



E-mail clients communicate with the mail server through network protocols. There are two different protocols that you can choose when setting up an e-mail client. This documentation provides the basic setup of the Outlook email client with the UA Statewide mail server.

E-mail clients provide an easy graphical interface for you to access your e-mail over the internet. This documentation provides the basics of how to set up the Outlook e-mail client to work with the mail server.

Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the email server. Since the mail messages are stored on the server, you can read your e-mail from multiple computers or e-mail clients which use IMAP. If you use the Pine mail system or Web Mail you will want to use IMAP. The IMAP protocol is the one you will select in the majority of cases

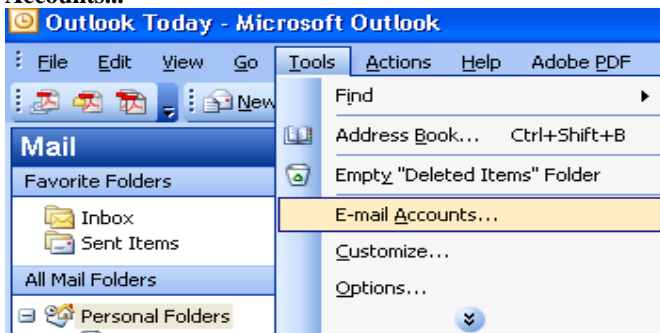
Post Office Protocol (POP)

POP copies all of your messages to your local computer. By default POP clients will delete your messages off of the mail server. If you only use a single computer to read e-mail, or you reside in a rural area with a slow internet connection, you will want to use POP.

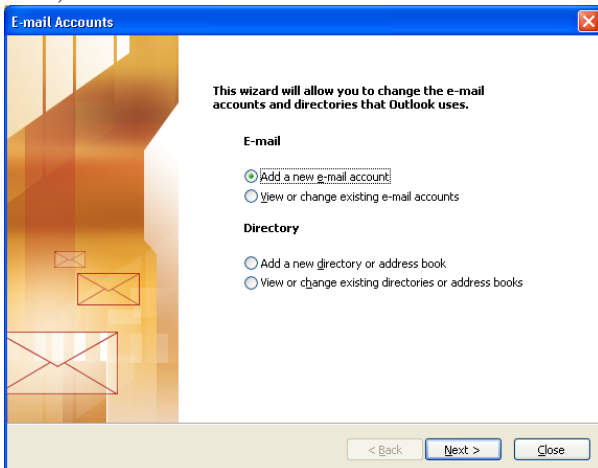
If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Microsoft Outlook e-mail client

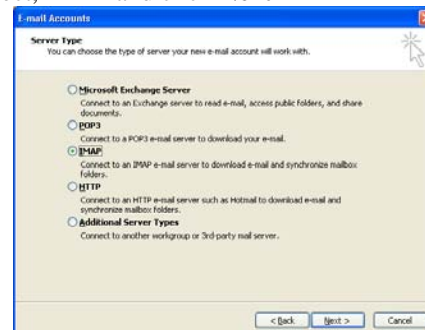
1. Open Outlook. Go to the Tools menu and select E-mail Accounts...



2. Next, select "Add a new e-mail account" and click Next

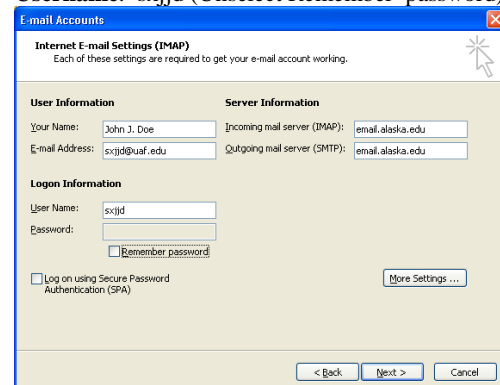


3. Select, IMAP and click Next

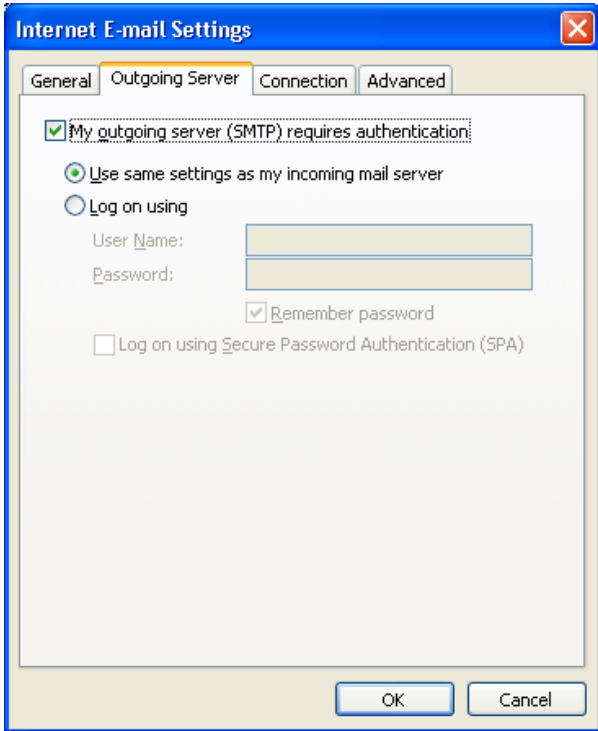


4. Fill in the required information, for example:

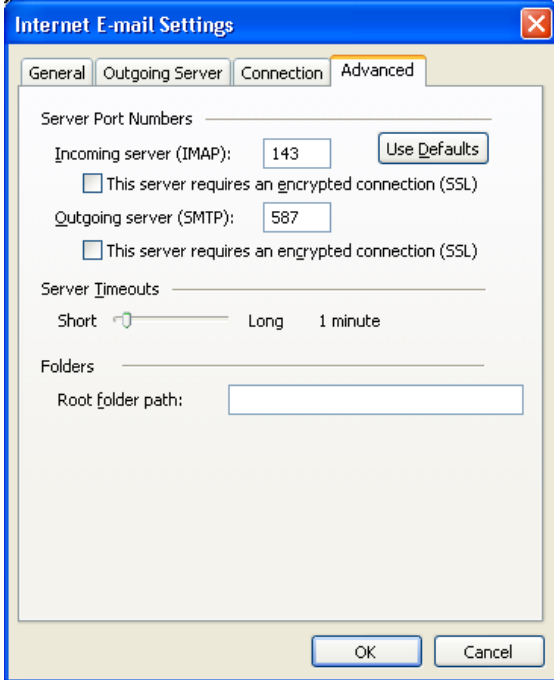
Name: John J. Doe
E-mail Address: sxjkd@uaf.edu
Incoming mail server: email.alaska.edu
Outgoing mail server: email.alaska.edu
Username: sxjkd (Unselect Remember password)



- Click the **More Settings Button** and select the **Outgoing Server Tab**



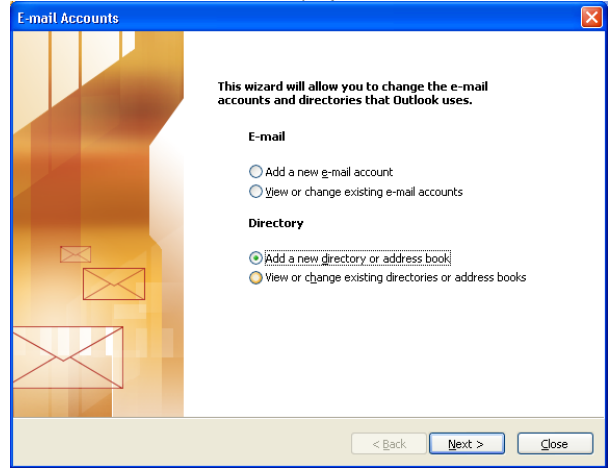
- Click the **Advanced Tab**, change the **Outgoing Server (SMTP)** to **587**



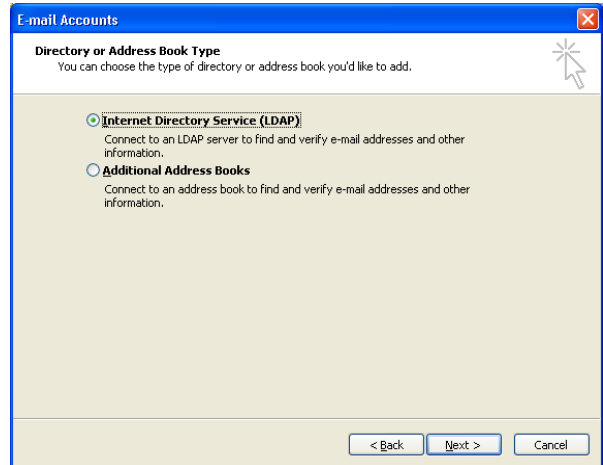
- Click **OK**. Click **Next**. Click **Finish**. Your email account is now setup.

Configuring Outlook to use Enterprise Directory (EDIR) Addressing

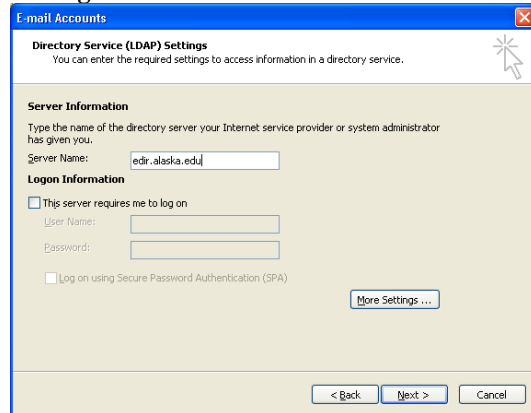
- Go to tools → E-mail Accounts...
Select “Add a new directory of Address book” and click **Next**



- Next, select “Internet Directory Service (LDAP)” and click **Next**



- Type in the **server name: edir.alaska.edu** and click **More Settings**

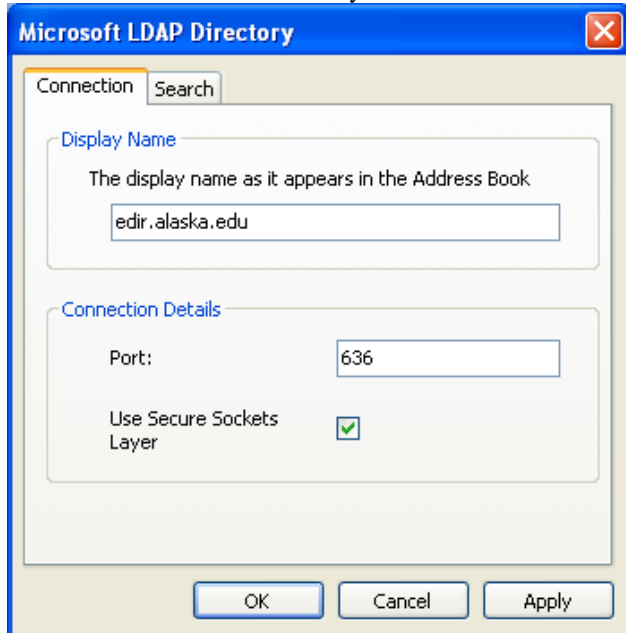


4. The Microsoft LDAP Directory **Connection Tab** should be opened.

Display Name: *edir.alaska.edu*

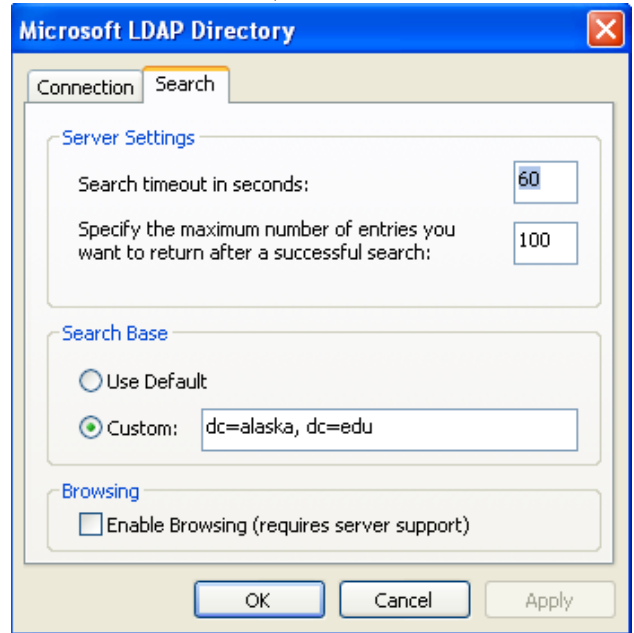
Port: *636*

Check: "Use Secure Socket Layer"



5. Now select the **Search Tab** and type in the following information:

Search Base: *dc=alaska, dc=edu*



6. Click **OK** and **Next**.
7. Now, from the **Address button** or **Tools → Address Book**, you can click the **Find Items Icon** or **Tools → Find**, then type in a name or part of a name, and EDIR will supply a list of address from which to choose.