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 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 the updates for Outlook. (This document has been tested using MS Outlook 2003.)

**Step 1**: Launch MS Outlook 2003. Choose the Tools menu and highlight E-mail Accounts to begin configuring your e-mail.
Step 2: Click the Add… button in the E-mail Accounts dialog box. Select the button, Add a new e-mail account. Click the Next button.
MS Outlook 2003 Secure IMAP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

Step 3: Select the button, IMAP, Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. Click the button, Next.

**Email Accounts**

**Server Type**
You can choose the type of server your new e-mail account will work with.

- **Microsoft Exchange Server**
  Connect to an Exchange server to read e-mail, access public folders, and share documents.

- **POP3**
  Connect to a POP3 e-mail server to download your e-mail.

- **IMAP**
  Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

- **HTTP**
  Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

- **Additional Server Types**
  Connect to another workgroup or 3rd-party mail server.

< Back  Next >  Cancel
**MS Outlook 2003 Secure IMAP Configuration Settings**
for Windows-based PC for HMS Local and Remote Usage

**Step 4:** Make the following changes in the **E-mail Accounts** dialog box:

- **Your name:** `firstname <space> lastname`
- **E-mail address:** *Your Official Student Email Address dependent upon your entering year* *
- **Incoming Mail Server (IMAP):** `email.med.harvard.edu`
- **Outgoing Mail Server (SMTP):** `email.med.harvard.edu (NOTE: RCN requires their SMTP settings)`
- **User Name:** `eCommons username (if necessary, try med\eCommons username)`
- **Password:** `eCommons case-sensitive password`
- **Remember Password:** *Select this choice*

Click the button, **More Settings...** in the lower right corner of the dialog box when finished entering the above information.

---

**E-mail Accounts**

<table>
<thead>
<tr>
<th>Internet E-mail Settings (IMAP)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each of these settings are required to get your e-mail account working.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>User Information</strong></th>
<th><strong>Server Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Name:</strong></td>
<td><strong>Incoming mail server (IMAP):</strong> <code>email.med.harvard.edu</code></td>
</tr>
<tr>
<td><strong>E-mail Address:</strong></td>
<td><strong>Outgoing mail server (SMTP):</strong> <code>email.med.harvard.edu</code></td>
</tr>
</tbody>
</table>

| **Logon Information** |  |
|-----------------------|  |
| **User Name:** | `rr3` |
| **Password:** | `*******` |
| **Remember password:** |  |

- **Log on using Secure Password Authentication (SPA)**

Click the button, **More Settings ...**
MS Outlook 2003 Secure IMAP Configuration Settings
for Windows-based PC for HMS Local and Remote Usage

Step 5: If not entered, type in email.med.harvard.edu in the Mail Account textbox.

Step 6: Click the Outgoing Server tab on the Internet E-mail Settings dialog box. Select the checkbox, My outgoing server (SMTP) requires authentication. Select the radio button, Use same settings as my incoming mail server, as below:
MS Outlook 2003 Secure IMAP Configuration Settings
for Windows-based PC for HMS Local and Remote Usage

Step 7: Click the Advanced Server tab on the Internet E-mail Settings dialog box. Under Server Port Numbers, enter the following information:

Incoming server (IMAP): 993
Select checkbox: This server requires a secure connection (SSL)
Outgoing server (SMTP): 25* or 587 (*NOTE: Port 25 may be blocked by your ISP)
Select checkbox: This server requires a secure connection (SSL)

NOTE: The settings under Delivery are optional for the user. The suggested default setting for IMAP is leave messages on the server for 15 days. Click the button, OK. Click the Next button on the Email Accounts dialog box.

Step 8: Click the button, Finish, on the Emails Account dialog box. Congratulations! You have completed the MS Outlook 2003 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.

ma, lh, do, jp: rriyo, 09/01/2011