

# Outlook Express Secure IMAP Configuration Settings for Windows-based PC For HMS Local and Remote Usage

## Overview

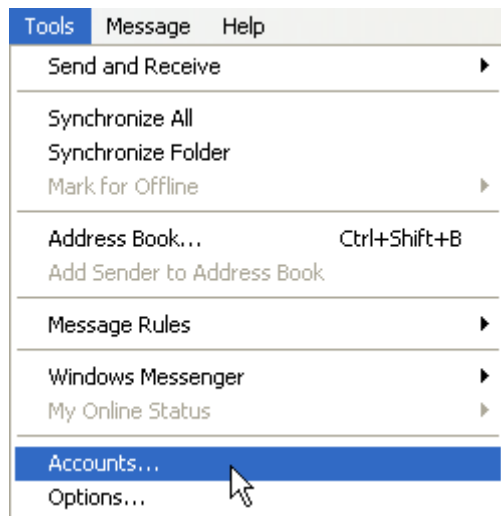
Harvard Medical School (HMS) recently made some adjustments to allow students the ability of accessing their HMS student email remotely with a desktop email client. Students may now use a secure protocol from outside of the HMS network. HMS assumes that students will have an Internet Service Provider to access the World Wide Web. This document is provided as a resource. Technical support is available *only* for the web-based email client, Outlook Web Access (OWA).

- \*Pre-doctoral students entering medical school as of Fall 2004 will use the following official student email address: *firstname\_lastname@hms.harvard.edu* for HMS/DMS/HST and *firstname\_lastname@hsdm.harvard.edu* for HSDM. All other pre-doctoral students will follow the format of *firstname\_lastname@student.hms.harvard.edu*.

## Step-by-Step Configuration Instructions

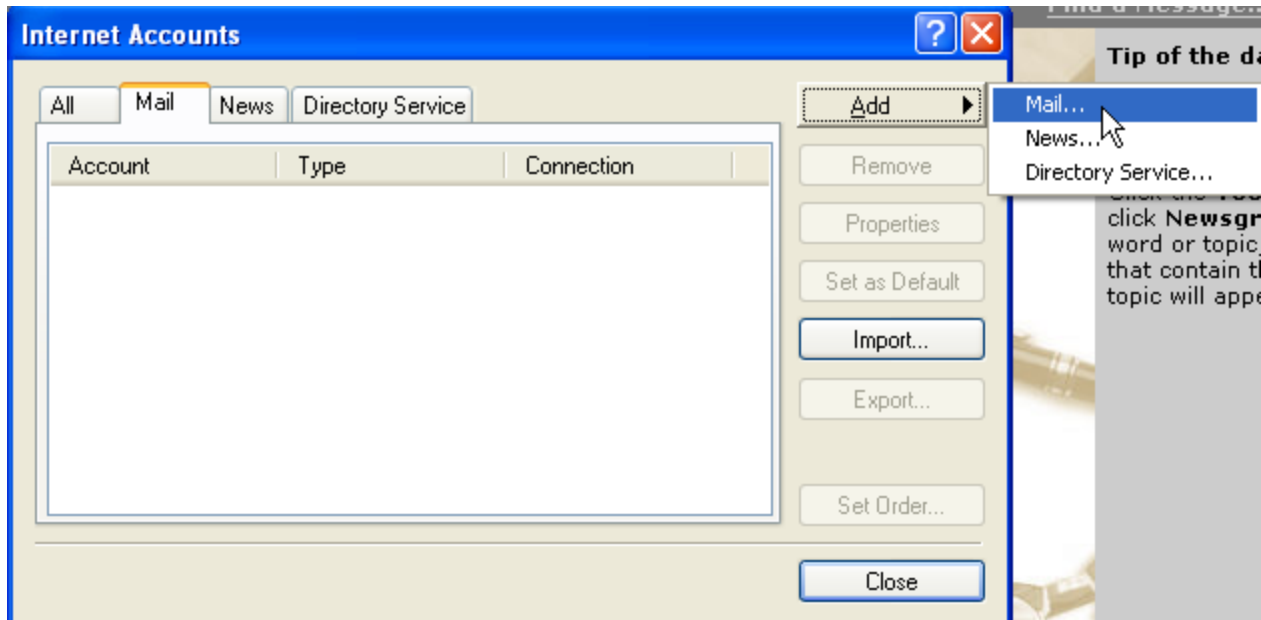
- **IMPORTANT:** If you have an anti-virus application such as **Symantec's Norton Anti-Virus**, disable the outbound email scanning option. If you have **Symantec Anti-Virus Corporate Edition**, disable the Internet E-mail Auto-Protect option under Configure. If you have **Norton Internet Security**, disable Security, disable the outbound email scanning option under AntiVirus, and disable the training engine under AntiSpam.
- Download/install any updates for Outlook Express. (This document has been tested using Outlook Express v6.)

Step 1: Launch MS Outlook Express. Choose the **Tools** menu and highlight **Accounts** to begin configuring your e-mail.

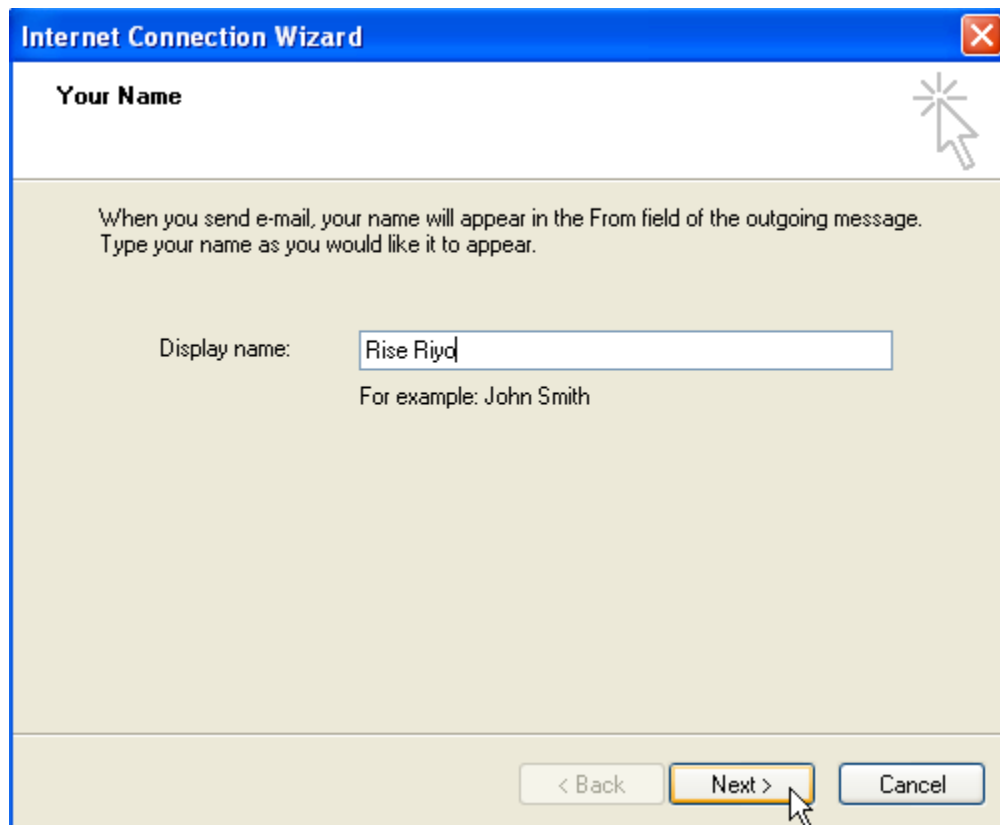


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Step 2: Click on the **Mail** tab and then select the button, **Add** and then **Mail...**

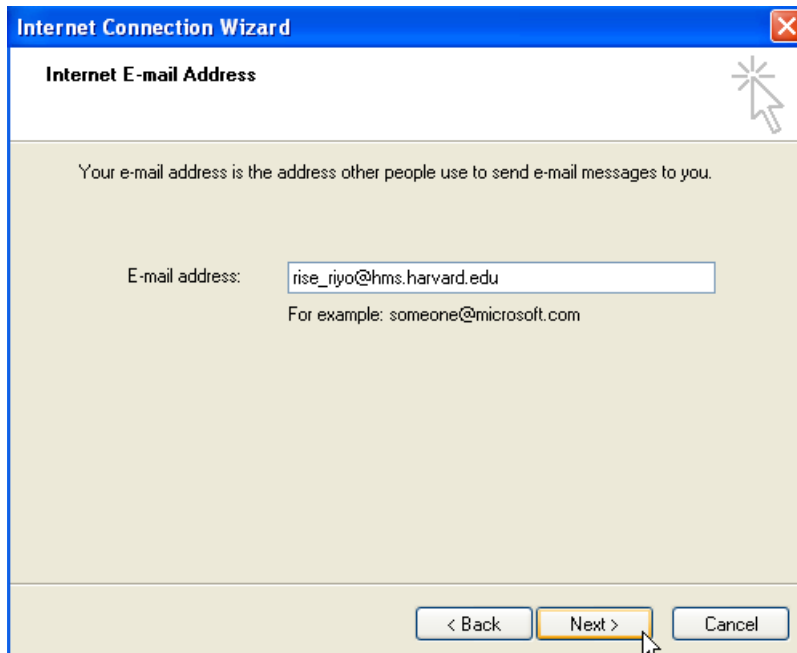


Step 3: Enter your full name in the **Internet Connection Wizard**. Click the button, **Next**.



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Step 4: Enter your official student email address\*. Click the button, **Next**, to continue.



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The main text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text input field labeled 'E-mail address:' containing the text 'rise\_rjyo@hms.harvard.edu'. Underneath the input field, it says 'For example: someone@microsoft.com'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

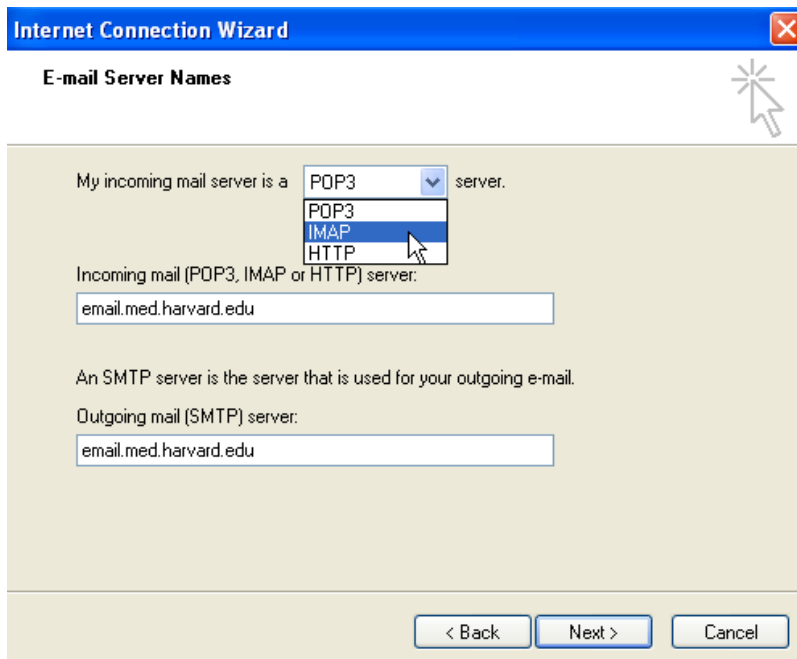
Step 5: Enter the following to configure the HMS IT e-mail servers:

**My incoming mail server is a \_\_\_\_\_server: *IMAP***

**Incoming mail server: *email.med.harvard.edu***

**Outgoing mail (SMTP) server: *email.med.harvard.edu*** (NOTE: RCN requires their SMTP settings)

Click the button, **Next**, to continue.



The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. The main text reads: 'My incoming mail server is a POP3 server.' A dropdown menu is open, showing options: POP3, IMAP (highlighted), and HTTP. Below this, there is a text input field labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing the text 'email.med.harvard.edu'. Further down, it says 'An SMTP server is the server that is used for your outgoing e-mail.' Below this, there is a text input field labeled 'Outgoing mail (SMTP) server:' containing the text 'email.med.harvard.edu'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

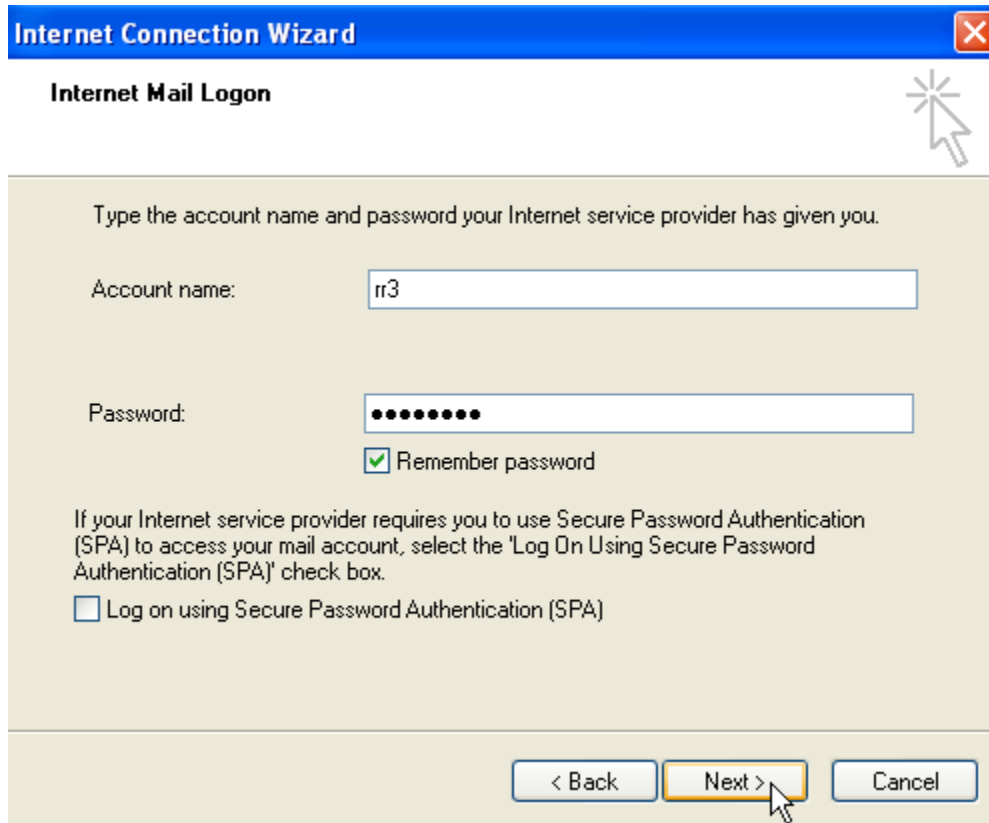
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Step 6: Enter the following to configure the HMS IT e-mail servers:

**Account name:** *your eCommons username (if necessary, use med\eCommons username)*

**Password:** *your eCommons case-sensitive password*

Click the button, **Next**, to continue.

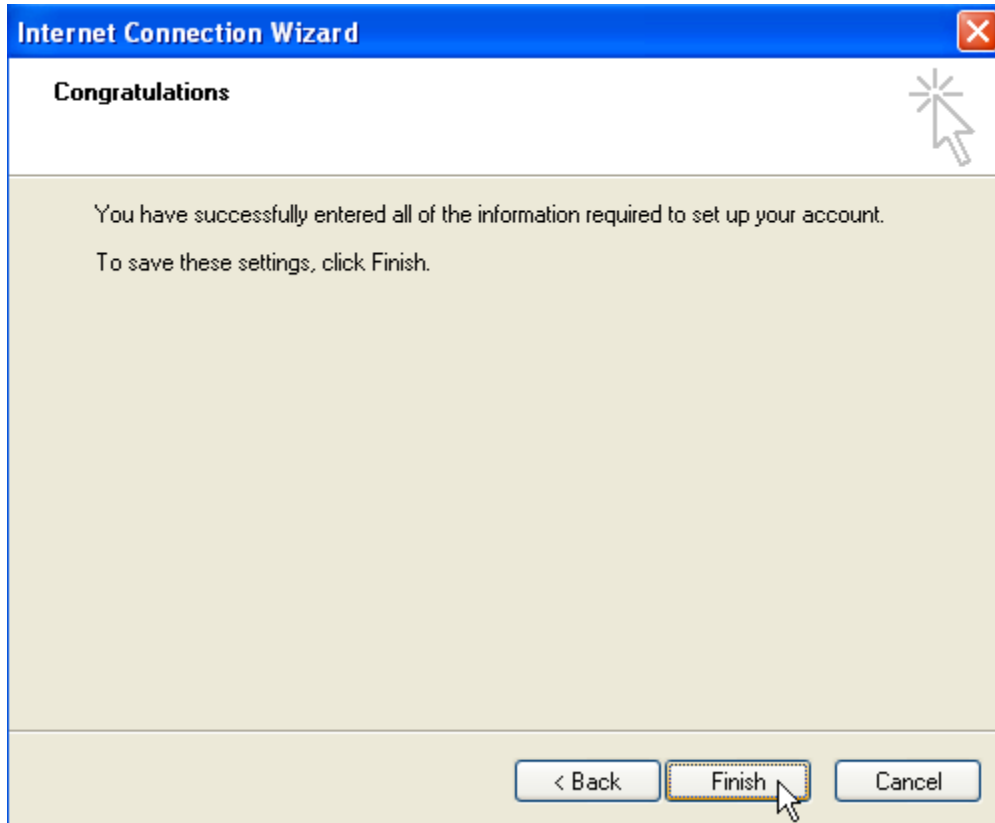


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title bar is blue with the text 'Internet Connection Wizard' and a close button. Below the title bar, the text 'Internet Mail Logon' is displayed. The main area is light beige and contains the following elements:

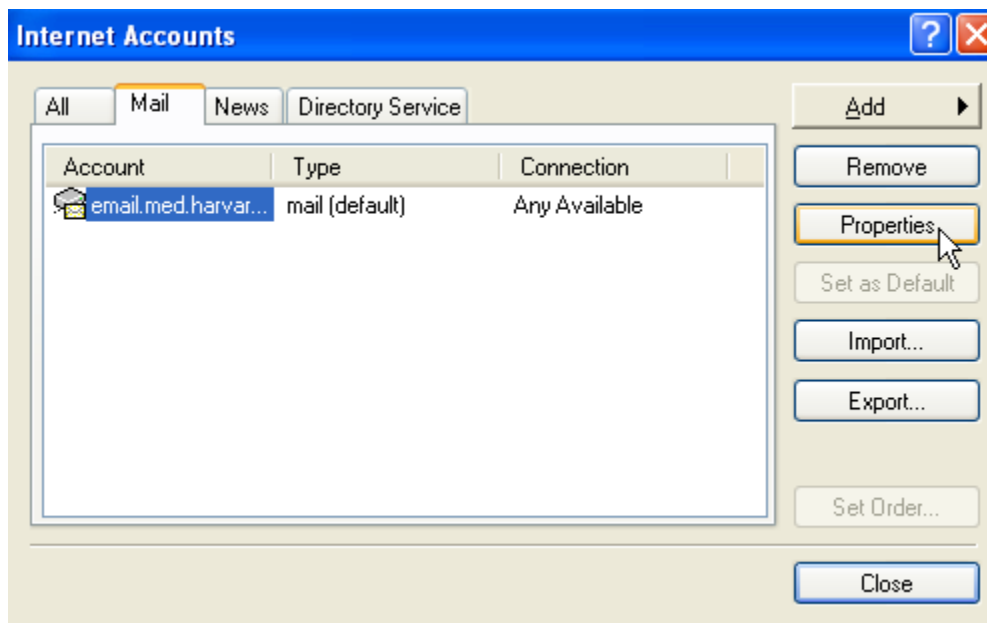
- A prompt: 'Type the account name and password your Internet service provider has given you.'
- An 'Account name:' label followed by a text box containing 'rr3'.
- A 'Password:' label followed by a text box containing ten black dots.
- A checked checkbox labeled 'Remember password'.
- Instructions: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.
- At the bottom, three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

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Step 7: Click the button, **Finish**, after having finished the **Internet Connection Wizard**.

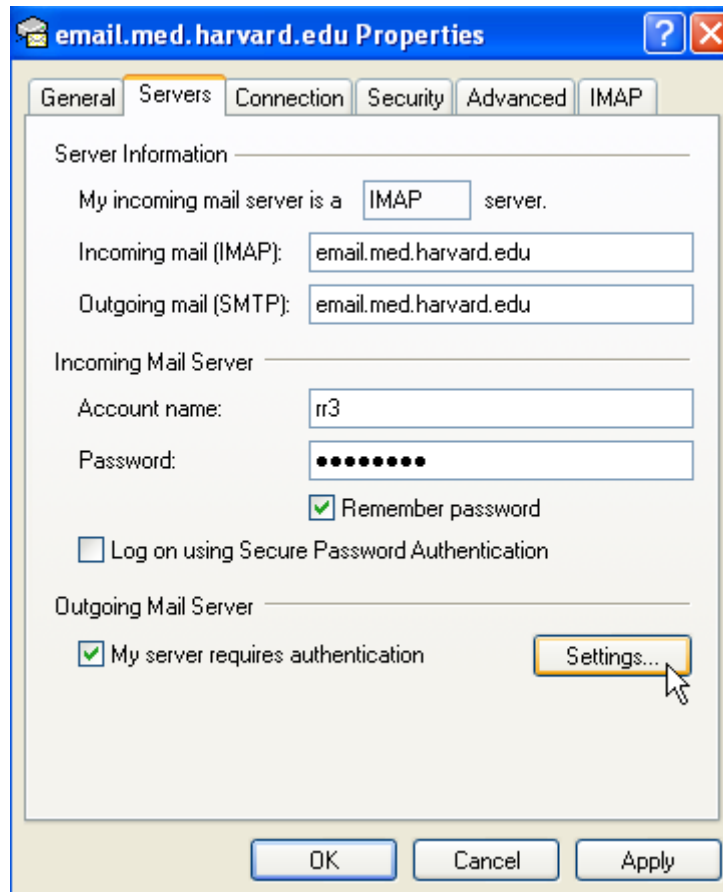


Step 8: Modify the configuration of the account you just created. Select the **Mail** tab. Highlight the account labeled **email.med.harvard.edu** and click the button, **Properties**.



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Step 9: Click the **Servers** tab. Select the checkbox next to **My server requires authentication** under the heading **Outgoing Mail Server**. Click the **Settings...** button.



**Step 10:** Select the radio button, Use **same setting as my incoming mail server** in the **Outgoing Mail Server** dialog box. Click **OK**.



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**Step 11:** Click the **Advanced** tab in the **email.med.harvard.edu** Properties dialog box.

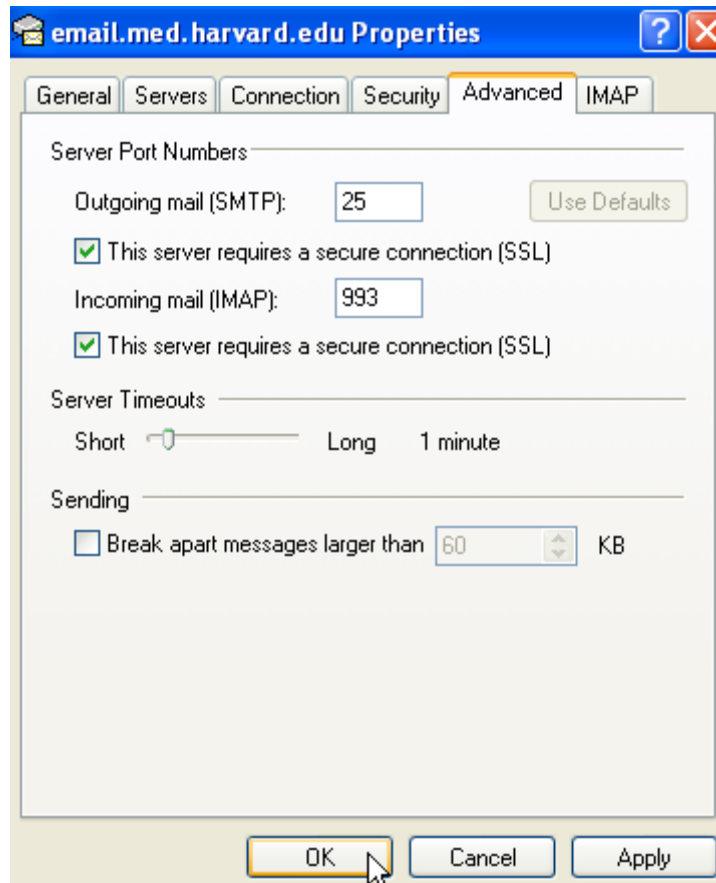
Select the checkbox,  **This server requires a secure connection (SSL)** under the headings, **Server Port Numbers and Outgoing mail (SMTP):**.

**Outgoing mail (SMTP): 25** (NOTE: RCN requires their SMTP server settings.)

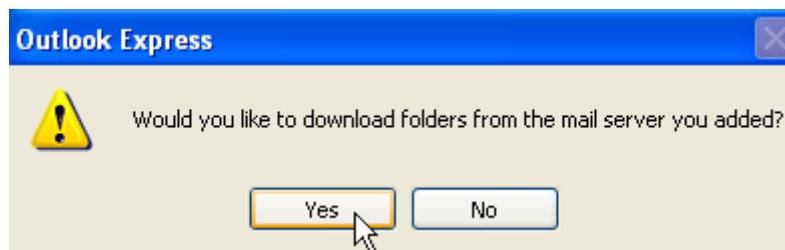
Select the checkbox,  **This server requires a secure connection (SSL)** under the headings, **Server Port Numbers: and Incoming mail (IMAP):**.

**Incoming Mail (IMAP): 993**

Click the button, **OK**. Click Close to exit the **Accounts** dialog box.

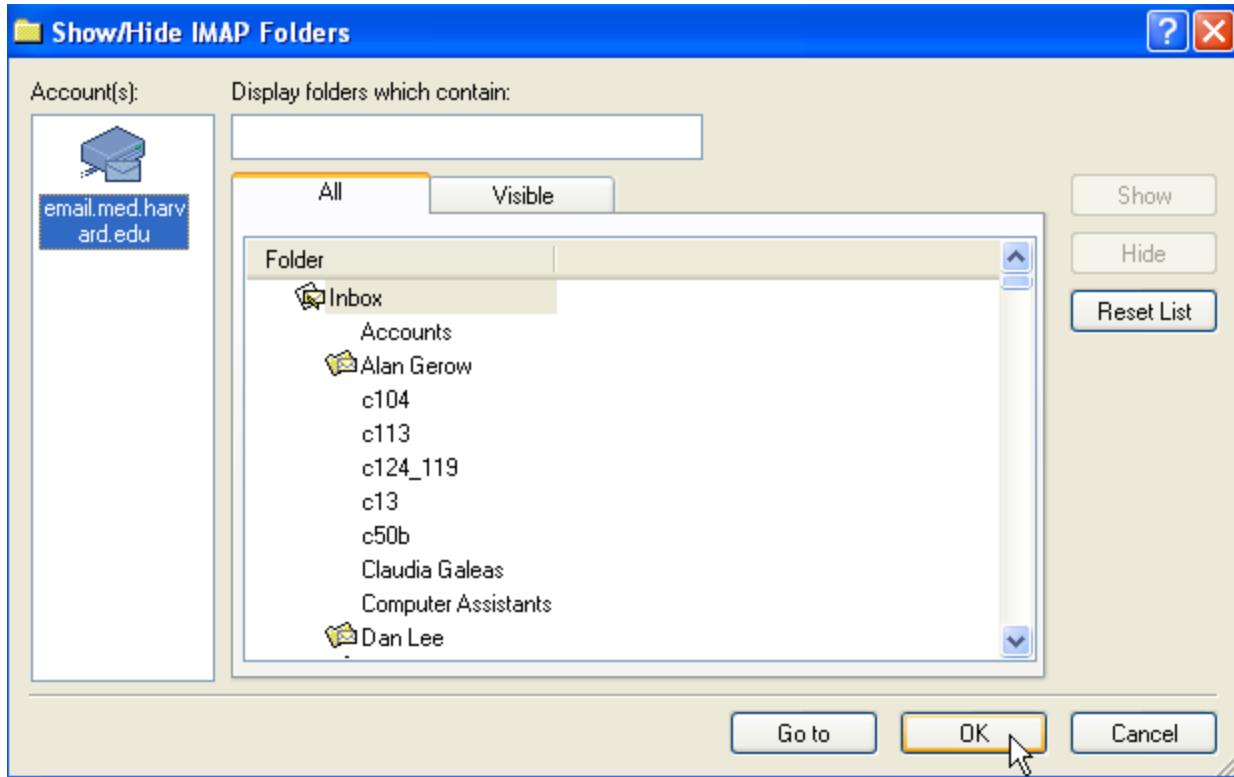


**Step 12:** Click **Yes** to download folders from the server that you added.

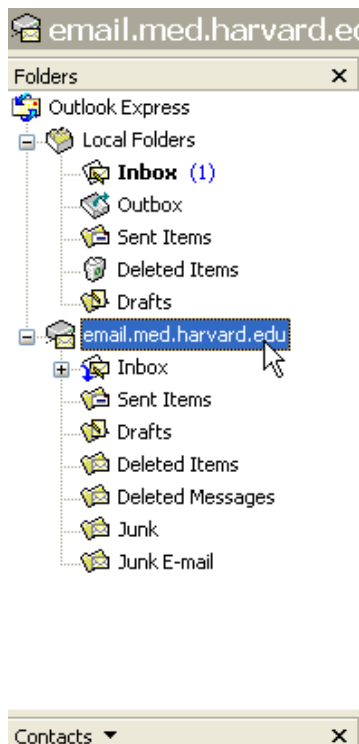


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**Step 13:** Click **Ok** on the **Show/Hide IMAP Folders** dialogue box.

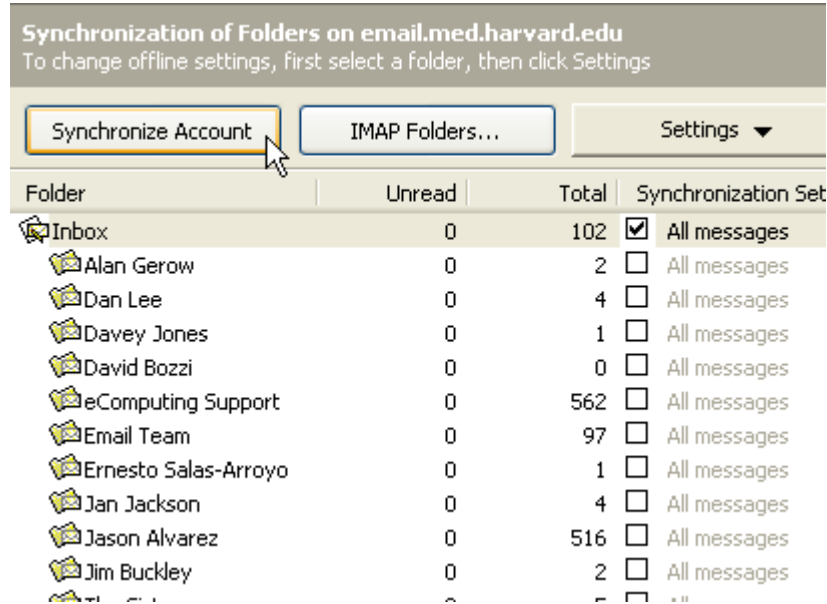


**Step 14:** Double-click on the **email.med.harvard.edu** on the left-hand side of the Folders column.



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Click on the **Synchronize Account** button to view all emails in subfolders of your Inbox on the HMS Exchange server. (Re-enter your eCommons case-sensitive password, if the connection was not made. Recheck all of your settings for typographical errors if the password is correct.)



**Step 14:** Congratulations! You have completed the MS Outlook Express Secure IMAP configuration process for a Windows-based PC. As always there are a number of optional configuration settings that you may choose to utilize or not, at your discretion. The information presented here represents the minimal configuration requirements to successful engage in the HMS Secure IMAP environment.