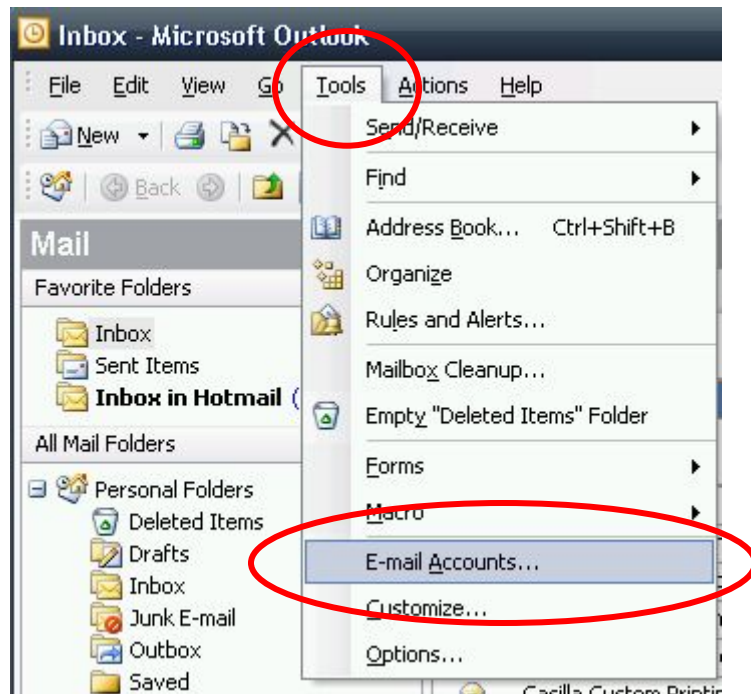
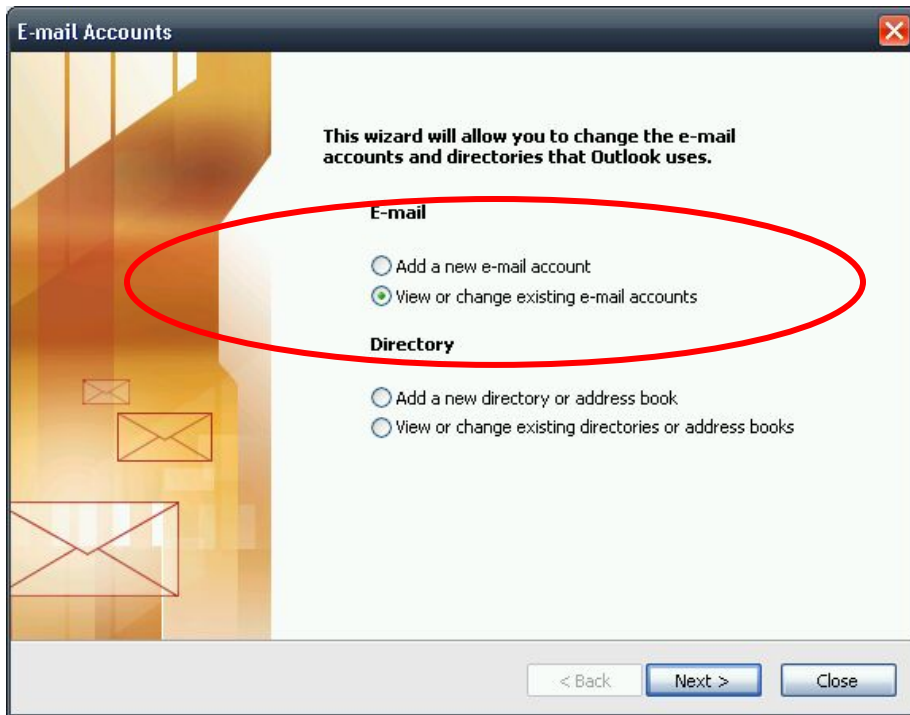


Updating Outlook 2003 with IMAP to Send/Receive Mail Using the New CSN.edu Domain Name

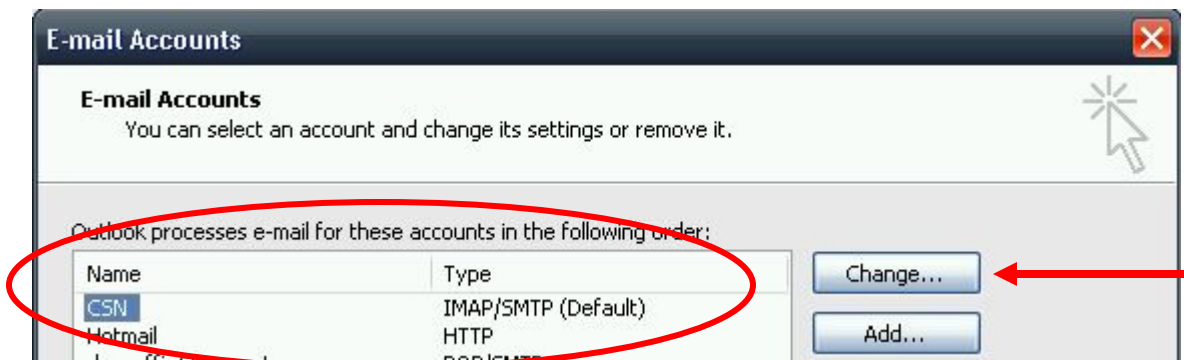
1. Open Microsoft Outlook 2003
2. In the menu bar, click **Tools** and select **E-mail Accounts...**



3. Select **View or change existing e-mail accounts** radio button.



4. Click **Next**.
5. Select the **CCSN IMAP/SMTP** account and click **Change...**



6. Change all references from CCSN to CSN:
 - a. *E-mail Address* to **first.last@csn.edu**
 - b. *Incoming mail server (IMAP)* to **exchange.csn.edu**

E-mail Accounts [Close]

Internet E-mail Settings (IMAP)
Each of these settings are 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:

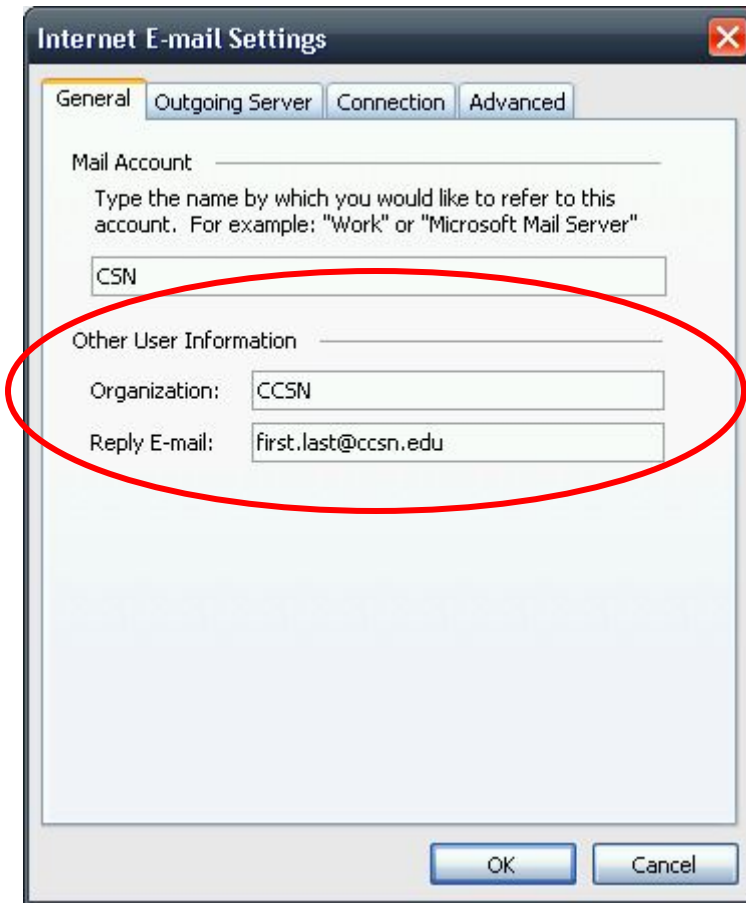
Password:

Remember password

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. Click More Settings...
8. If you have set up *Other User Information*, change:
 - a. *Organization* to **CSN**
 - b. *Reply E-mail to* to first.last@csn.edu



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

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