



## Setting up your Email Account for Outlook 2003

- 1) Go to the **Tools** menu and click **E-Mail Accounts....**
- 2) Choose the **Add a new e-mail account...** button, and click **Next**.
- 3) Choose the **IMAP** button, and click **Next** again.
- 4) Next, Outlook will ask for some configuration information. Fill in the boxes as follows, then click **Next**:

Your Name:	Put your name here.
E-Mail Address:	Put your e-mail address here. It is usually something like <a href="mailto:unityid@ncsu.edu">unityid@ncsu.edu</a> .
User name:	Your unity ID (e.g. jdoe).
Password:	The password for your email account. Check the <b>Remember Password</b> box if you do not want to enter your password each time you check your email.
Incoming Mail Server:	This should be <b>unityid.mail.ncsu.edu</b> (e.g. jdoe.mail.ncsu.edu).
Outgoing Mail Server:	<b>smtp.ncsu.edu</b>

User Information	Server Information
Your Name: <input type="text" value="unityid"/>	Incoming mail server (IMAP): <input type="text" value="unityid.mail.ncsu.edu"/>
E-mail Address: <input type="text" value="unityid@unity.ncsu.edu"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.ncsu.edu"/>
<b>Logon Information</b>	
User Name: <input type="text" value="unityid"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	

- 5) Now click **Finish**. Your email account is now set up for Outlook 2003.

If you need to import messages or an address book, go to **File**, then **Import and Export...** You will need to find the **outlook.pst** file (the most recent on) on your computer to import the messages.

**If you have any questions or problems, please email [eccehelp@ncsu.edu](mailto:eccehelp@ncsu.edu), or stop by Room 331 EGRC / 231 Daniels.**