

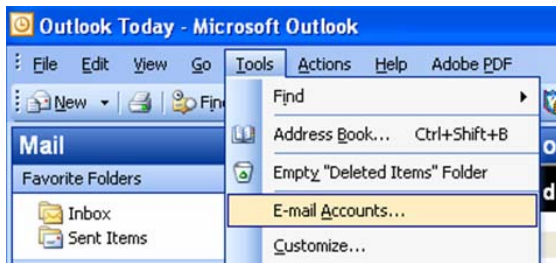
Outlook Account Set-up for Campus Webmail

The following describes how to create a new account so you can use Outlook for CSU Email. Please note that to use Outlook, you must have your CSU Email system set as Campus Webmail.

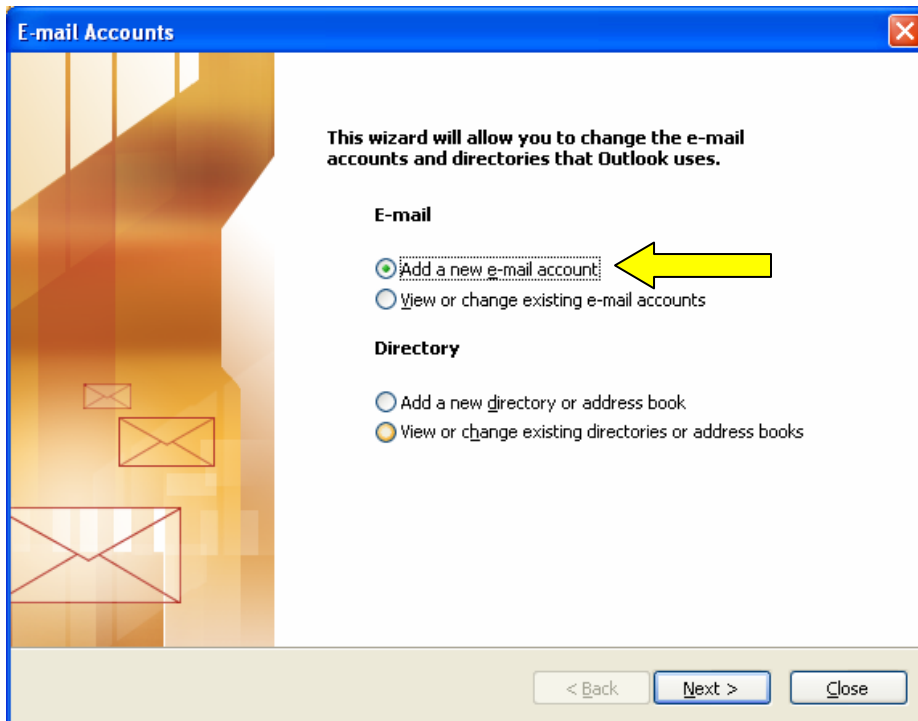
NOTE: You will need to access CampusNet to obtain your Email settings.

To Set-Up Outlook Account

1. Open Outlook
2. Click on Tools then Email Accounts

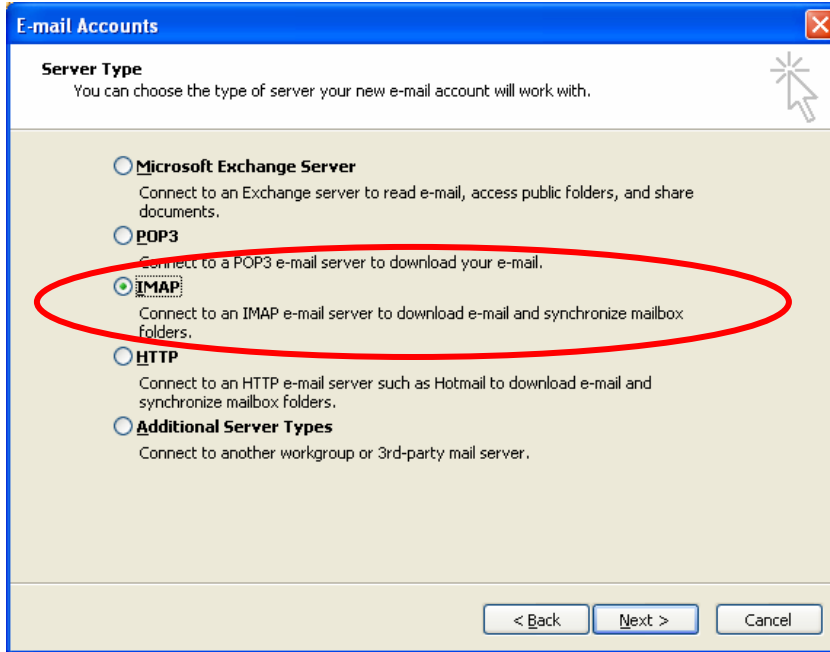


3. Click on Add a new Account then Next



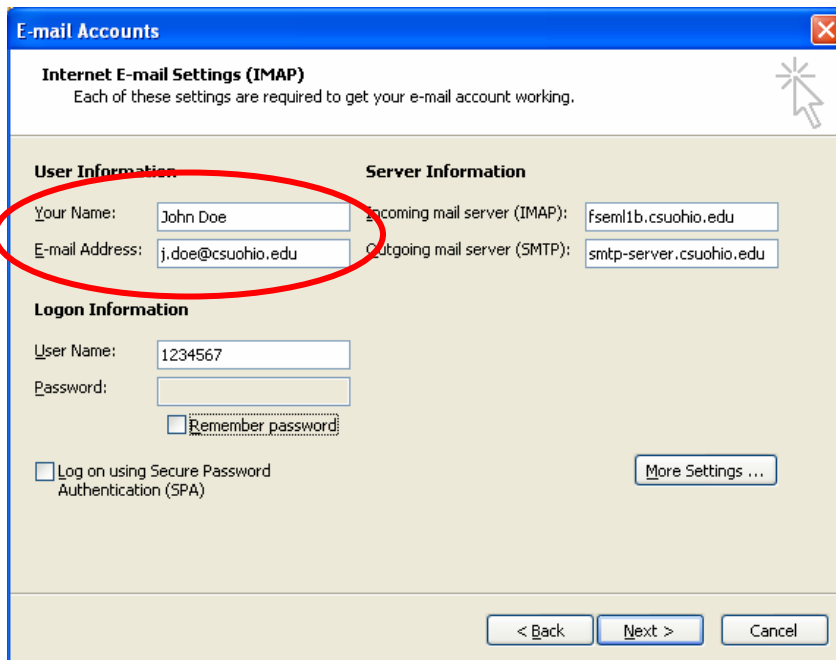
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4. Click on IMAP, then 'Next'



The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. 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 and circled in red. Below the options are three buttons: '< Back', 'Next >', and 'Cancel'.

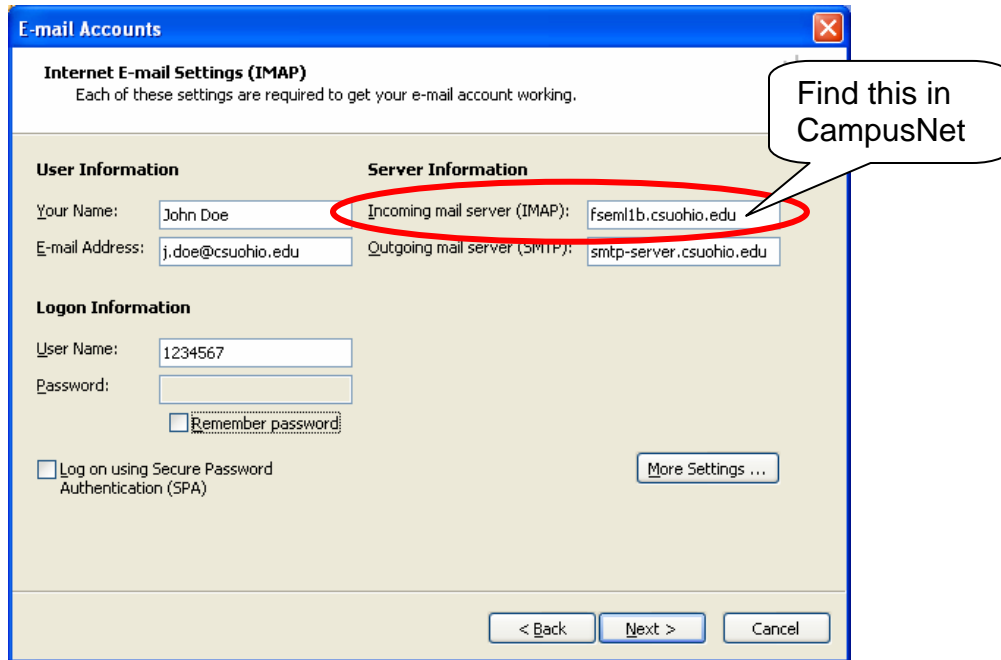
5. Enter your name and CSU Email address under 'User Information'. This will be the name and Email address that will be displayed on the 'From' field of any email you send.



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' section selected. The text reads: 'Each of these settings are required to get your e-mail account working.' There are three sections: 'User Information', 'Server Information', and 'Logon Information'. The 'User Information' section has two text boxes: 'Your Name' (containing 'John Doe') and 'E-mail Address' (containing 'j.doe@csuohio.edu'), which are circled in red. The 'Server Information' section has two text boxes: 'Incoming mail server (IMAP):' (containing 'fseml1b.csuohio.edu') and 'Outgoing mail server (SMTP):' (containing 'smtp-server.csuohio.edu'). The 'Logon Information' section has a 'User Name' text box (containing '1234567'), a 'Password' text box, a 'Remember password' checkbox, and a 'Log on using Secure Password Authentication (SPA)' checkbox. There is a 'More Settings ...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

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6. Enter the Incoming mail server name (you can get this information in CampusNet. Below is an example, but your setting MAY BE DIFFERENT)



E-mail Accounts

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

User Information	Server Information
Your Name: John Doe	Incoming mail server (IMAP): fsem11b.csuohio.edu
E-mail Address: j.doe@csuohio.edu	Outgoing mail server (SMTP): smtp-server.csuohio.edu

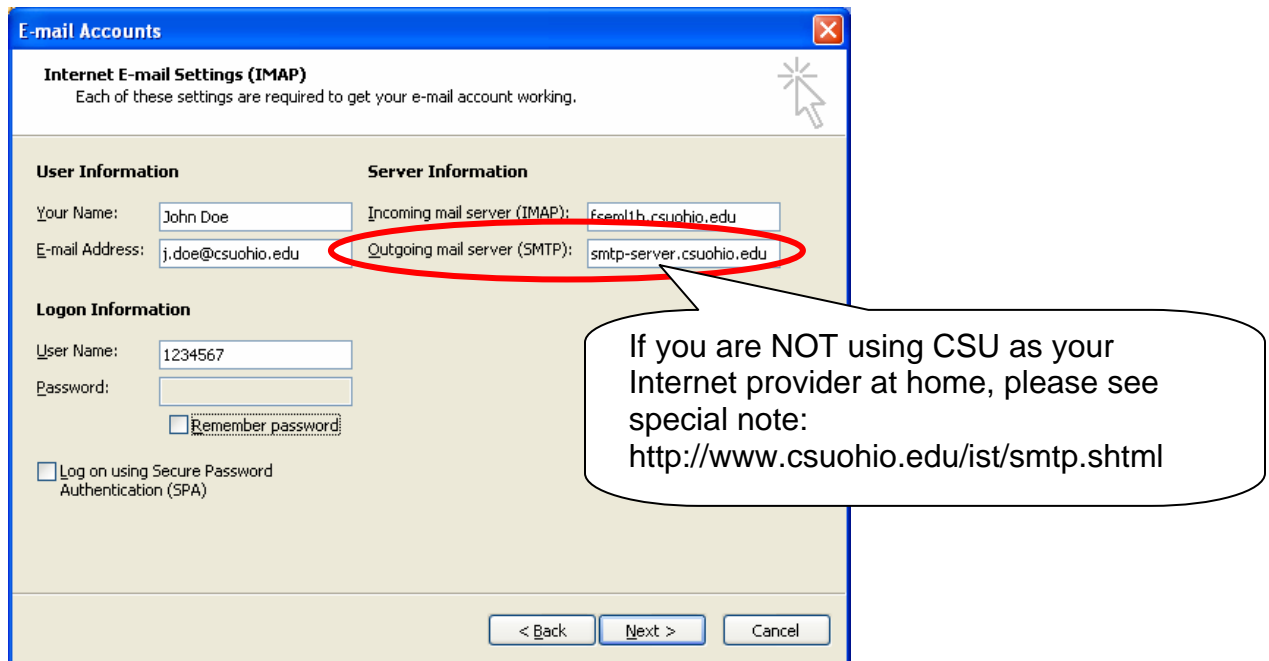
Logon Information

User Name: 1234567
Password:
 Remember password

Log on using Secure Password Authentication (SPA) More Settings ...

< Back Next > Cancel

7. Enter the Outgoing mail server name – this will be ‘smtp-server.csuohio.edu’ (If you are off-campus and using another Internet service provider – see special note at <http://www.csuohio.edu/ist/smtp.shtml>)



E-mail Accounts

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

User Information	Server Information
Your Name: John Doe	Incoming mail server (IMAP): fsem11b.csuohio.edu
E-mail Address: j.doe@csuohio.edu	Outgoing mail server (SMTP): smtp-server.csuohio.edu

Logon Information

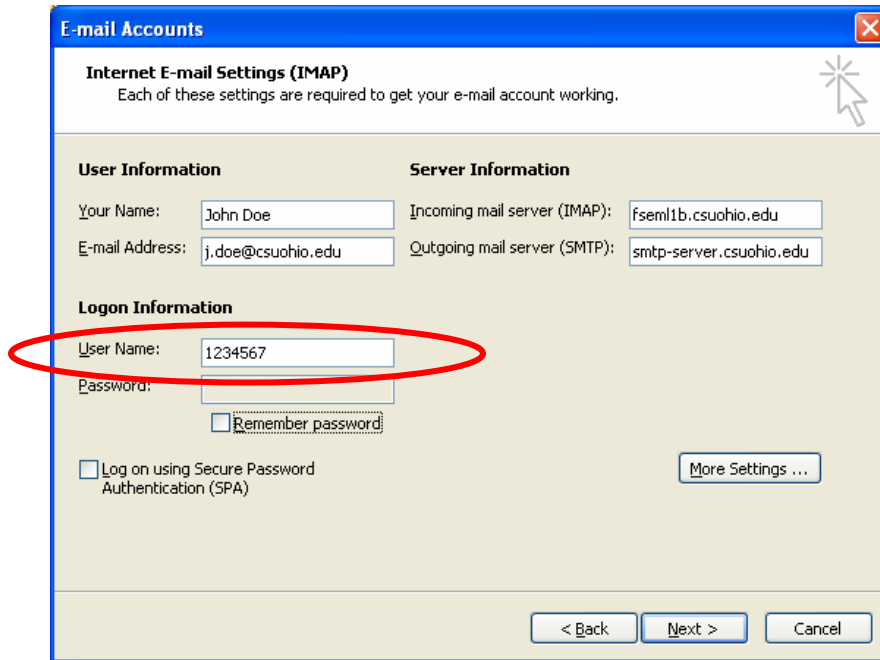
User Name: 1234567
Password:
 Remember password

Log on using Secure Password Authentication (SPA) More Settings ...

< Back Next > Cancel

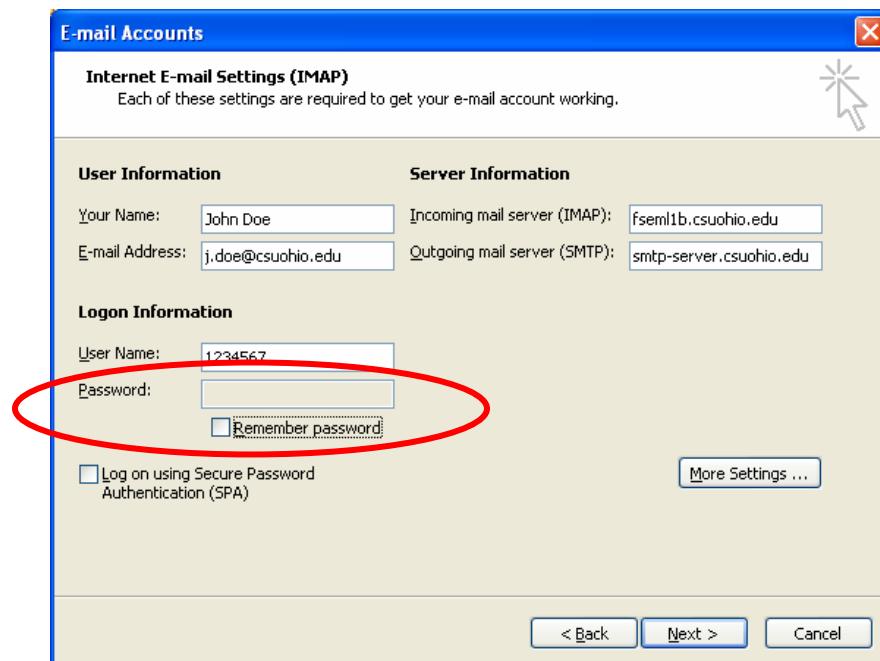
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8. In the 'User Name' field, enter your CSU ID number (7 digits – on your Viking Card)



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' section. The 'User Information' section contains the following fields: 'Your Name' (John Doe), 'E-mail Address' (j.doe@csuohio.edu), and 'User Name' (1234567). The 'Server Information' section contains 'Incoming mail server (IMAP)' (fsem11b.csuohio.edu) and 'Outgoing mail server (SMTP)' (smtp-server.csuohio.edu). The 'Logon Information' section contains 'Password' (empty), 'Remember password' (unchecked), and 'Log on using Secure Password Authentication (SPA)' (unchecked). A red circle highlights the 'User Name' field.

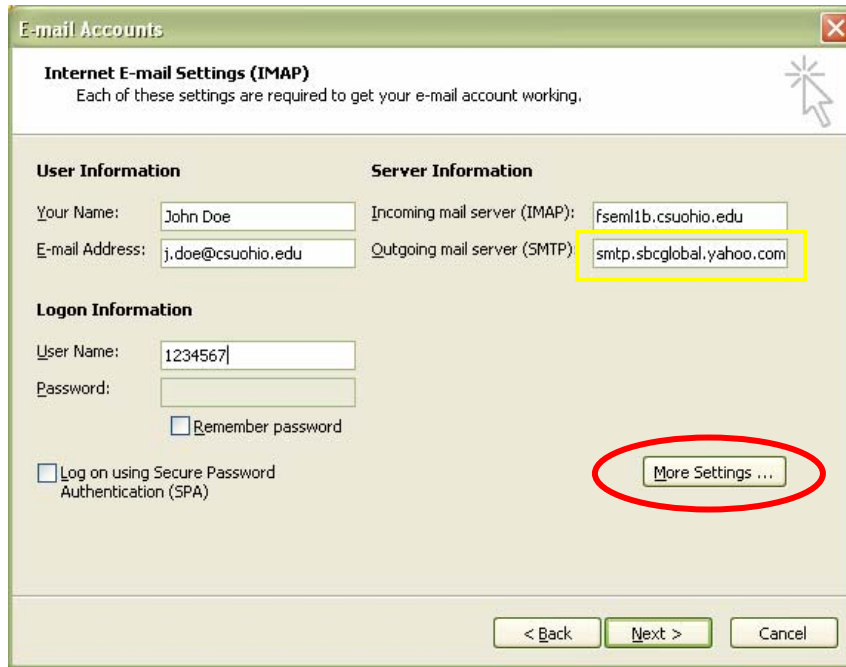
9. If you wish to store your password in Outlook, check the 'Remember password' box and enter your password



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' section. The 'User Information' section contains the following fields: 'Your Name' (John Doe), 'E-mail Address' (j.doe@csuohio.edu), and 'User Name' (1234567). The 'Server Information' section contains 'Incoming mail server (IMAP)' (fsem11b.csuohio.edu) and 'Outgoing mail server (SMTP)' (smtp-server.csuohio.edu). The 'Logon Information' section contains 'Password' (empty), 'Remember password' (checked), and 'Log on using Secure Password Authentication (SPA)' (unchecked). A red circle highlights the 'Remember password' checkbox and the 'Password' field.

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10. If you specified an off-campus or another Internet service provider as the Outgoing mail server (SMTP) in Step 7, you may need to specify your login credentials to that service provider. Otherwise, skip to step 11.



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: John Doe
E-mail Address: j.doe@csuohio.edu

Server Information

Incoming mail server (IMAP): fsem11b.csuohio.edu
Outgoing mail server (SMTP): smtp.sbcglobal.yahoo.com

Logon Information

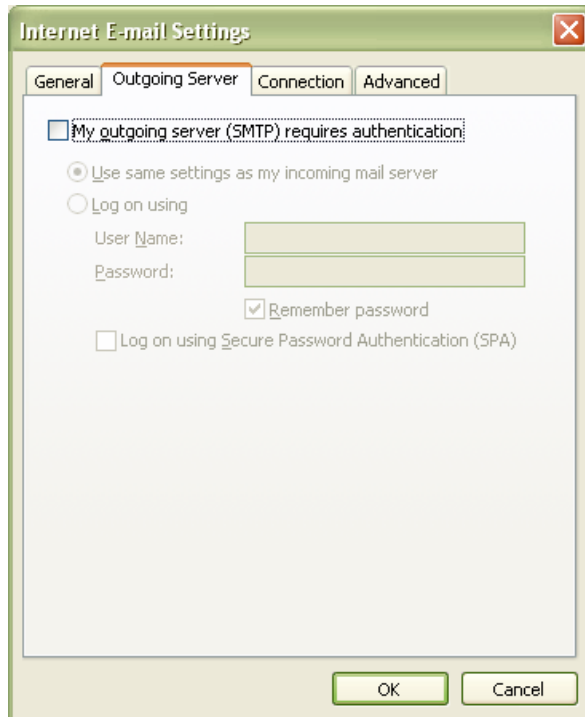
User Name: 1234567
Password:
 Remember password

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

In this example, we are using SBC Global Yahoo as the Outgoing mail server. Click 'More Settings...' button, then click on the 'Outgoing Server' tab.



Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server
 Log on using

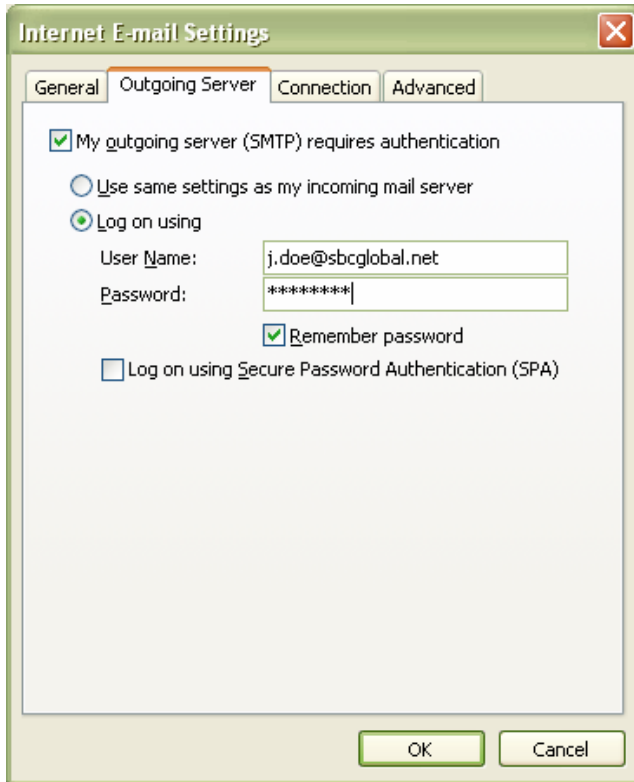
User Name:
Password:
 Remember password

Log on using Secure Password Authentication (SPA)

OK Cancel

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Check the 'My outgoing server (SMTP) requires authentication' box, then click on the 'Log on using' radial button. Enter your User Name and Password for your ISP Email account, then check the 'Remember password' box.



Click OK

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11. Click on Next

The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (IMAP)' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'.
- **User Information:** 'Your Name:' is 'John Doe'; 'E-mail Address:' is 'j.doe@csuohio.edu'.
- **Server Information:** 'Incoming mail server (IMAP):' is 'fseml1b.csuohio.edu'; 'Outgoing mail server (SMTP):' is 'smtp-server.csuohio.edu'.
- **Logon Information:** 'User Name:' is '1234567'; 'Password:' is empty; 'Remember password:' is unchecked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'.
At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the top right corner of the window.

12. Click on Finish

The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar reads 'E-mail Accounts'. The main heading is 'Congratulations!' with the text: 'You have successfully entered all the information required to setup your account.' Below this, it says: 'To close the wizard, click Finish.' On the left side, there is a decorative graphic of three envelopes. At the bottom center, there are two buttons: '< Back' and 'Finish'.

Your Email will now be sent to Outlook!

If you have trouble with your Email, please contact the Call Center at call.center@csuohio.edu or 687-5050.