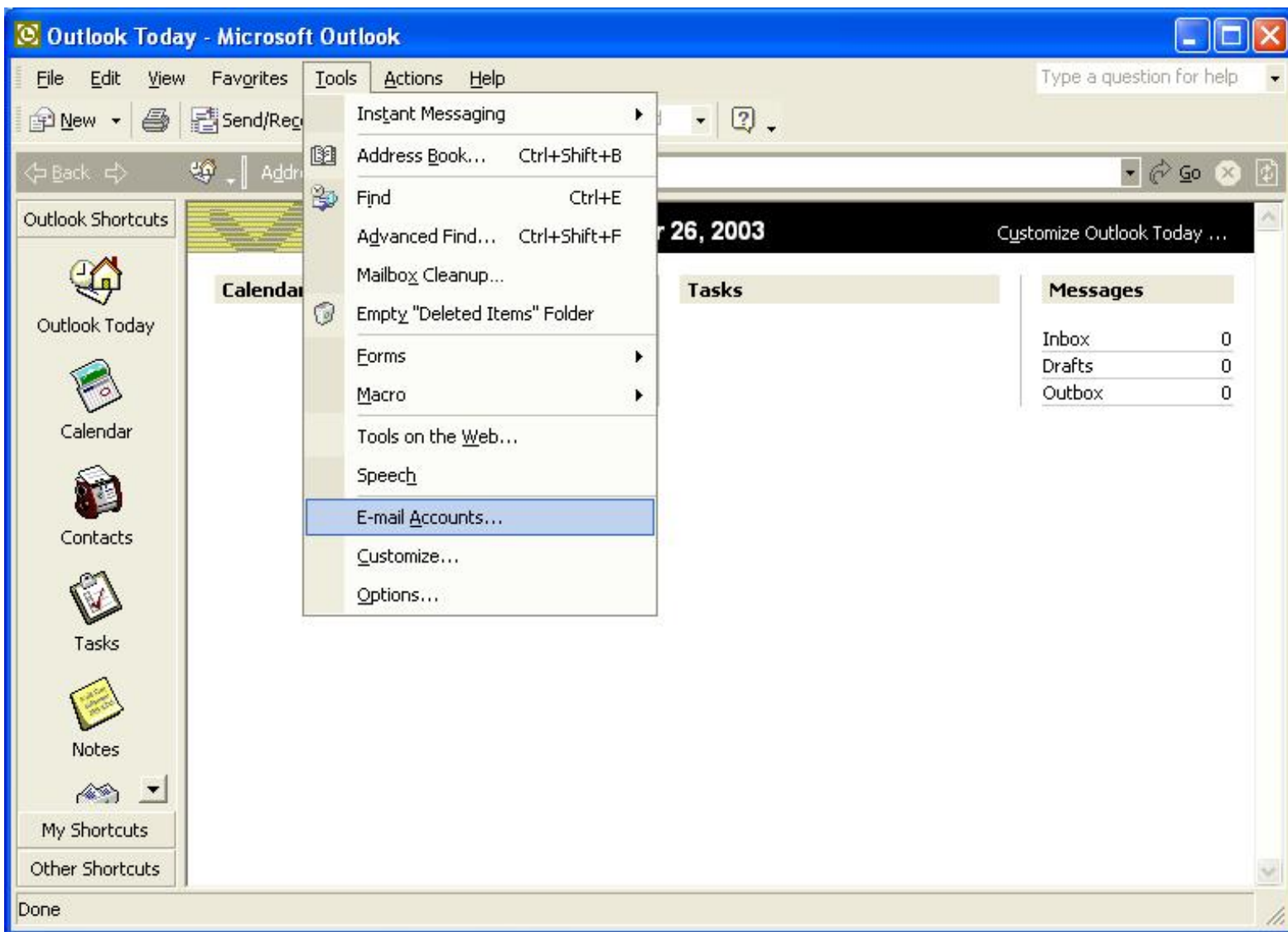


In this guide:

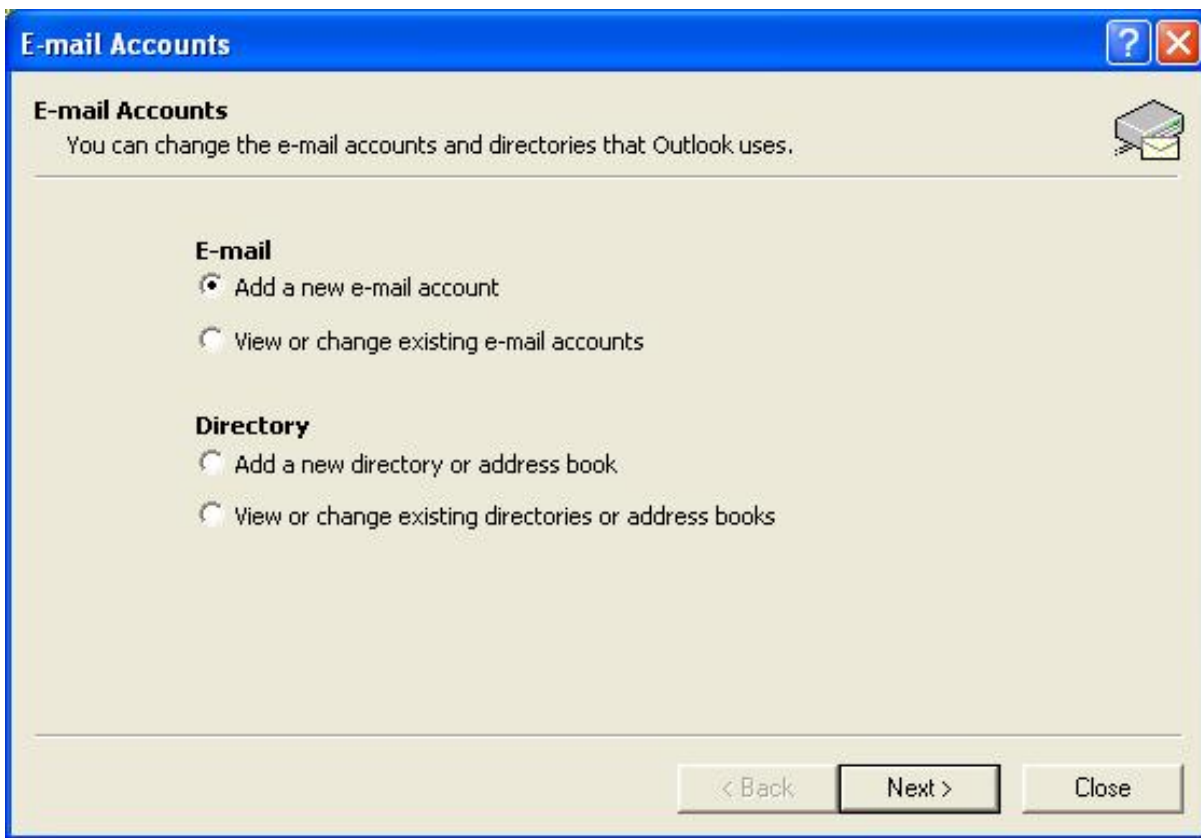
- [E-mail Setup](#)
 - [Performance Improvement](#)
 - [LDAP Setup](#)
 - [Address Book Setup](#)
-

E-mail Account Setup

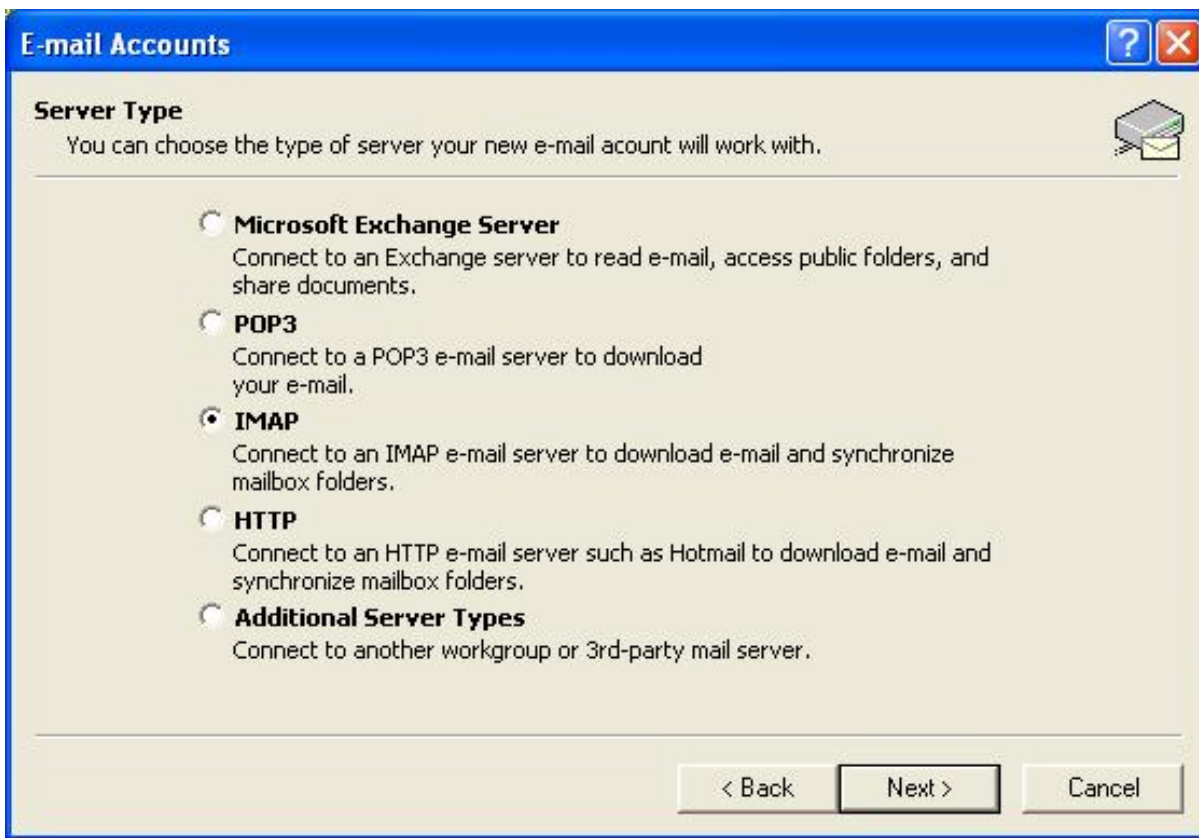
1) Open Outlook, go to the "**Tools**" menu (if you get other pop-up screens when opening Outlook click the cancel button next to them until you can click on the "**Tools**" menu), and click on "**E-mail Accounts...**"



2) When the "E-mail Accounts " window appears, click on the circle next to "Add a new e-mail account " then click "Next".



3) Click the circle next to "**IMAP**" and then click "**Next**".



4) This screen requires you to enter all your e-mail account information.

Your Name: The name you want to appear on all e-mails you send out

E-mail Address: Your U of MN e-mail address (i.e. user1234@umn.edu)

User Name: <your_internet_id>


Password: <your_internet_password>

Incoming Mail server (IMAP): <your_internet_id>.email.umn.edu

Outgoing mail server (SMTP): smtp.umn.edu

Once you have filled out the blanks, click on "**More Settings...**"

E-mail Accounts [?] [X]

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

User Information **Server Information**

Your Name: Incoming mail server (IMAP):

E-mail Address: Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

5) In this window, click on the "**Outgoing Server**" tab and ensure that the checkbox is checked, and the circle next to "**Use same settings my incoming mail server**" is filled, then click on the "**Advanced**" tab.



6) On the "**Advanced**" tab, ensure that the information is the same as reflected in the image below.

Both checkboxes should be check-marked next to "**This server requires an encrypted connection (SSL)**".

The number in the box to the right of "**Incoming server (IMAP):**" should be "**993**".

The number in the box next to "**Outgoing server (SMTP):**" should be "**587**".

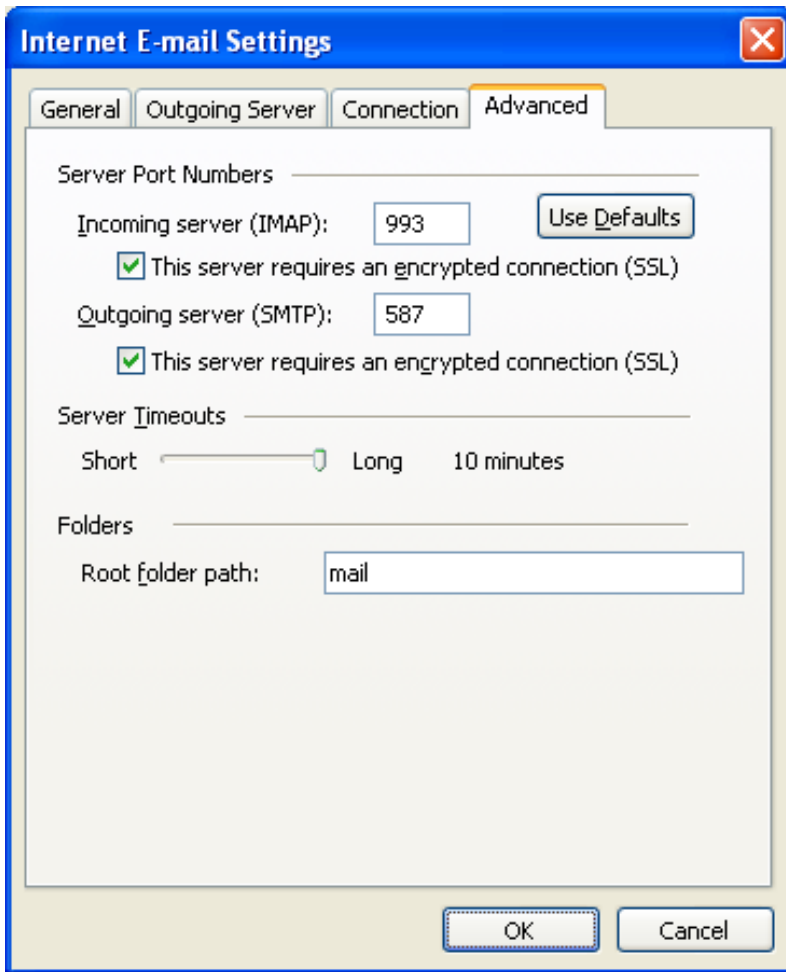
Drag the "**Server Timeout**" slider to increase the value to "**10 minutes**".

For the "**Root folder path**", enter "**mail**".

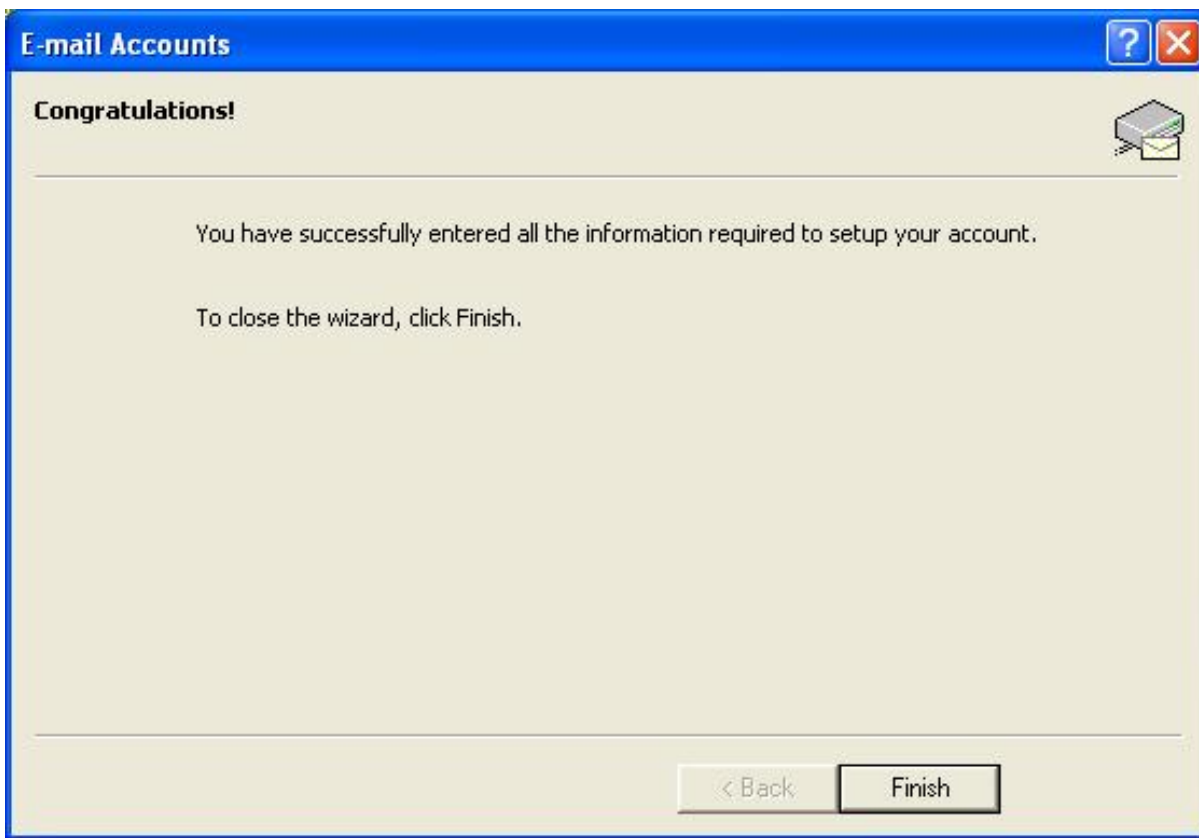
When done, click "**OK**" and then "**Next**".

NOTE: If you are unable to send mail, try port 465 instead of 587 for SMTP. This is often the case with

Outlook versions prior to 2003.



7) Click "**Finish**" on the window that confirms you have successfully entered all the required information. When you return to the main menu, you may be asked to enter your password, and once you have done so, Outlook will download the e-mail message headers from your account.

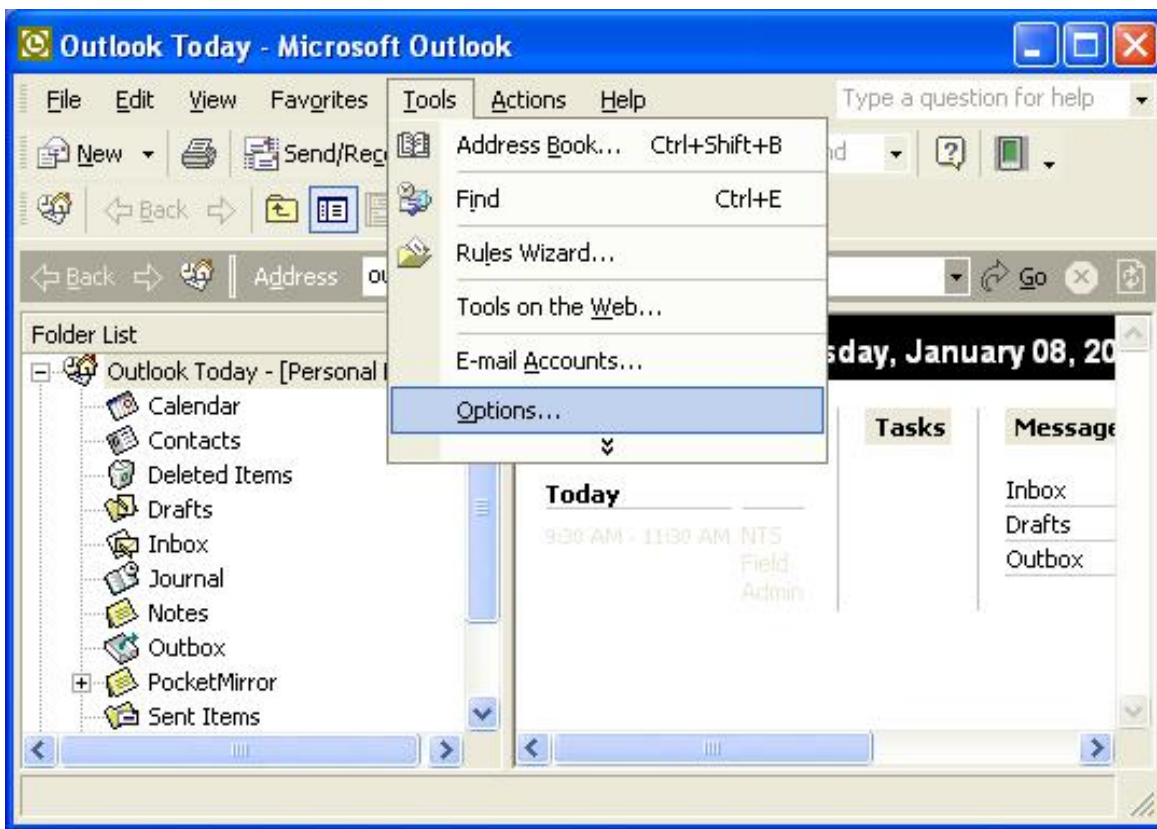


Performance Improvement

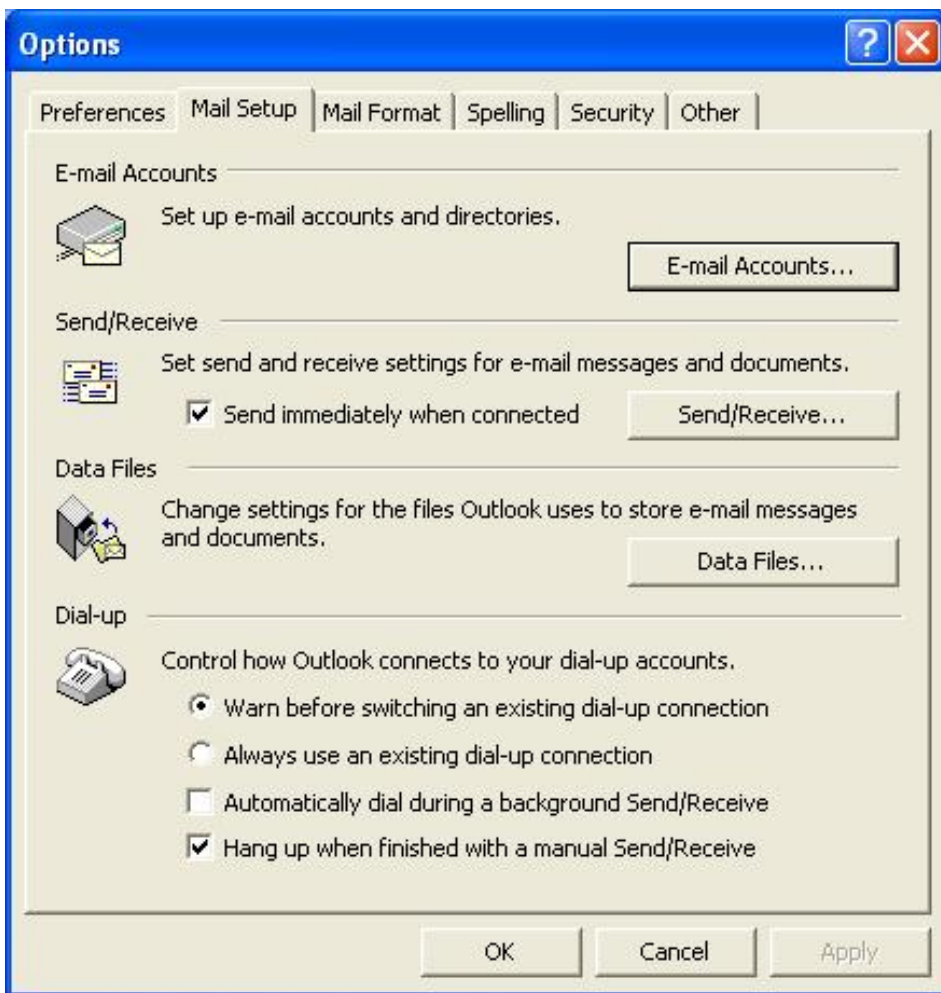
Follow these steps to help keep e-mail running smoothly for you and everyone else using the system.

NOTE: A [separate guide for this section](#) is also available.

1) In your main e-mail window, click the "**Tools**" menu item, and select "**Options**".



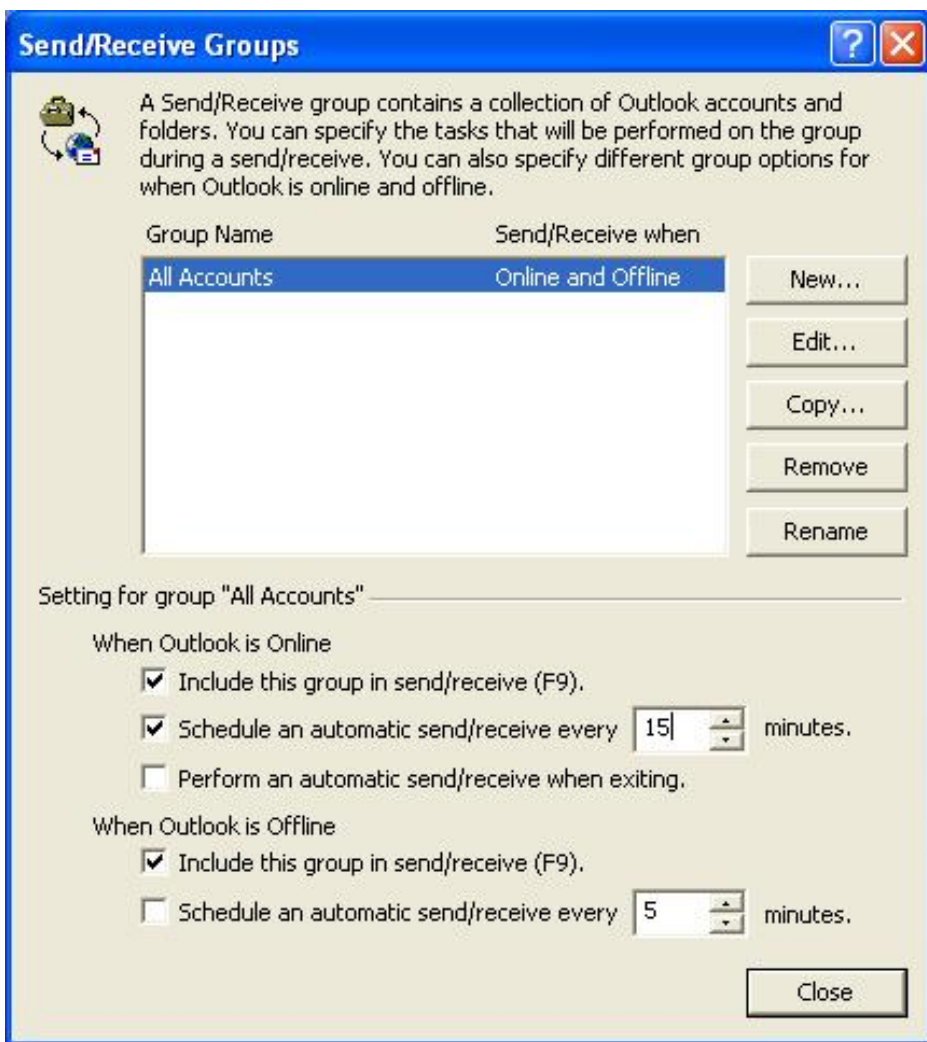
2) Click on the tab labeled "**Mail Setup**" and then the button labeled "**Send/Receive...**"



3) Ensure that the following options are set, under the heading "When Outlook is Online":

- **Include this group in send/receive (F9)**: Checked
- **Schedule an automatic send/receive every ___ minutes**: Checked, and set the value to **15** minutes.

Click "**OK**" to leave the **Send/Receive Groups** option window, and "**OK**" once more to leave the **Options** window.



4) In your main e-mail window, click once on any of your IMAP folders [1] (these are the mail folders stored on the server).

From the **Tools** menu at the top [2], choose **IMAP Folders...** [3].



right-click IMAP account

5) In the "IMAP Folders" window, click the **Subscribed** tab [1].
Then click the **Query** button [2].



Subscribe folder image

6) A list of your IMAP mail folders should appear.

To select all of your folders, click once on the first folder listed [1].

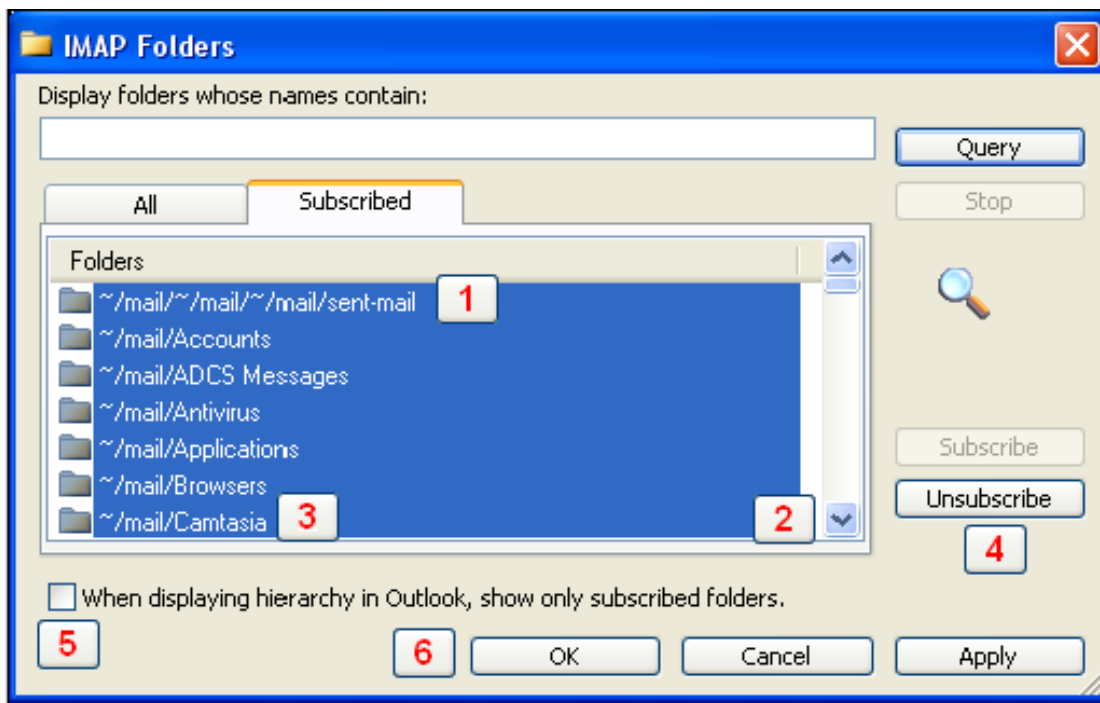
Scroll down to the bottom of list by clicking the down-arrow [2].

When you reach the end of the list, hold down the **SHIFT key** on your keyboard and click the last folder [3]. All of your IMAP folders will be selected.

Click the **Unsubscribe** button [4].

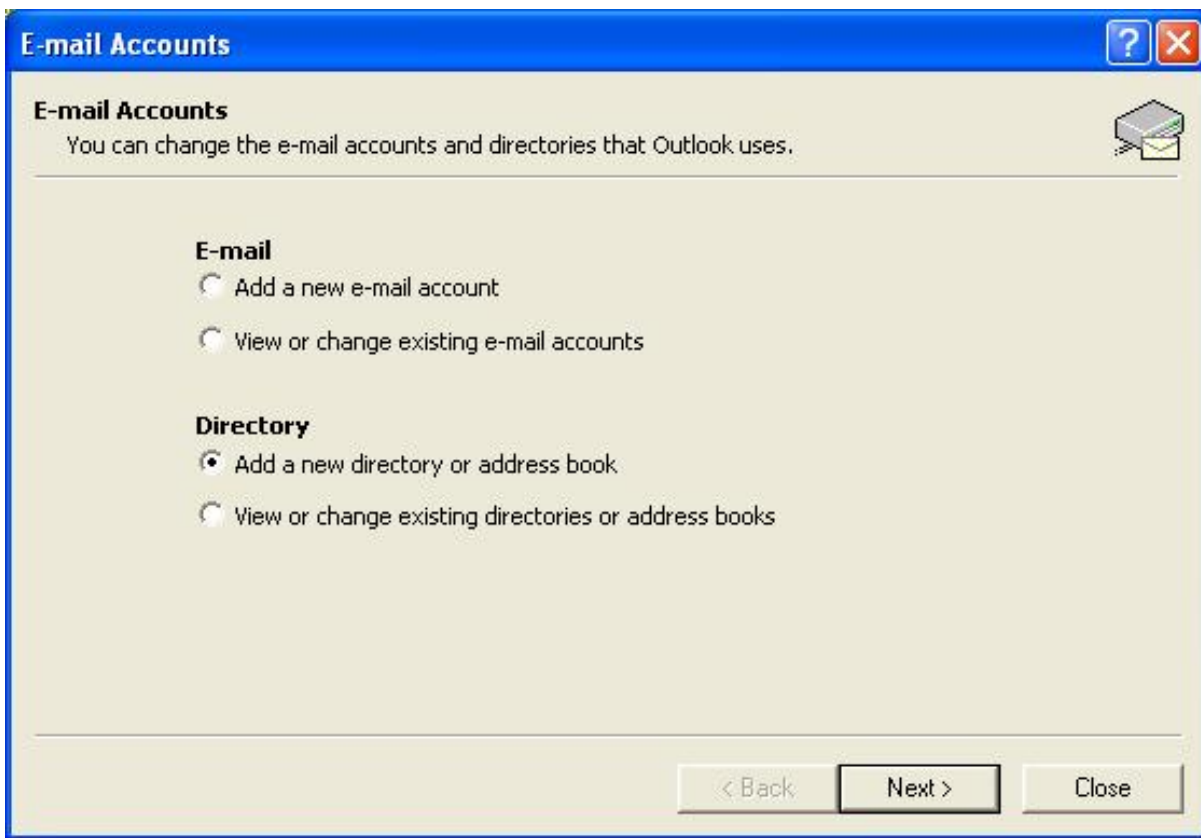
Uncheck "**When displaying hierarchy in Outlook, show only subscribed folders.**" [5].

Click **OK** [6].

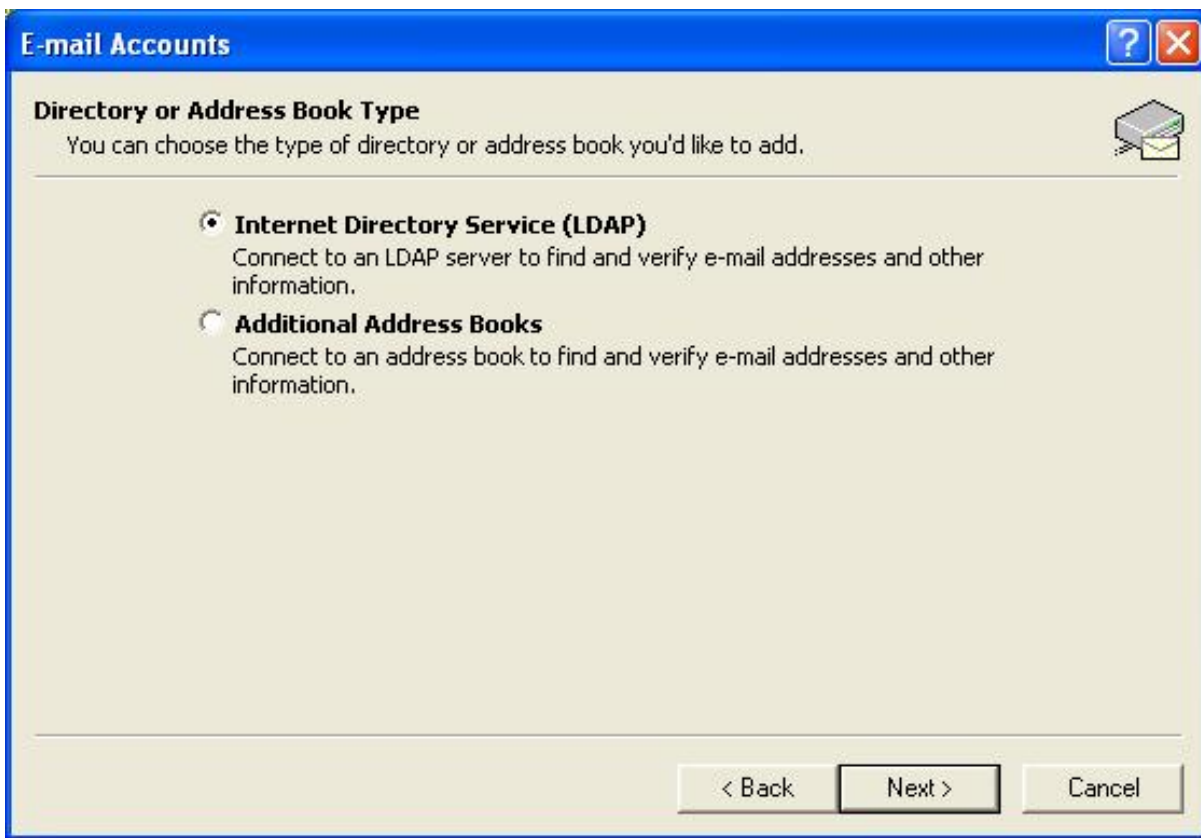


LDAP Setup

1) Go to "**Tools**" and "**E-Mail Accounts**" once again, and this time click the circle under "**Directory**" next to "**Add a new directory or address book**". Then click "**Next**".




2) Click the circle next to "**Internet Directory Service (LDAP)**", then click "**Next**".



3) Now in the field next to "**Server Name**", type "**ldap.umn.edu**", and click "**More Settings...**":

E-mail Accounts [?] [X]

Directory Service (LDAP) Settings 

You can enter the required settings to access information in a directory service.

Server Information

Type the name of the directory server your Internet service provider or system administrator has given you.

Server Name:

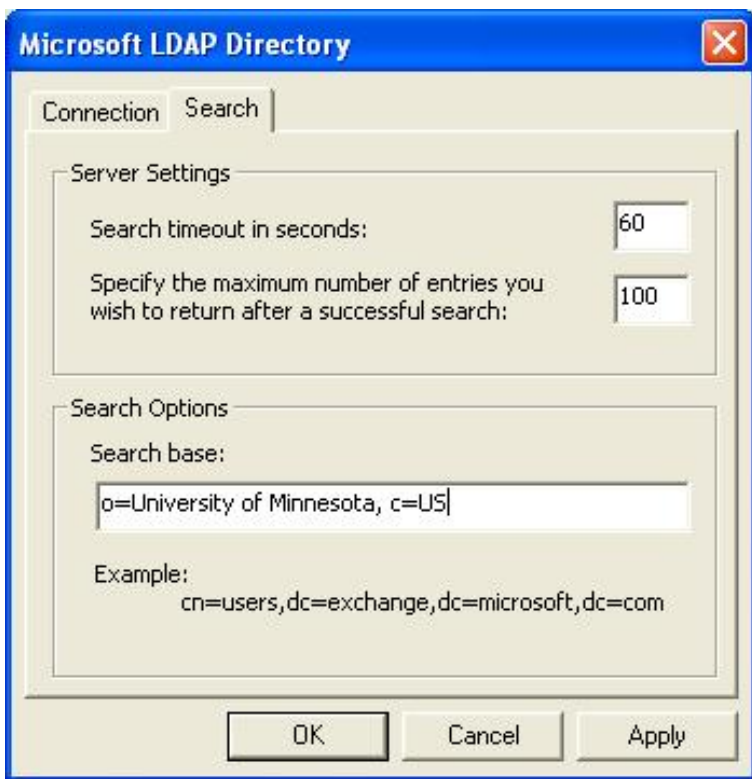
Logon Information

This server requires me to log on

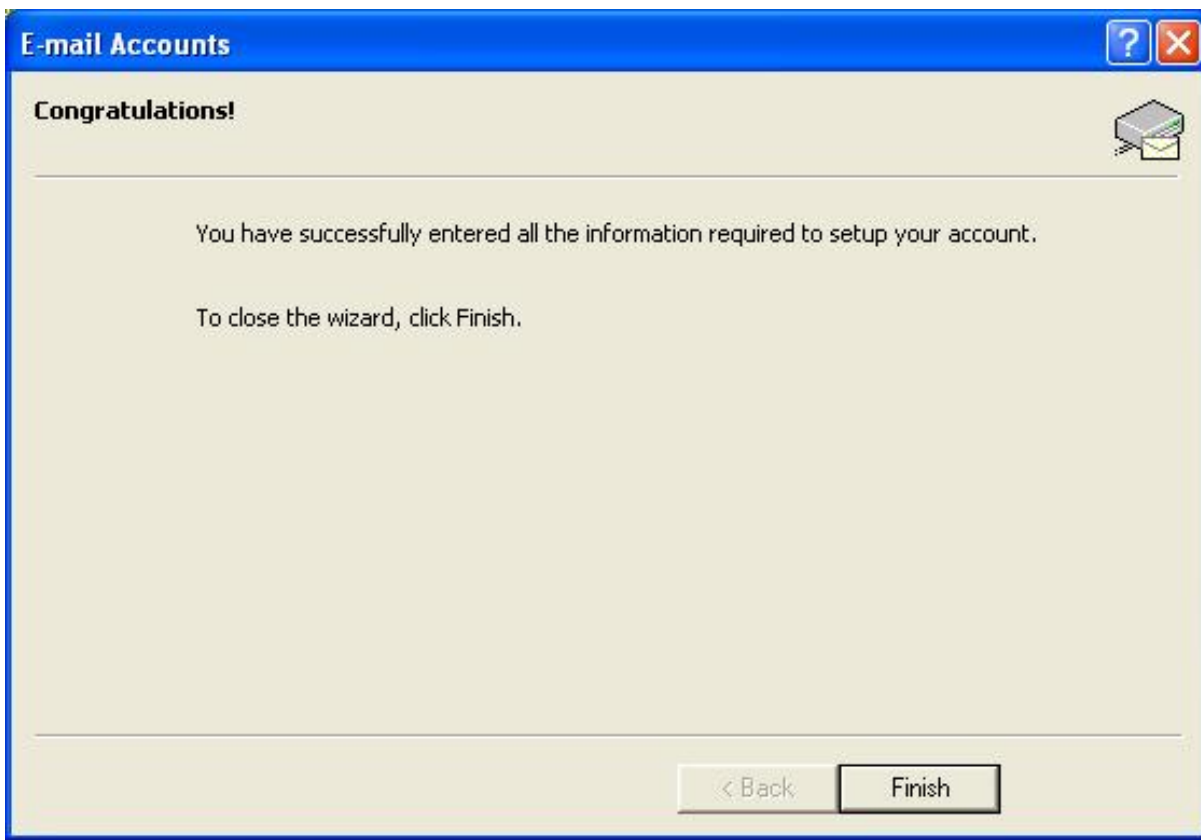
User Name:

Password:

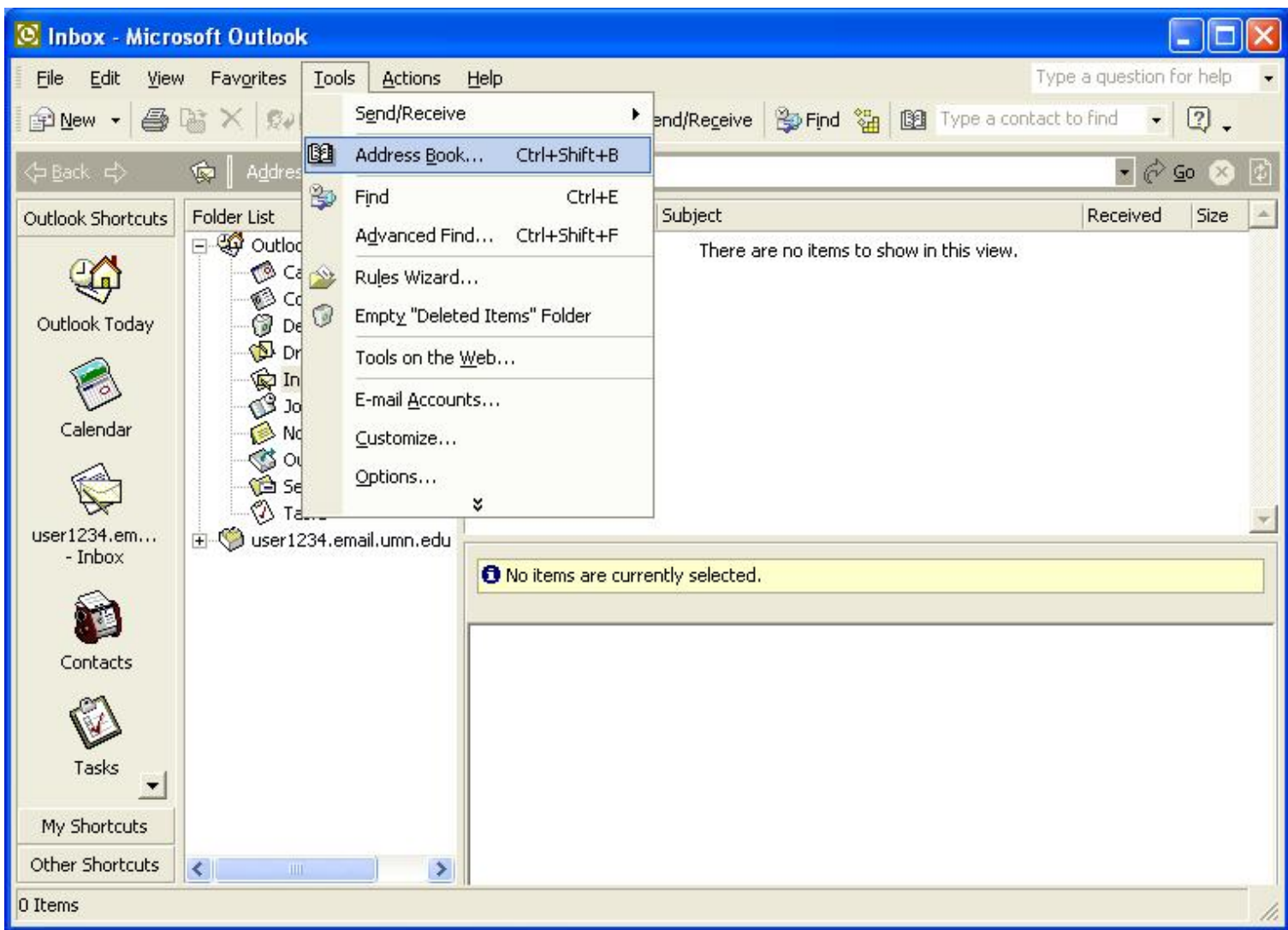
4) Click on the tab labeled "Search", and in the field under "**Search Base**" enter "**o=University of Minnesota, c=US**", then Click "**OK**" and click "**Next**".



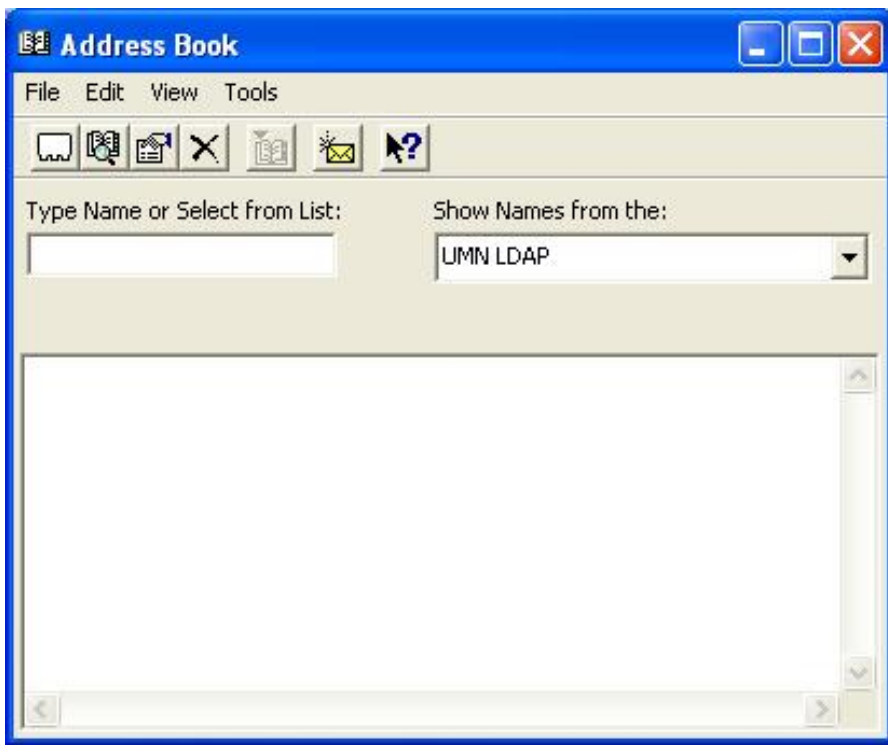
5) Finally, click "**Finish**" to end the wizard



6) To look people up in the LDAP directory, first go to "**Tools**" and then select "**Address Book**".



7) Make sure the dropdown list under "**Show names from the:** " has "**UMN LDAP** (or whatever you named the LDAP entry)" selected, then click on "**Tools**" in the menu bar and select "**Find**":



8) Enter in the first/last/etc information into the form and click "**OK**", the results will be displayed on your screen.

Find ✕

Search

Display name:

First name: Last name:

Title: Alias:

Company: Department:

Office: City:

Phone number:

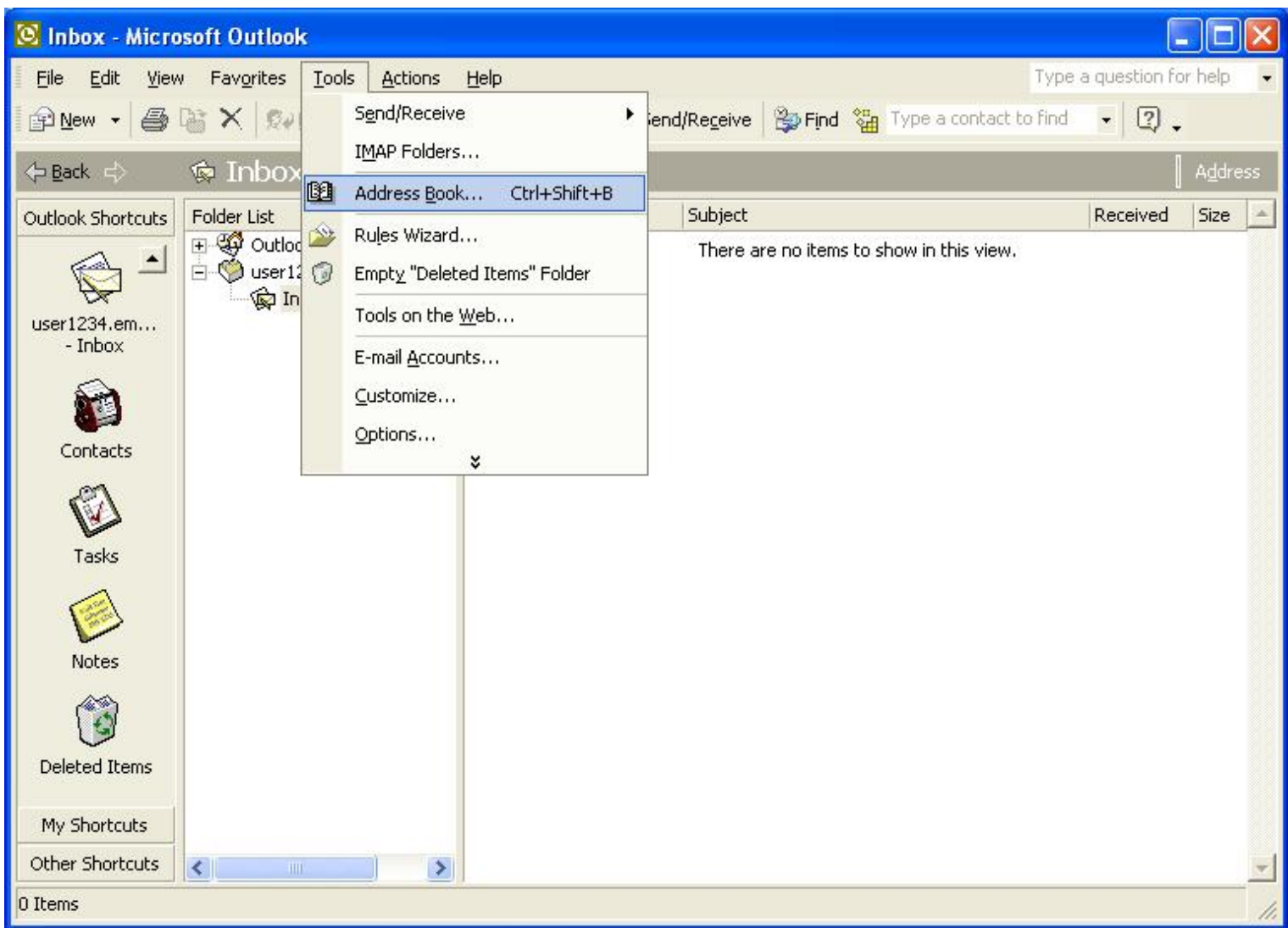
Substring Matching

Begins with Contains

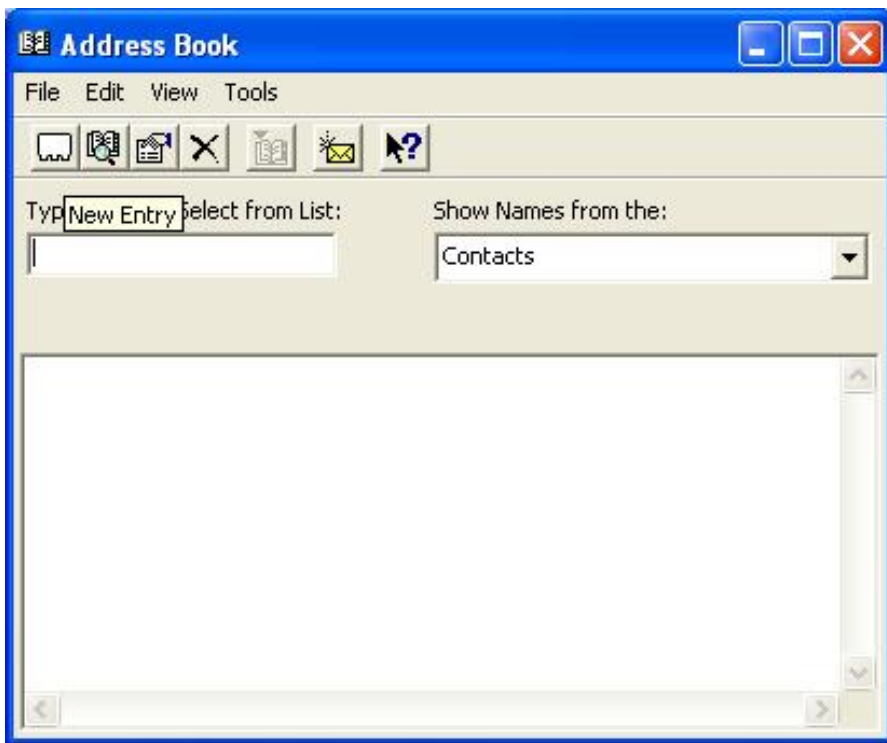
OK Cancel Help

Address Book Setup

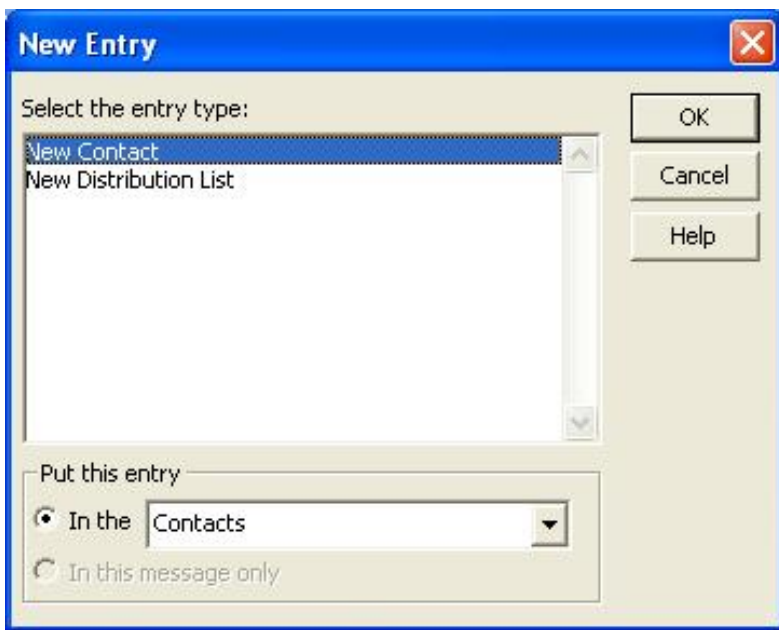
1) To open the Address Book, first go to **"Tools"** and then select **"Address Book"**



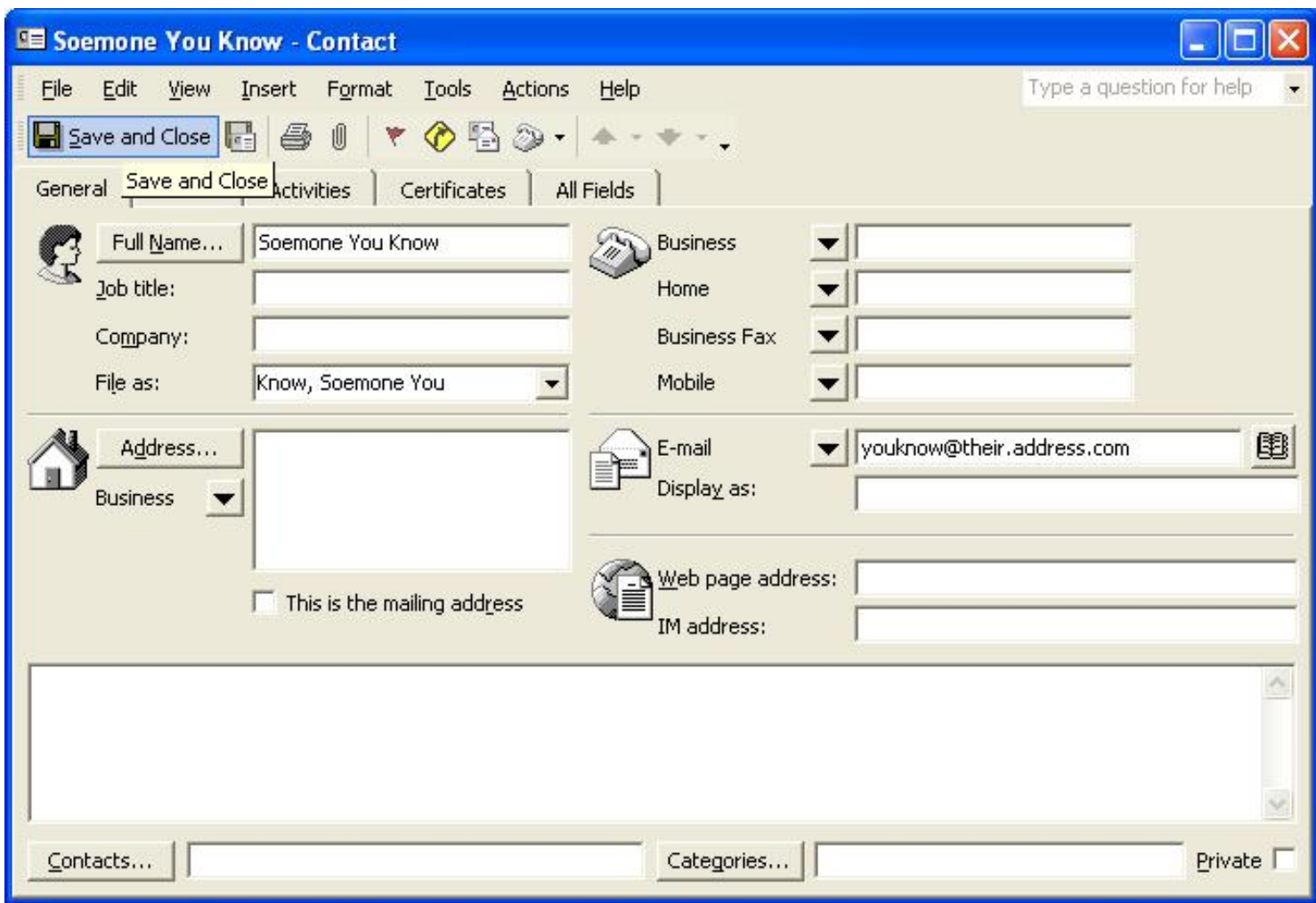
2) To Add a new Address Book entry, click on the left-most icon that is titled "**New Entry**"



3) Select "New Contact" and make sure that the text in the drop-down box below "**Put this entry**" reads "**Contacts**" and the circle next to that field is selected.



4) Enter in the information you wish you record, then click "**Save and Close**"



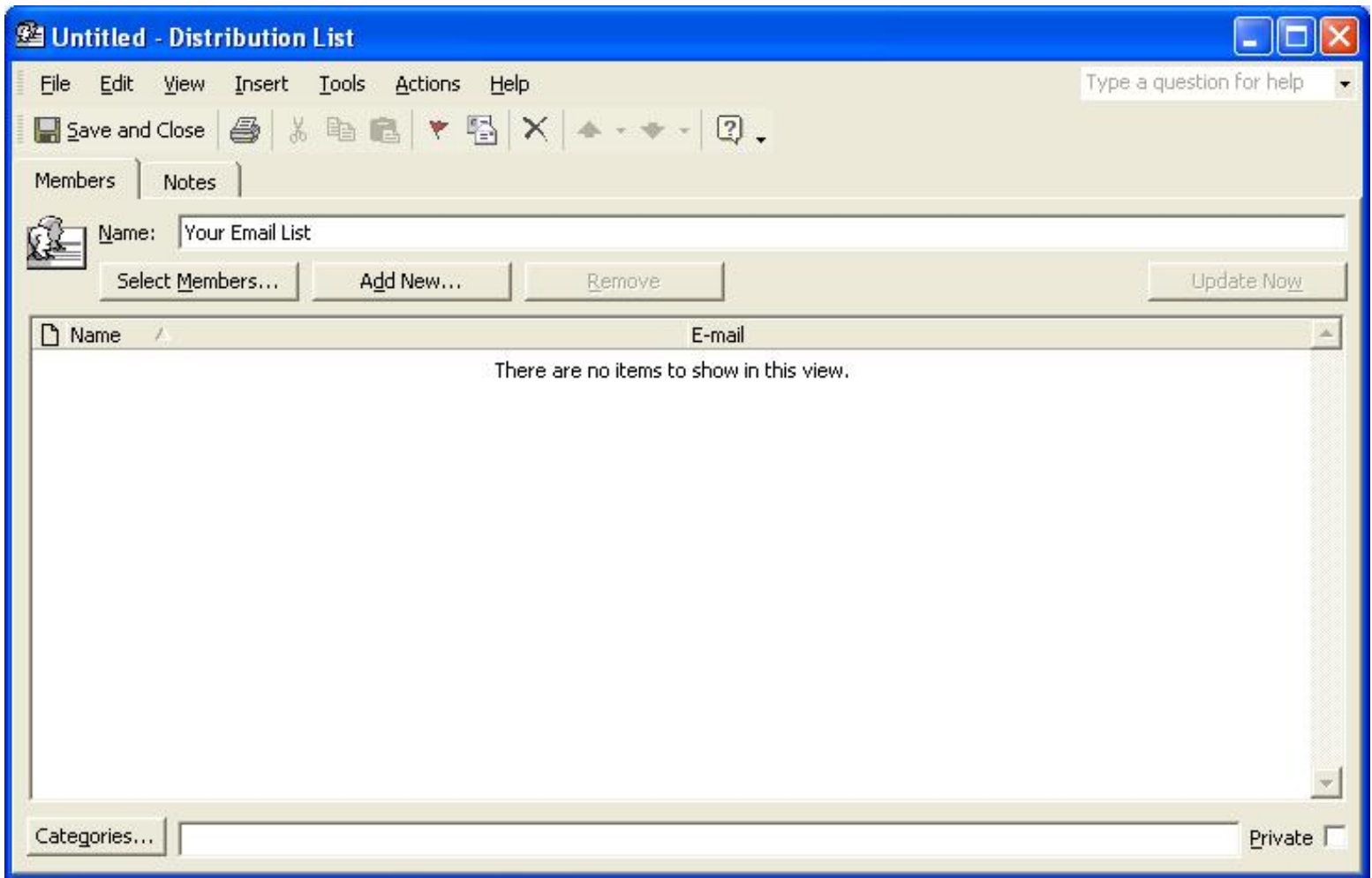
5) You should now see an entry bearing the name you just entered for your new contact.



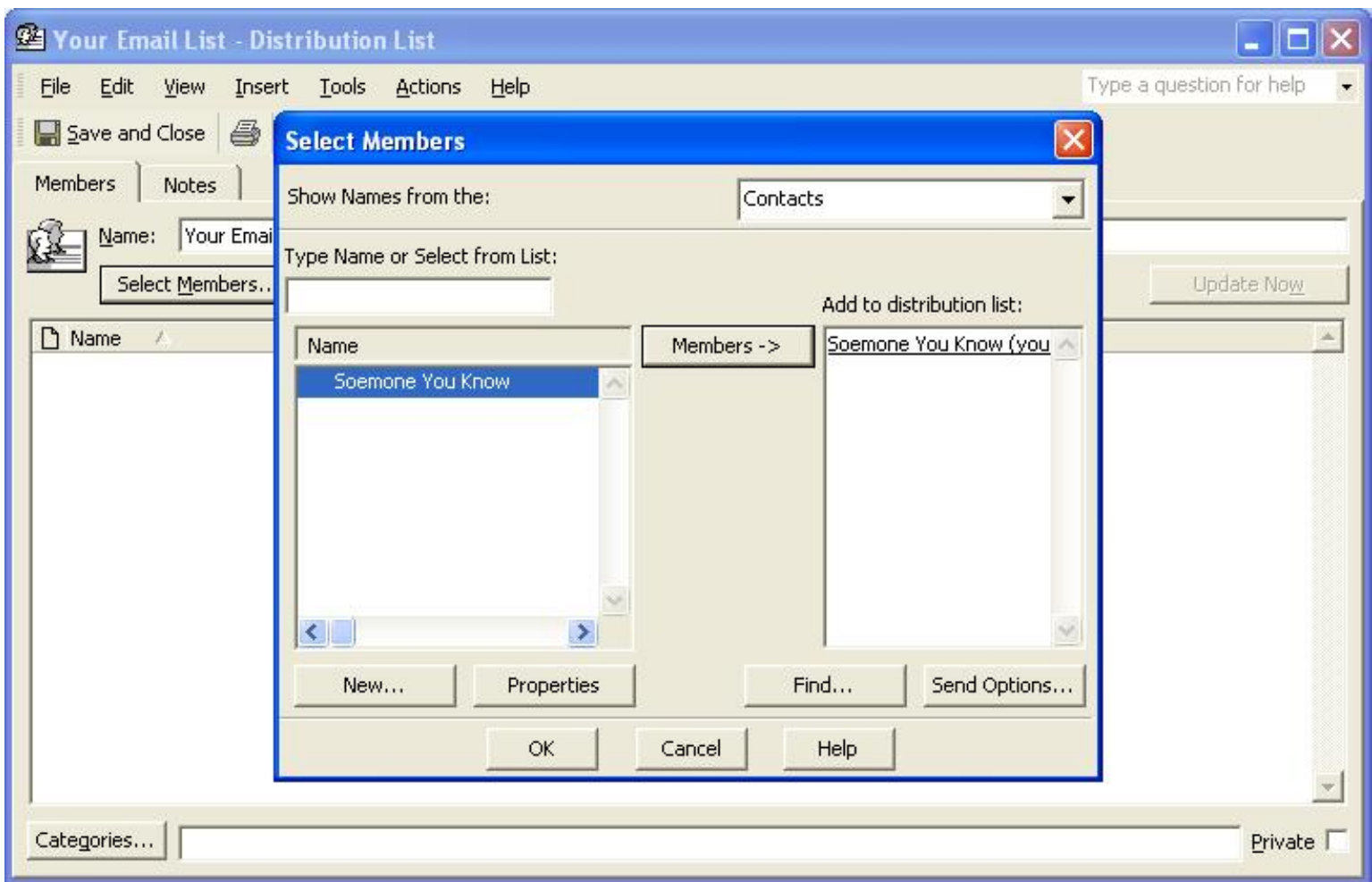
6) You can also make new e-mail lists by clicking on the "**New Distribution List**" selection and clicking "**OK**"



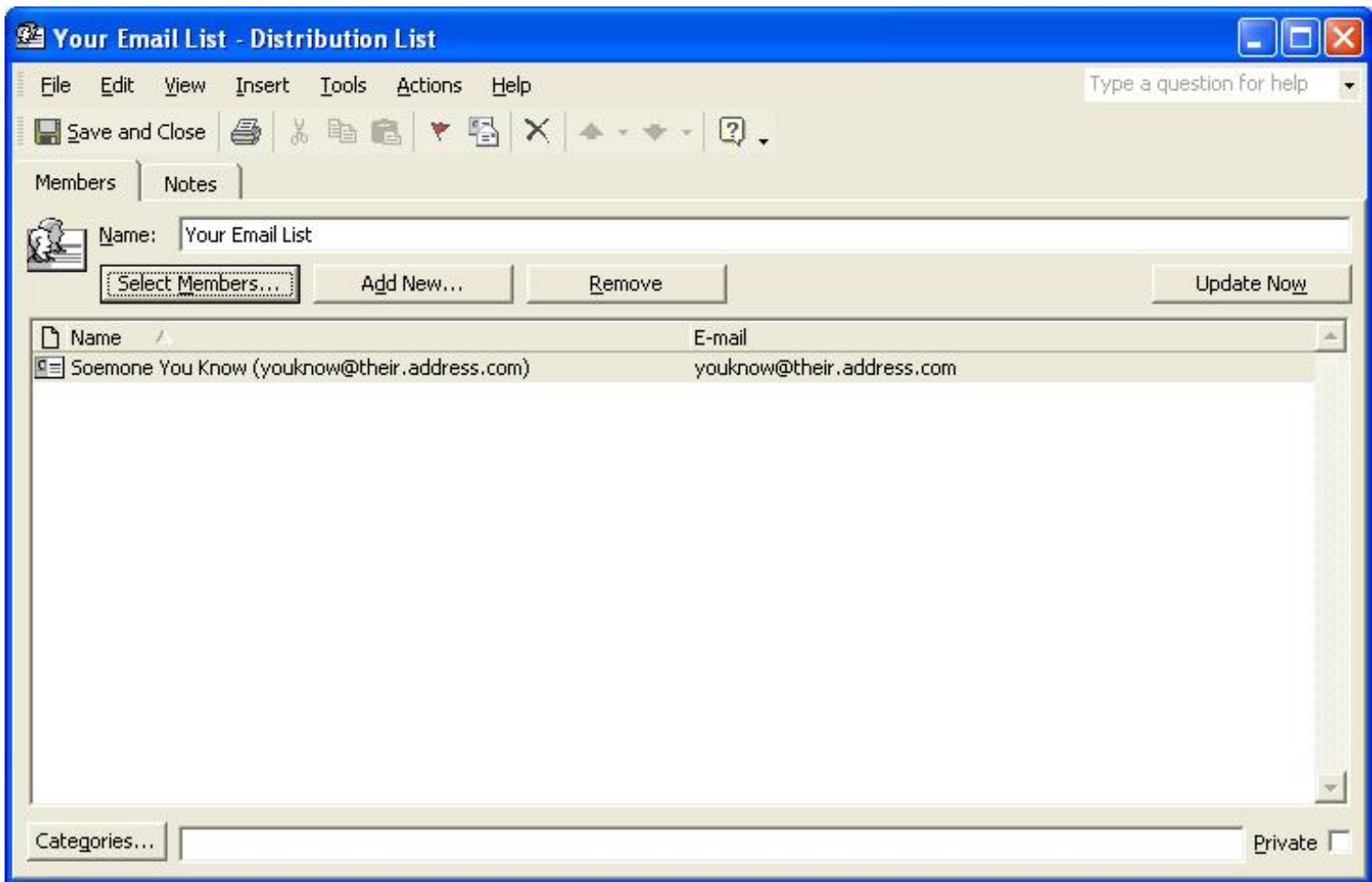
7) Enter the name you'd like for your list next to "**Name:**" and then click on "**Select Members...**"



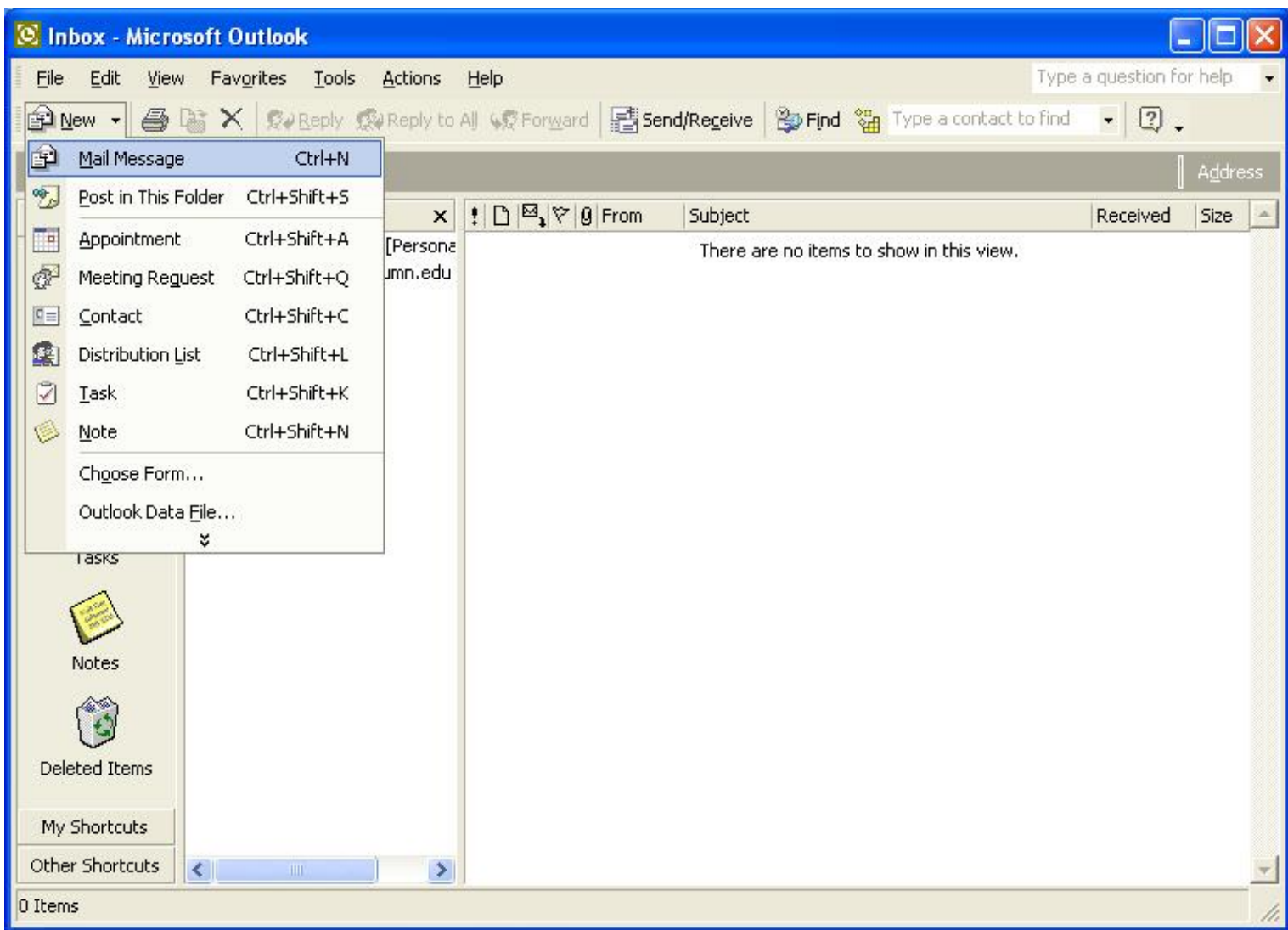
8) Click on names in the lefthand windows to select them, then click on the "**Members->**" button to add them to your e-mail list. When done, click "**OK**"



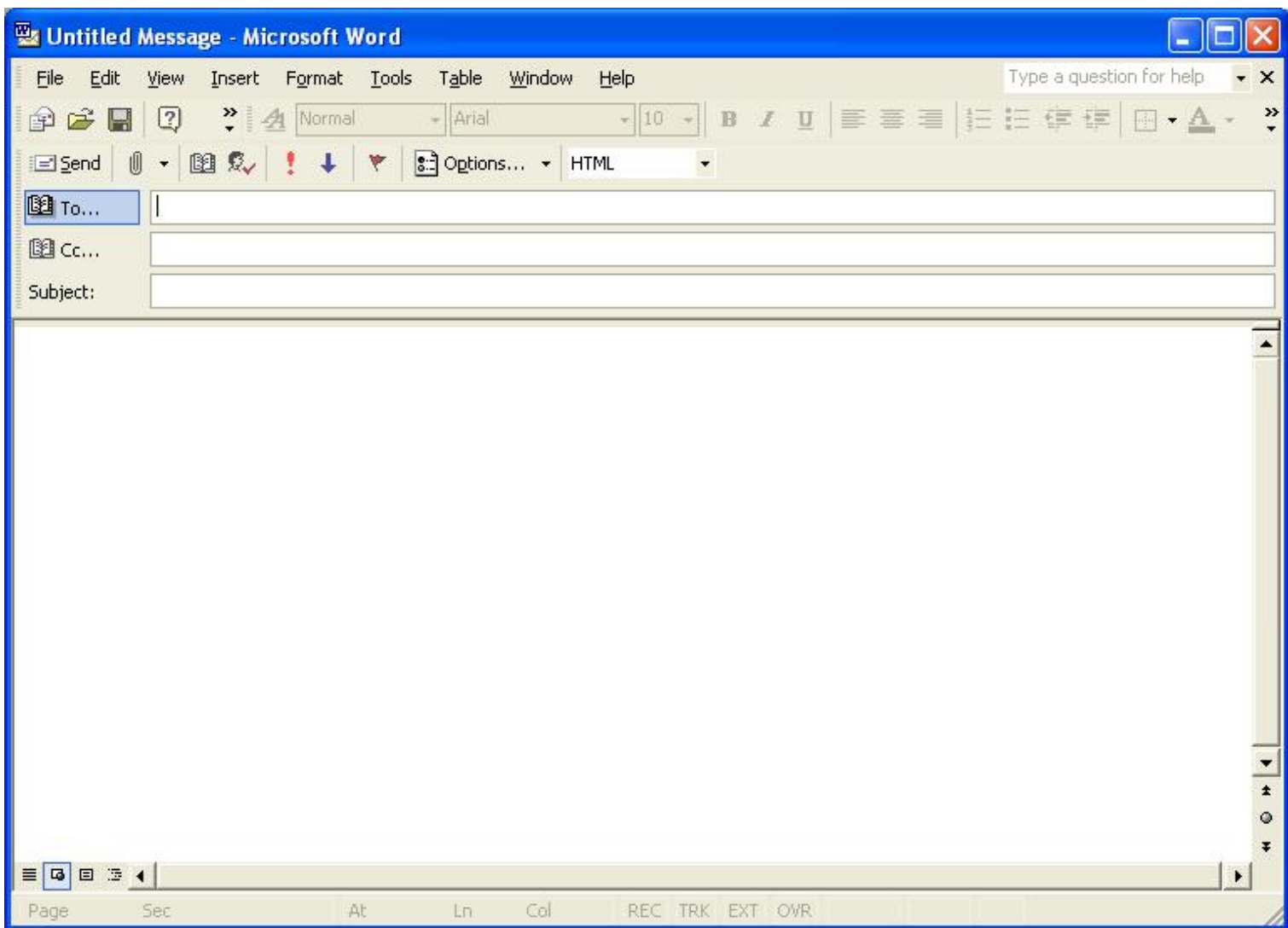
9) Now you see the list you just added members to, so click "**Save and Close**" to save the new list. Click on the "**X**" in the upper right-hand corner of the "**Address Book**" window to close it and return to the main Outlook page.



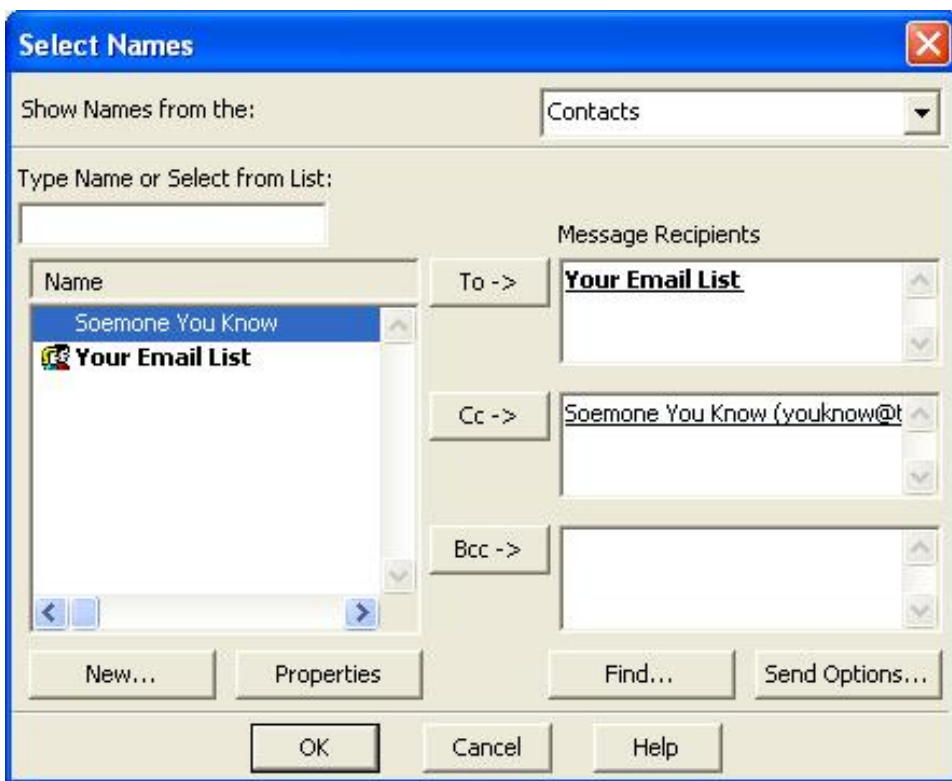
10) To use e-mail lists or contacts in a letter, click arrow next to the "**New**" button and select "**Mail Message**"



11) Next, click on the "To:" button, this brings up the **Address Book**



12) Select the names you wish to send the e-mail to on the left, and click the proper buttons in the middle to insert them into the **To:** **Cc:** and **Bcc:** fields as desired. Then click "**OK**"



13) The addresses are inserted into the proper spots in the e-mail header fields, and you are ready to compose your letter.

