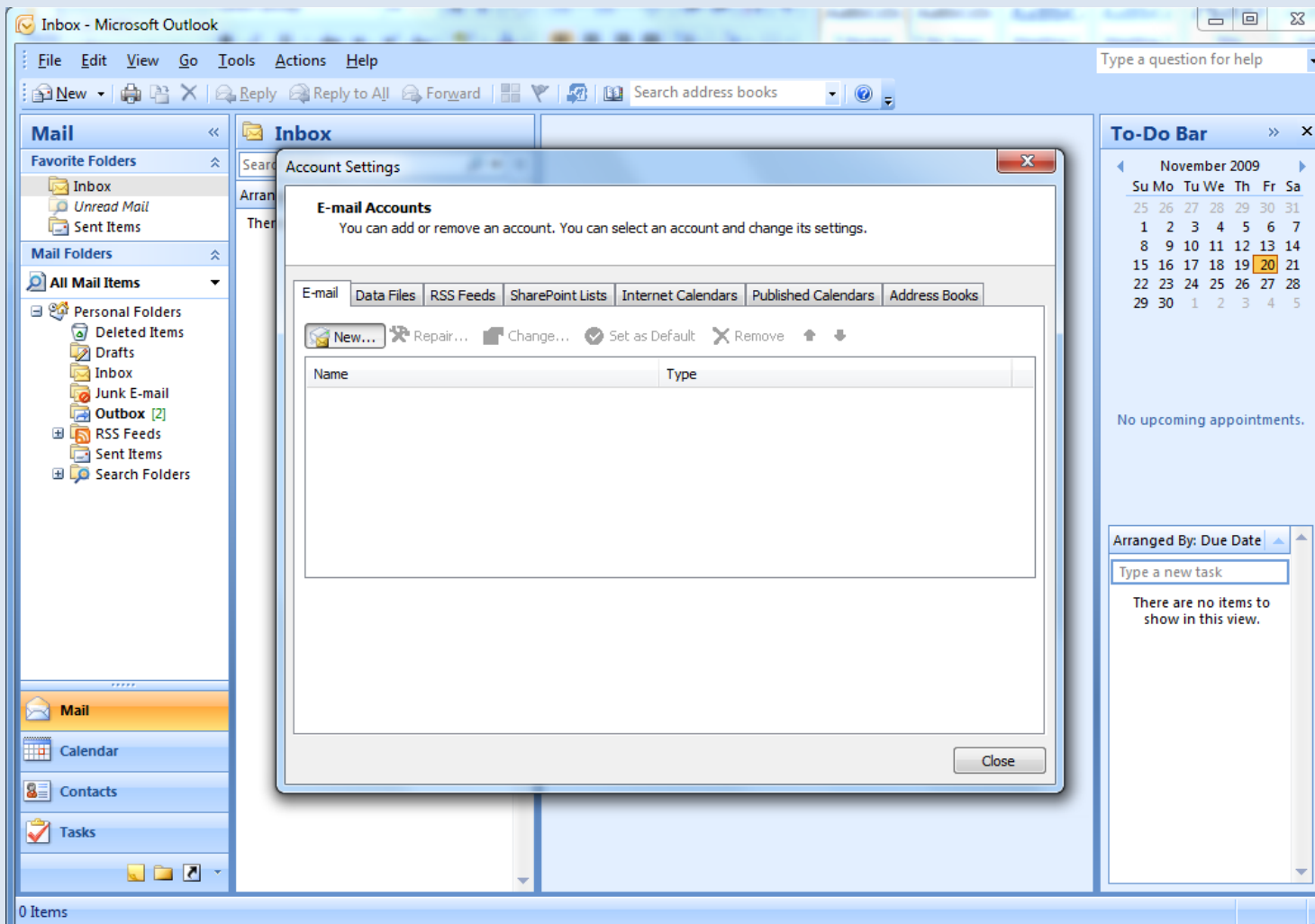
Ship Email Account Setup: Microsoft Outlook



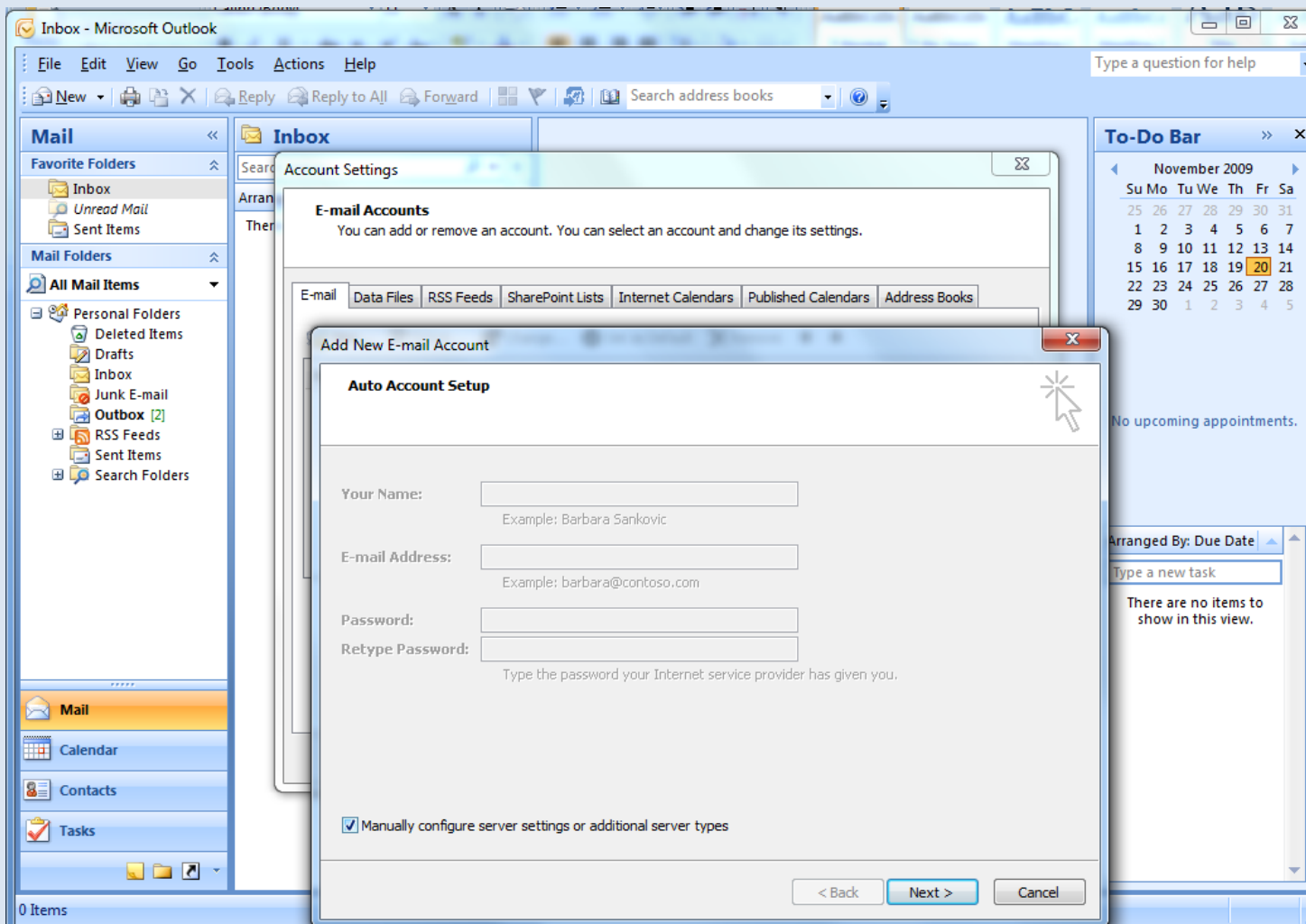
Step 1: Open Microsoft Outlook. On Windows Vista or Windows 7 machines: hit the start button and then type outlook in. Microsoft Outlook will appear under the programs header. On Windows XP machines: hit the start button> “All Programs” > navigate to the location of outlook to open it.



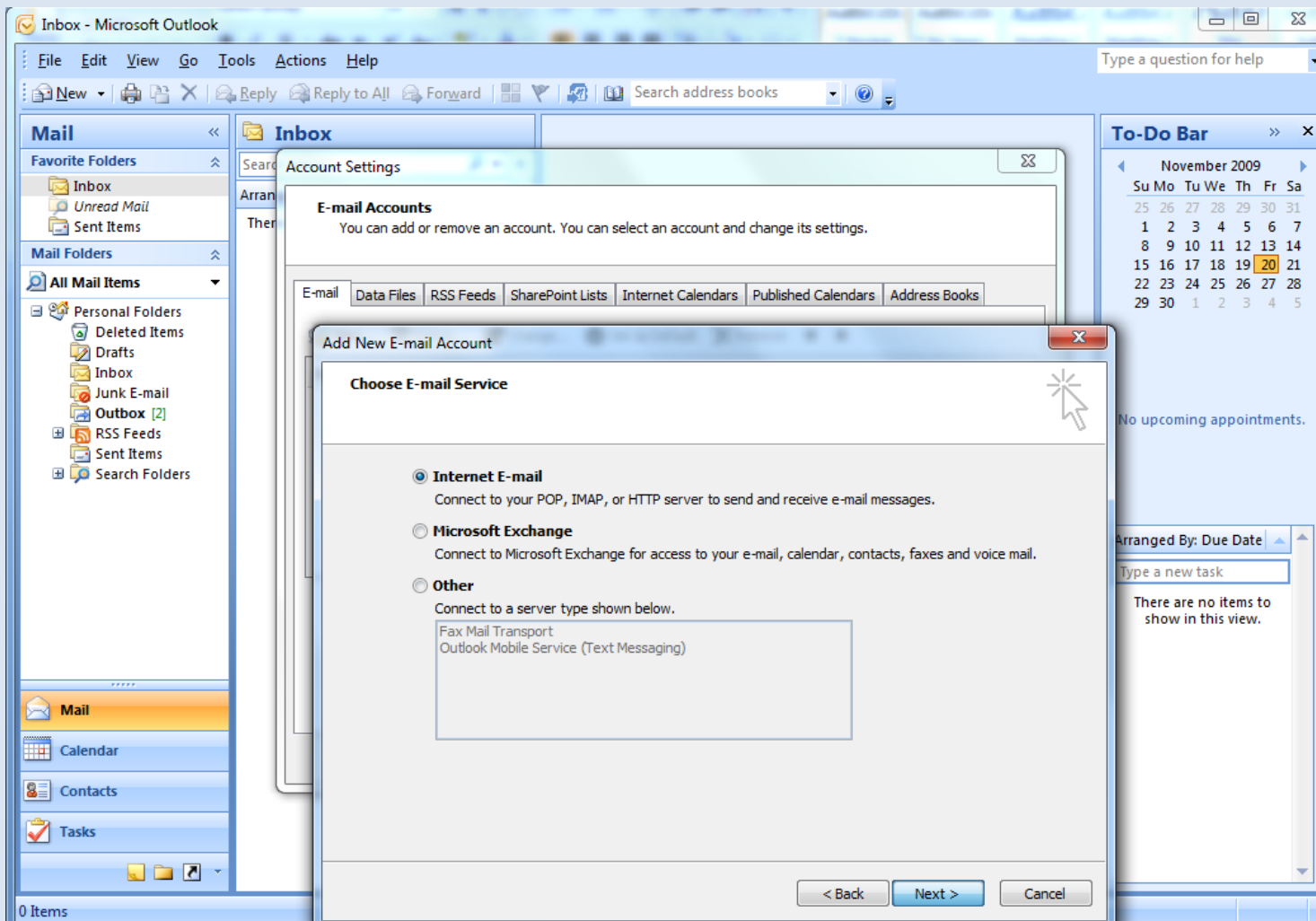
Step 2: Once Outlook is opened, click tools then account settings.



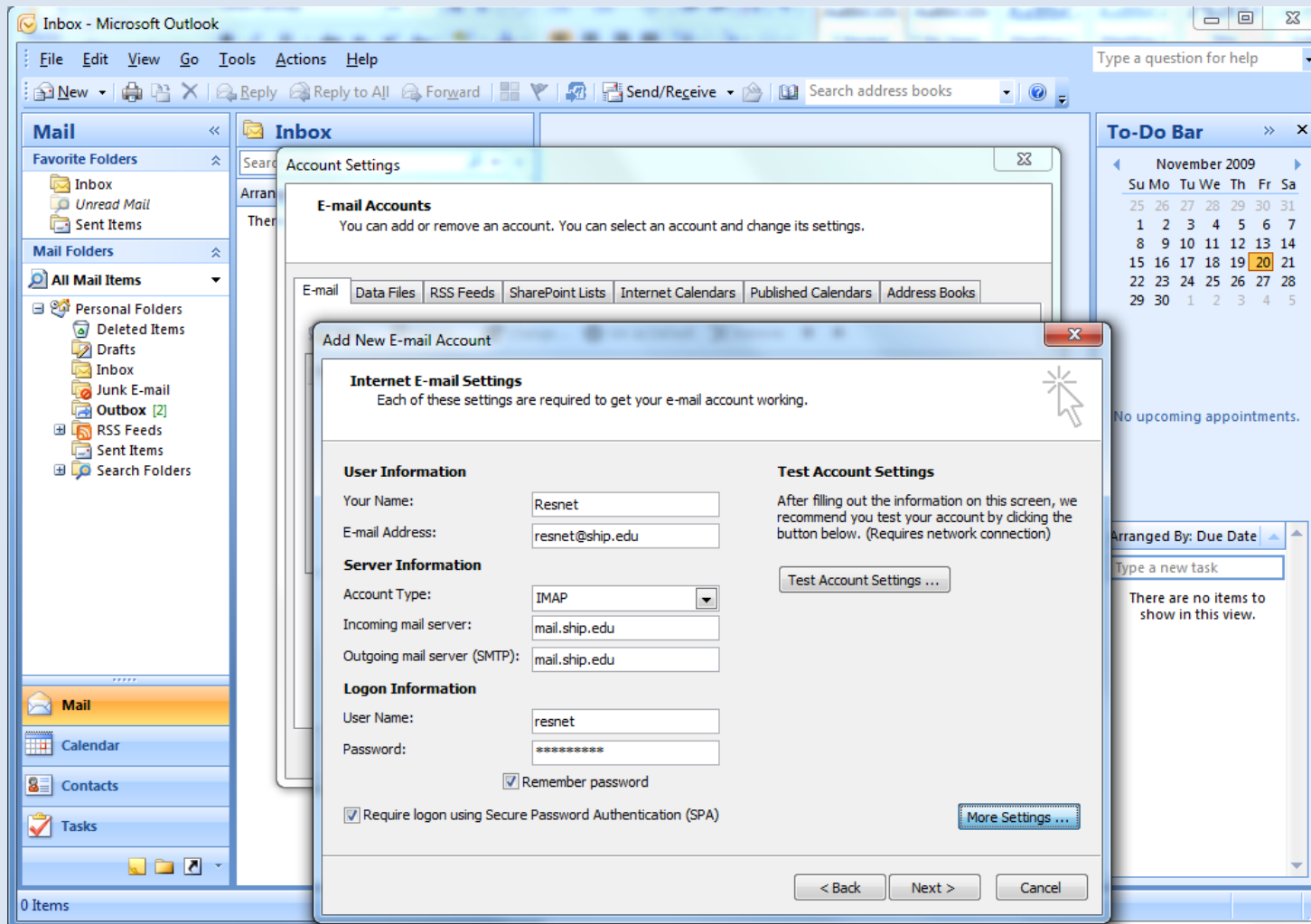
Step 3: Click "New" under the "E-mail" tab.



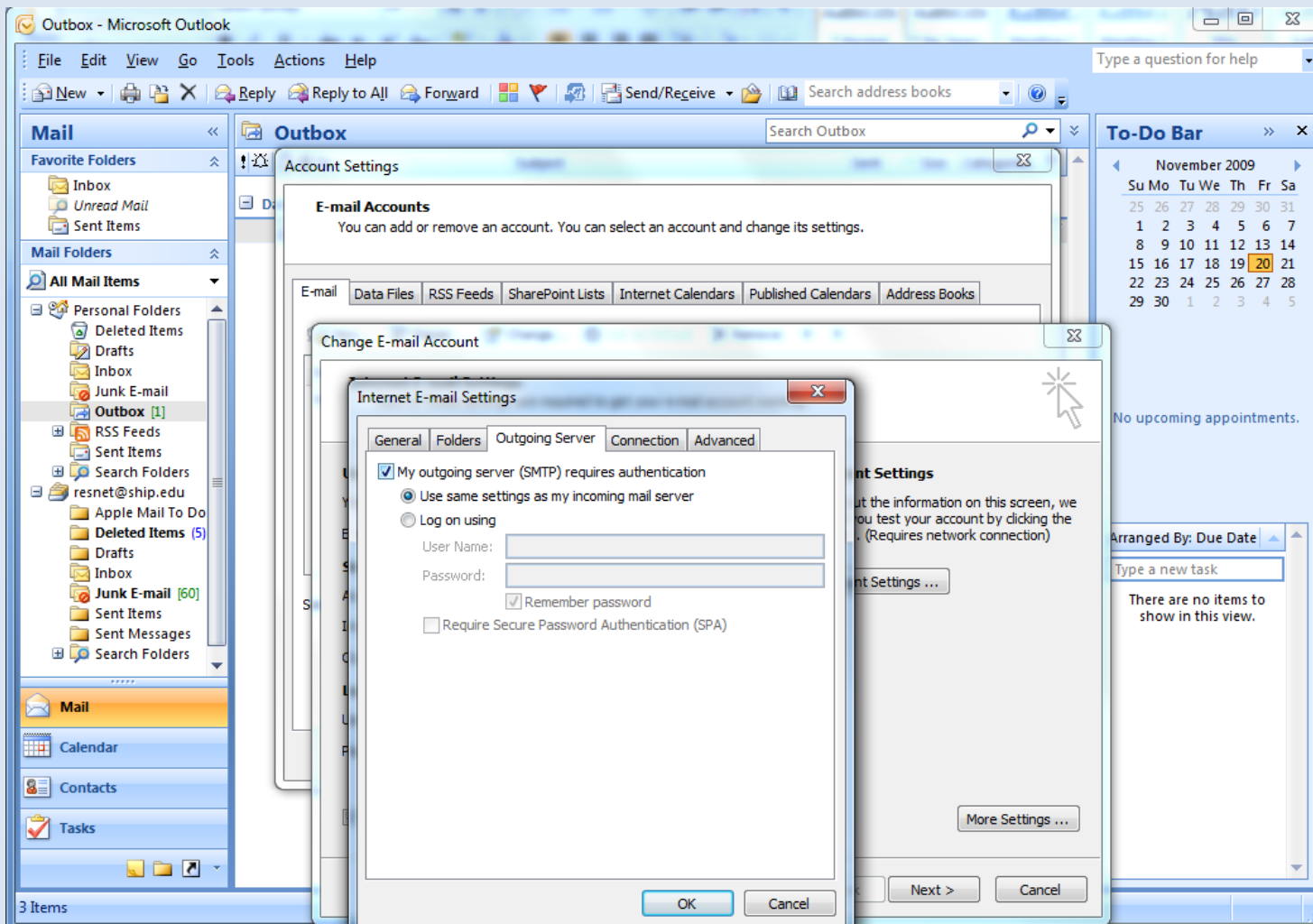
Step 4: Check the box for “Manually configure server settings or additional server types” and hit next.



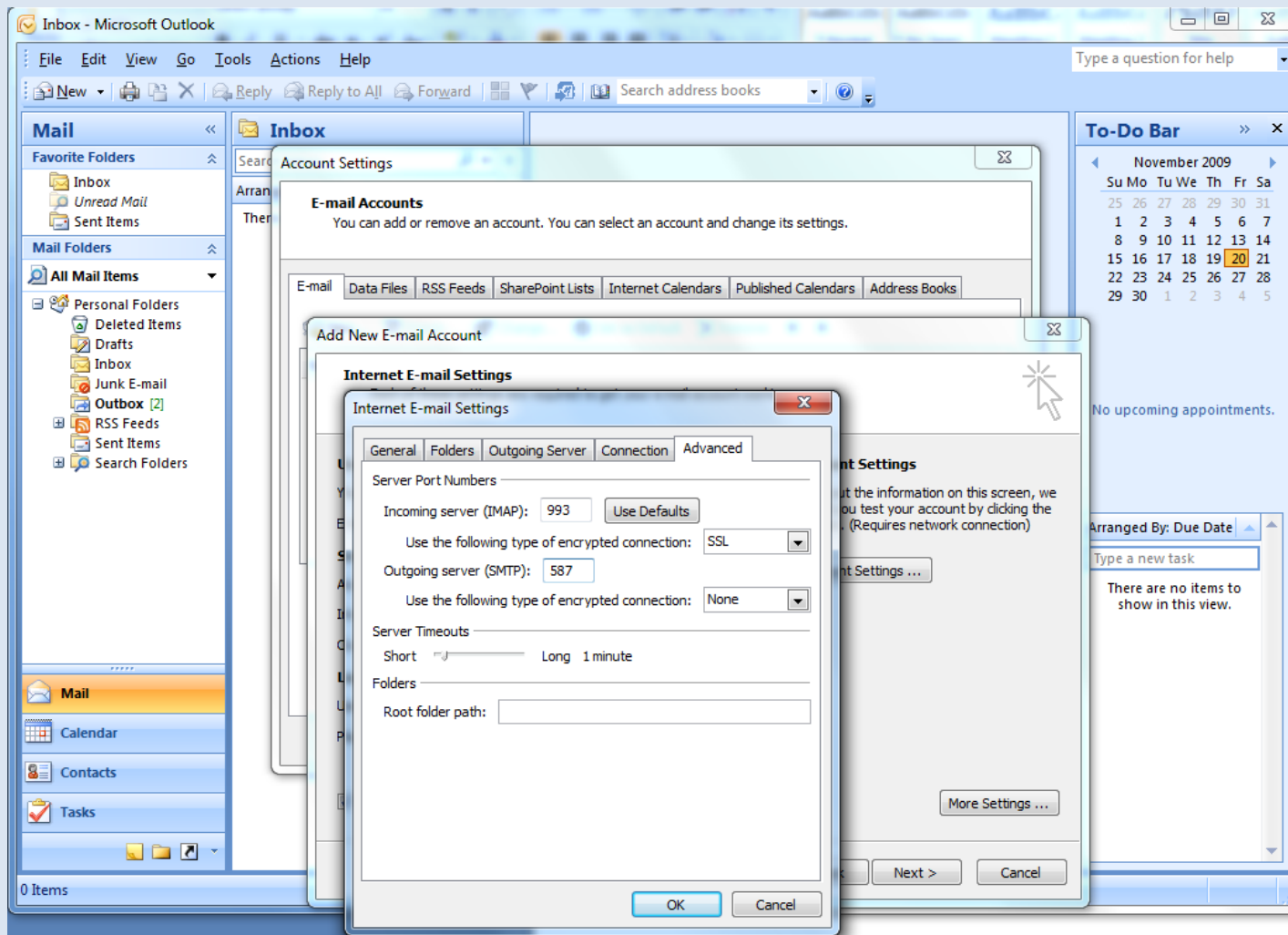
Step 5: Select "Internet E-mail" and hit next.



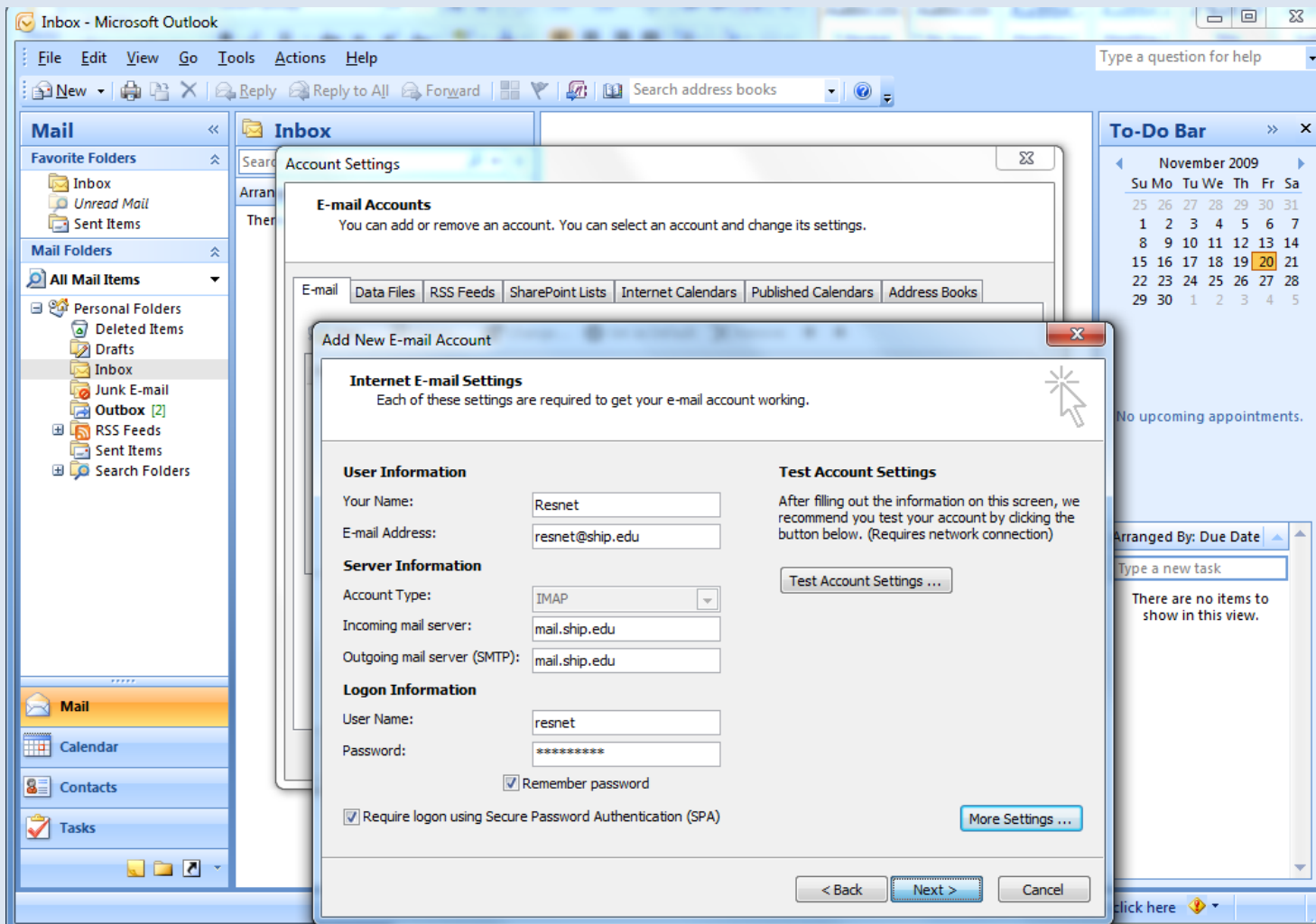
Step 6: Enter your name and email address. The account type is “IMAP” and type “mail.ship.edu” for both the incoming and outgoing mail servers. Finally, enter your ship email id in the username textfield and type your password underneath it. Check “Remember password” and “Require logon using Secure Password Authentication (SPA)”. Then click the “More Settings...” button.



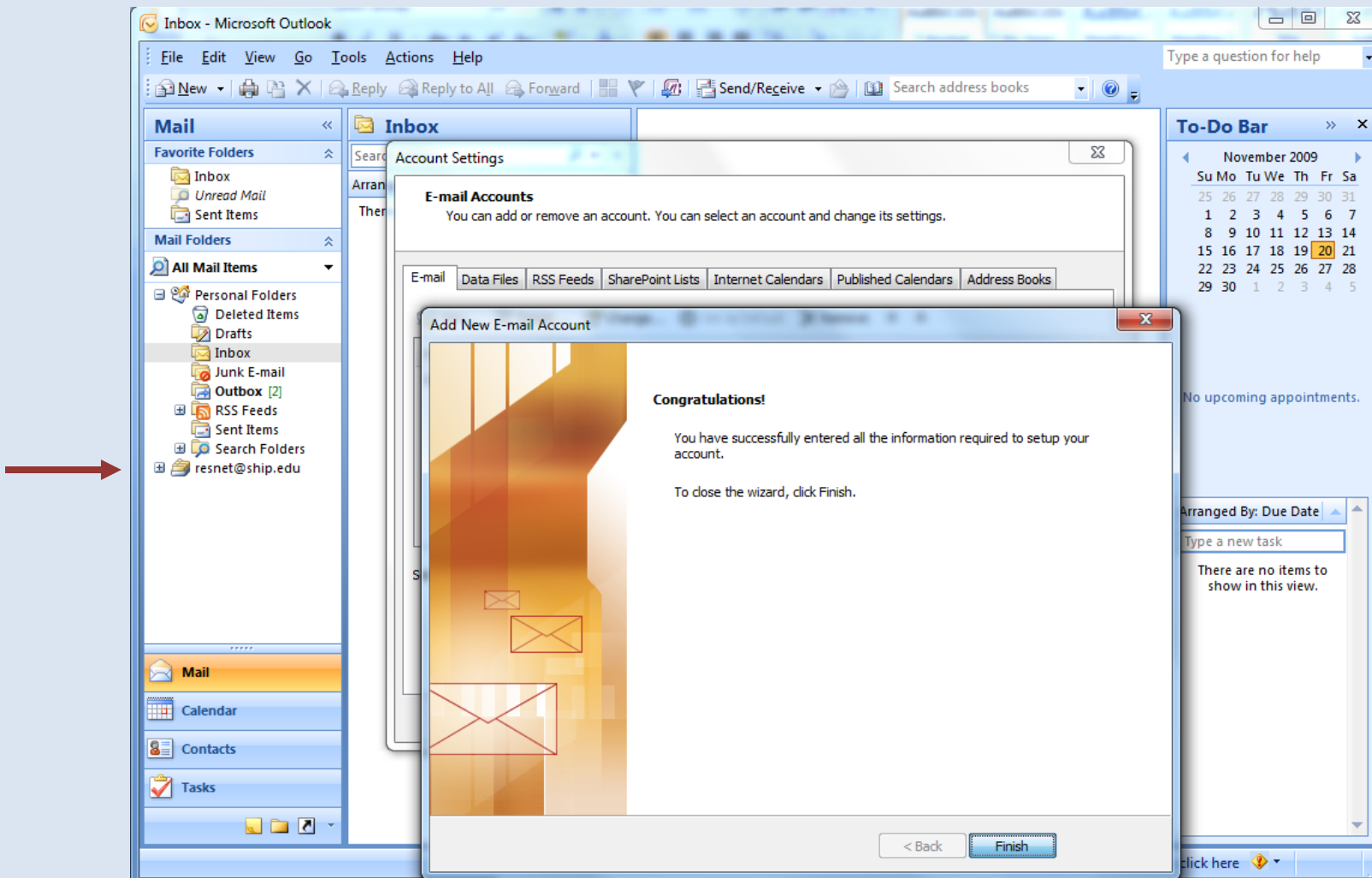
Step 7: Navigate to the “Outgoing Server” tab and check the box labeled “My outgoing server (SMTP) requires authentication”. Be sure that the first option is selected, “Use same settings as my incoming mail server”.



Step 8: Navigate to the last tab labeled “Advanced”. In this tab, change the incoming server port to “993” and use the drop down menu to select “SSL” where it says “Use the follow type of encrypted connection”. Change the outgoing server port to “587” and then hit ok a the bottom of the form.



Step 9: click next.



Step 10: Click finish and then click close on the account settings. Outlook will now connect to the mail server and display your emails in the Inbox folder under your account which can be found on the left-hand side (where the red arrow is pointing).

Everything should be fully functional to you from this point out. If you do not see your inbox folder after you completed all these steps, simply open your account properties again, and then close them. This triggers Windows Mail to download all the folders again and the inbox folder should download this time. The program will automatically update itself whenever you receive new emails and download the emails to your folder. In order to send mail through this program, simply click the “New” button at the top of the program. We recommend that you create a test email to send to yourself to ensure that everything is configured properly for you to both send and receive e-mails. If you didn’t receive your test e-mail, then please go through the steps again and be sure there isn’t anything you forgot to do. If you can’t troubleshoot the issue yourself, then please bring it down to us where we will do what we can to try to resolve the issue for you.