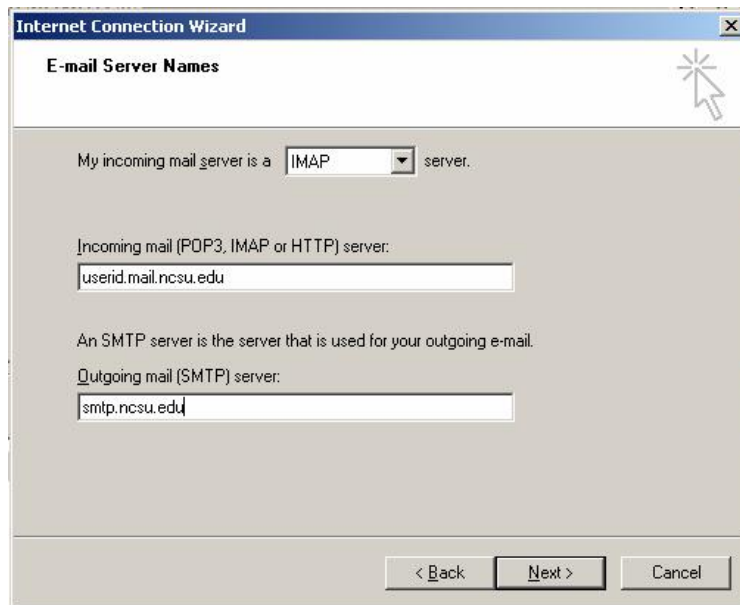




Setting up your Email Account for Outlook Express

- 1) Go to the **Tools** menu and click **Accounts...**
- 2) From that menu, click on **Add▶**, then **Mail...**
- 3) Outlook will then bring up a window and ask you for your name. Enter your name in the provided box.
- 4) Next, Outlook will ask you for your email address. This is typically something like: unityid@ncsu.edu
- 5) The next page will ask for email server names. The incoming mail server is an **IMAP** server. In the next box, type **unityid.mail.ncsu.edu**, where **unityid** is your User ID (e.g. jdoe.mail.ncsu.edu). The outgoing mail server is **smtp.ncsu.edu**.



- 6) On the next page, enter the User ID and password for your mail account. Check the "Remember Password" box if you do not want to enter your password each time you check your mail.
- 7) Click "Finish" - you will then be asked if you would like to download folders from the mail server. Click **Yes**. Please be patient, it may take a minute or more to download your mail depending on how much you have. Your email account should now be configured.

If you have any questions or problems, please email eccehelp@ncsu.edu, or stop by Room 331 EGRC / 231 Daniels.