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).

Special Considerations
- This document has been tested with Eudora 5.2.1 with Mac OS X (10.2.6)
- When configuring your account settings, use your primary student email address rather than an alias.
- *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

- NOTE: If you have an anti-virus application such as Symantec’s Norton Anti-virus, disable the outbound email scanning option.

Step 1: Launch Eudora 5.2.1. Select the Eudora menu and choose Preferences.

Step 2: Click the Getting Started icon in the Settings dialog box. Enter the following:
Username: Your eCommons username (your initials followed by a number)
Mail Server: email.med.harvard.edu
Real name: your first name and last name
SMTP Server: email.med.harvard.edu
Return Address: Your Official Student Email Address dependent upon your entering year*

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Step 3: Click the Checking Mail icon and verify the following fields that should be automatically populated after having completed the Getting Started settings:

Username: your eCommons username (typically your initials followed by a number)
Mail Host: email.med.harvard.edu
Mail Protocol: IMAP
Step 4: Click the Sending Mail icon. Verify and/or select the following fields:

Return address: *Your Official Student Email address dependent upon your entering year*
Default Domain: *email.med.harvard.edu*
SMTP server: *email.med.harvard.edu*
Select the checkbox for ✓ Allow authorization
Step 5: Click the SSL icon. Verify and/or select the following information:

SSL for SMTP: Required (TLS)
SSL for IMAP: Required (Alternate Port)

Click OK when finished verifying.
Congratulations! You have completed the Eudora v5.2.1 Secure IMAP configuration process for a Macintosh-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.