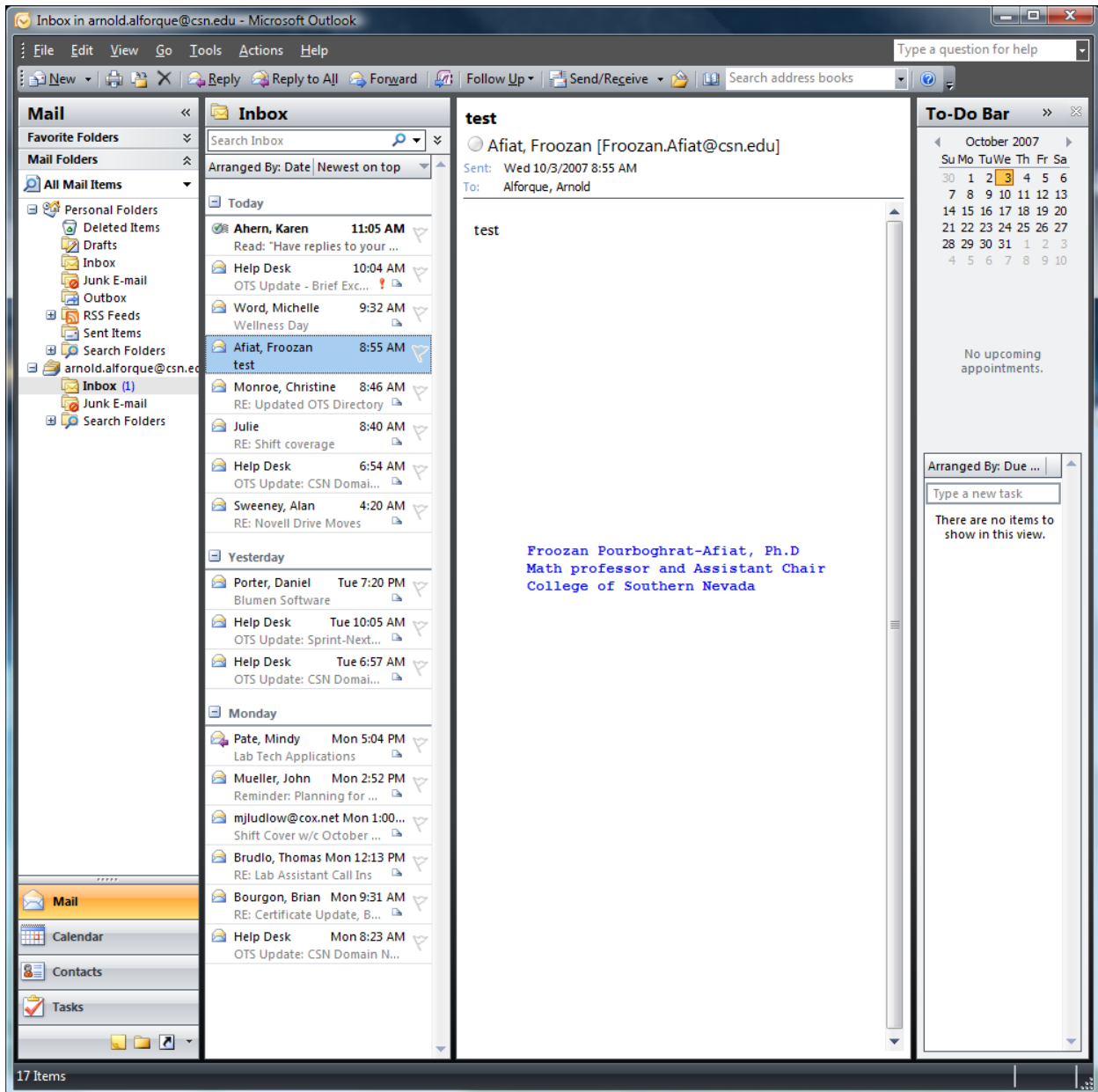
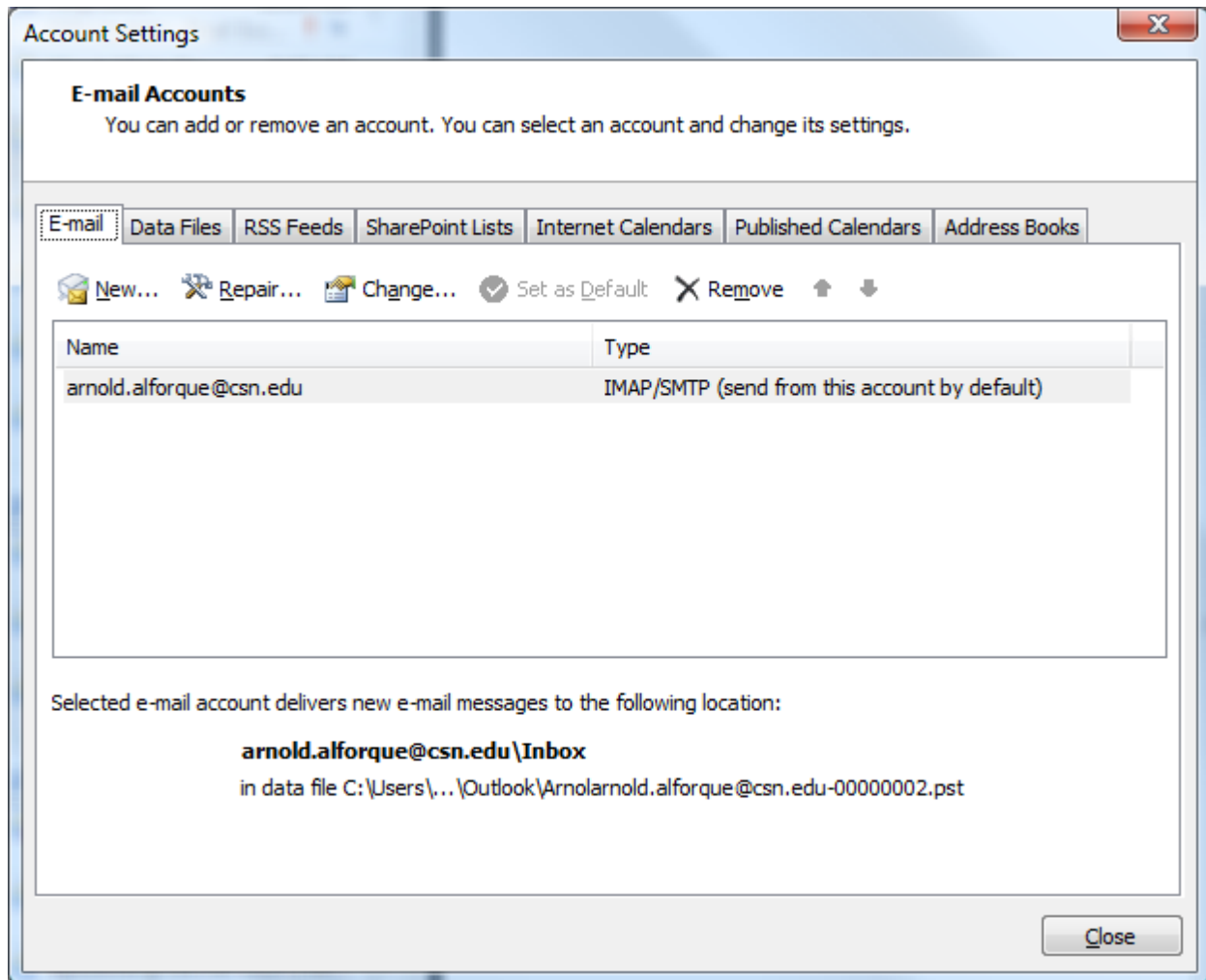


Updating Outlook 2007 with IMAP to Send/Receive Mail Using the New CSN.edu Domain Name

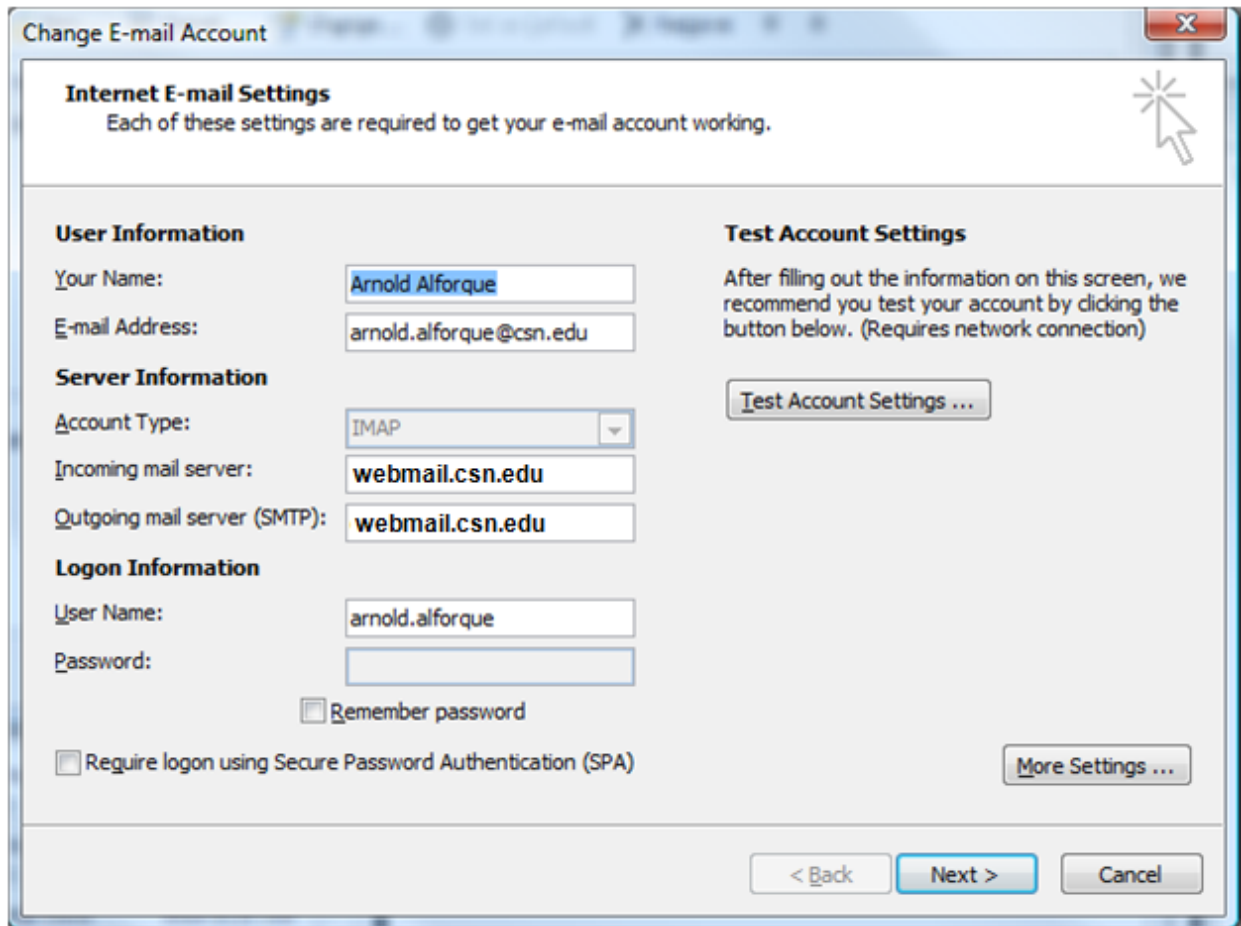
1. Open **Microsoft Outlook 2007**.
2. Click **Tools**



3. Click **Account Settings**
4. Double click your account.



5. In the *Internet E-mail Settings* window, change:
 - a. *Incoming mail server* to **webmail.csn.edu**
 - b. *Outgoing mail server* to **webmail.csn.edu**
6. Click the **More Settings** button.

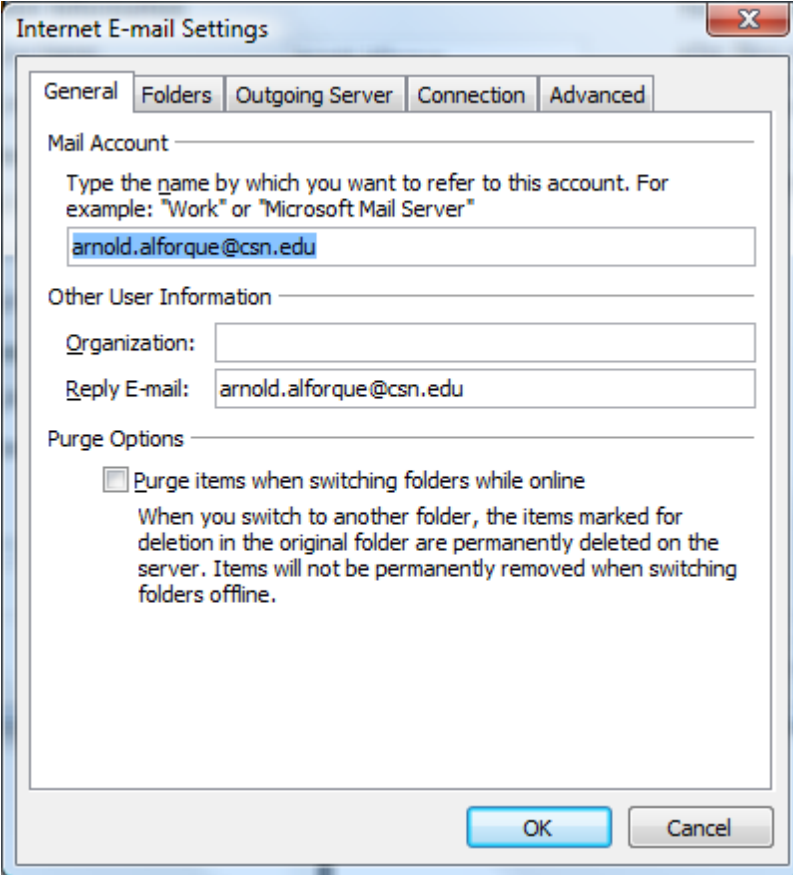


The screenshot shows a Windows-style dialog box titled "Change E-mail Account". The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** "Your Name:" (Arnold Alforque), "E-mail Address:" (arnold.alforque@csn.edu).
- Server Information:** "Account Type:" (IMAP), "Incoming mail server:" (webmail.csn.edu), "Outgoing mail server (SMTP):" (webmail.csn.edu).
- Logon Information:** "User Name:" (arnold.alforque), "Password:" (empty), "Remember password" (unchecked), "Require logon using Secure Password Authentication (SPA)" (unchecked).
- Test Account Settings:** "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button.

At the bottom right, there is a "More Settings ..." button. At the bottom center, there are three buttons: "< Back", "Next >", and "Cancel".

7. In the *Internet E-mail Settings*, change:
a. Reply E-mail to firstname.lastname@csn.edu



The screenshot shows the "Internet E-mail Settings" dialog box with the "General" tab selected. The "Mail Account" field contains "arnold.alforque@csn.edu". The "Reply E-mail" field also contains "arnold.alforque@csn.edu". The "Purge Options" section has a checkbox for "Purge items when switching folders while online" which is unchecked. The "OK" and "Cancel" buttons are visible at the bottom.

Internet E-mail Settings

General Folders Outgoing Server Connection Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

arnold.alforque@csn.edu

Other User Information

Organization:

Reply E-mail: arnold.alforque@csn.edu

Purge Options

Purge items when switching folders while online

When you switch to another folder, the items marked for deletion in the original folder are permanently deleted on the server. Items will not be permanently removed when switching folders offline.

OK Cancel

8. Click **OK**.
9. Click **Next**.
10. Click **Finish**.
11. Click **Close**.

You will be able to send and receive mail after the domain name change.