



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 UAF 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

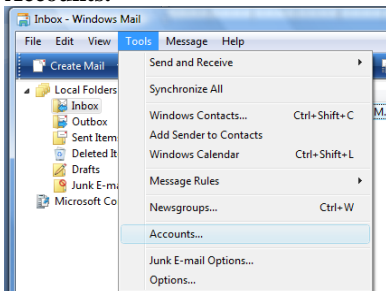
Post Office Protocol (POP)

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.

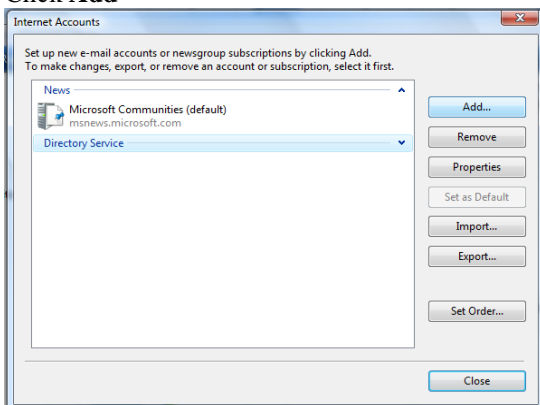
If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Windows Mail e-mail client

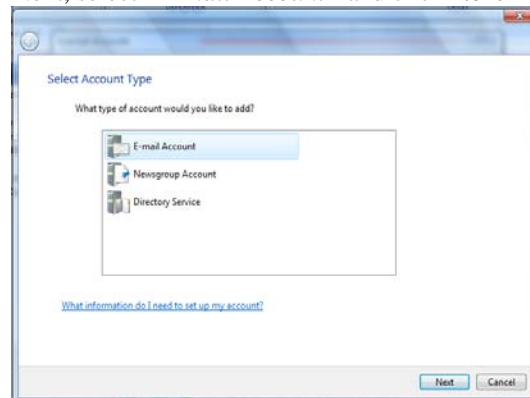
1. Open **Windows Mail**. Go to the **Tools** menu and select **Accounts**.



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

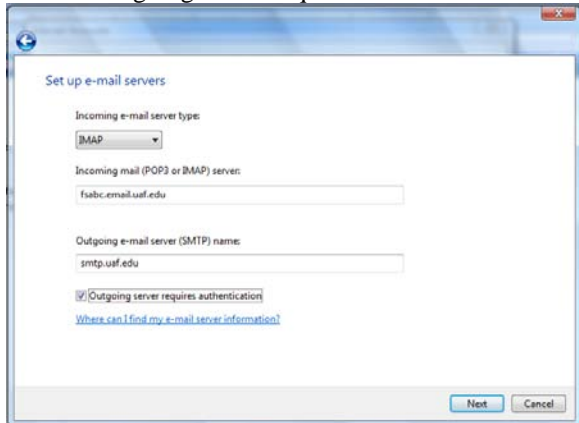
5. Set up the email servers:

Incoming e-mail server: IMAP

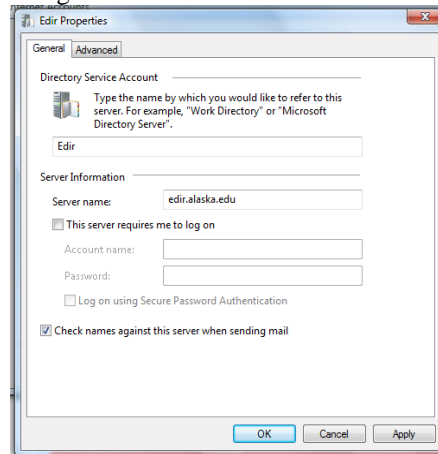
Incoming mail server: yourusername.email.uaf.edu

Outgoing mail server: smtp.uaf.edu

6. Check “Outgoing server requires authentication.”



7. The General tab should look like this, with the server name being *edir.alaska.edu* and the “check names” box selected.



7. Fill in your **Email username** and **Password** and click **Next**.
[Internet Mail Logon](#)

Type the account name and password your Internet service provider has given you.

E-mail username:

Password:

Remember password

8. Click Finish.

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*

[Internet Directory Server Name](#)

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

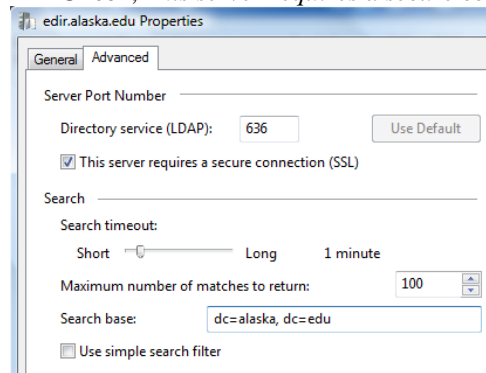
Internet directory (LDAP) server:

If your Internet service provider or system administrator has informed you that they require you to log on to your LDAP server and has provided you with an LDAP account name and password, select the check box below.

My LDAP server requires me to log on

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**

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. Click **OK** and you can now search for addresses while composing mail.