



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 Windows Mail 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 Windows Mail 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

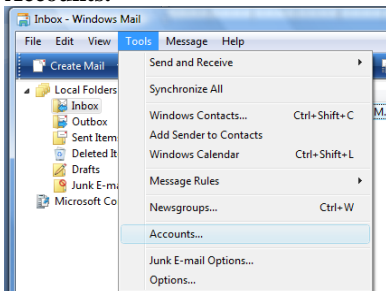
Post Office Protocol (POP)

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.

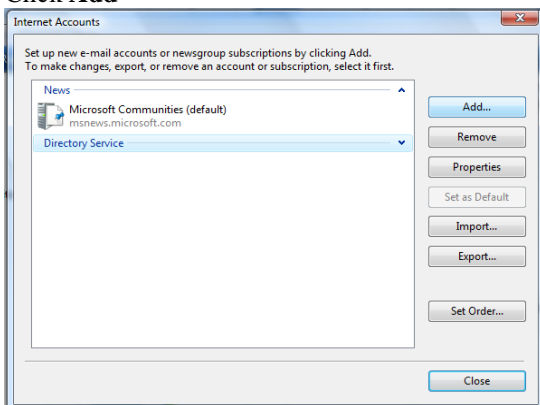
If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Windows Mail e-mail client

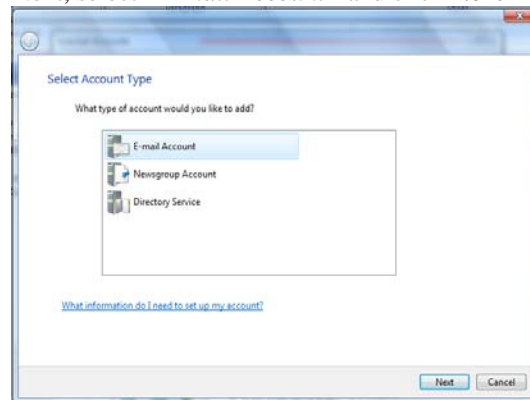
1. Open **Windows Mail**. Go to the **Tools** menu and select **Accounts**.



2. Click **Add**



3. Next, select **"E-mail Account"** and click **Next**



4. Fill out the fields for your **Name** and **E-Mail Address** in the following windows.

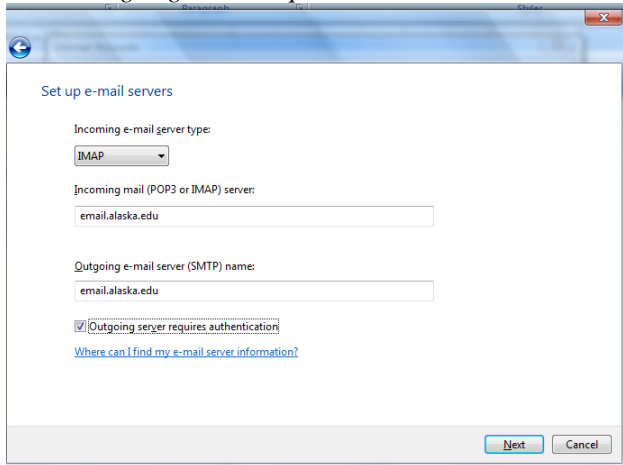
Display name:
 For example: John Smith

E-mail address:
 For example: someone@microsoft.com

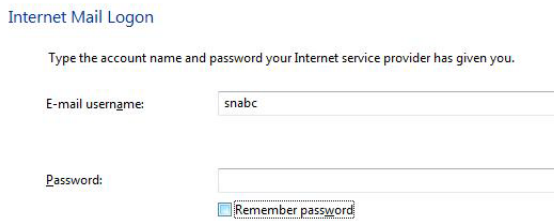
Set up the email servers:

Incoming e-mail server: IMAP
Incoming mail server: email.alaska.edu
Outgoing mail server: email.alaska.edu

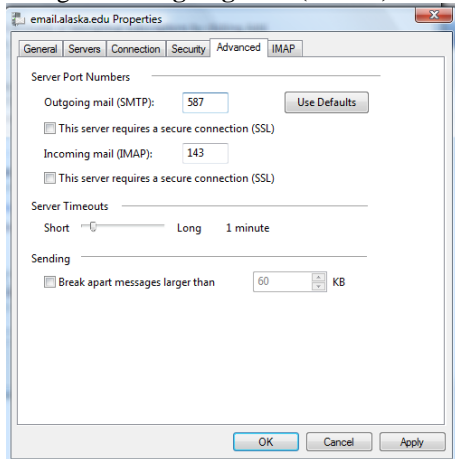
5. Check *Outgoing server requires authentication*.



6. Fill in your **Email username** and **Password** and click **Next**.



7. Click **Finish**.
8. Go to *Internet Accounts* (see step 2). Highlight your account and click the **Properties** button. Click the *Advanced* tab and change the **Outgoing mail (SMTP)** field to **587**.

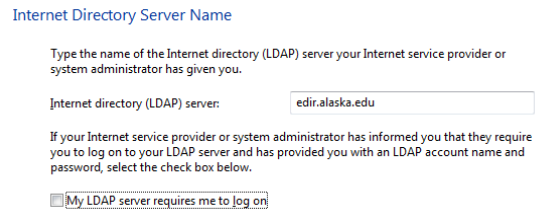


9. Click **OK**, and then click **Close**.

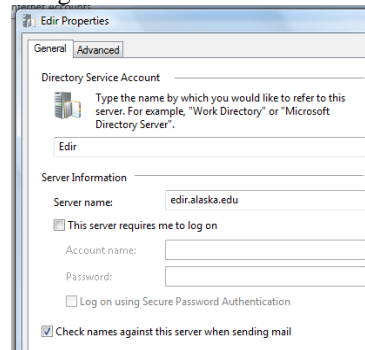
Configuring Windows Mail to use Enterprise Directory (EDIR) Addressing

1. Go to **Tools** → **Accounts...**
2. Click **Add**

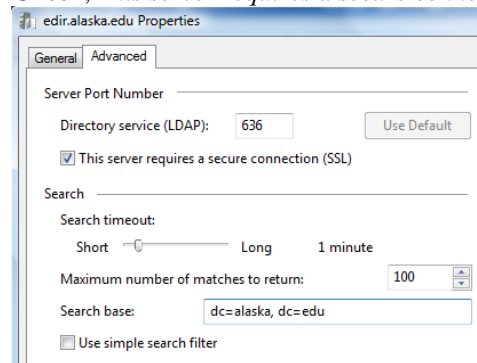
3. Select *Directory Service* and click **Next**
4. The Internet Directory (LDAP) server is *edir.alaska.edu*



5. Select **Yes** in the *Check E-mail Addresses* window, and click **Next**, and **Finish**.
6. In the *Internet Accounts* window (see step one if not still open) highlight **EDIR** under *Directory Service* and click **Properties**
7. The General tab should look like this, with the server name being *edir.alaska.edu* and the "Check names" box selected.



8. The Advanced tab should look as follows:
Directory service (LDAP): 636
Search Base: dc=alaska, dc=edu
Check, This server requires a secure connection (SSL)



9. Then click **OK** and then **Close**. You can now search for addresses while composing mail.