

Lander University



Office of Information
Technology Services

Instructions for Setting up an Email Client

What's going on?

Lander University's Office of Information Technology Services has now enabled server support for third party email clients.

Which means what?

You can now check you email without having to navigate to Lander's website and without having to log in.

Sounds great! How do I set it up?

First you need an email client. There are many email clients out there such as:

- Outlook Express
- Mozilla Thunderbird
- Eudora
- Opera
- Pegasus Mail
- IncrediMail
- Foxmail

Once you have selected an email client, download the client from its homepage and install it. A quick search with Google will help you find many different email clients and places to download them. **

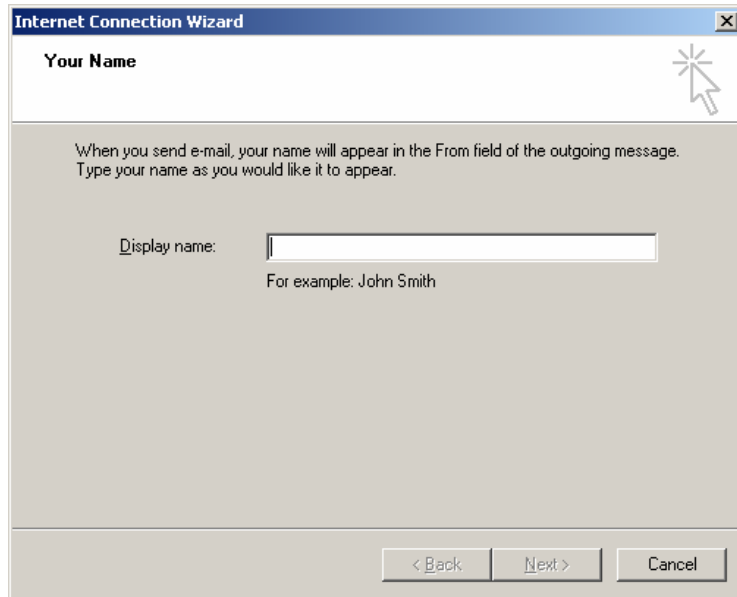
After you have installed the email client you will need to set up an email account on it. We will demonstrate this process using Outlook Express as an example. The process for setting up an email account with other email clients is very similar, so please read through the tutorial before you attempt to set up your client. We have chosen Outlook Express because it is included on all Windows PCs and it is impossible to provide instructions for every email client out there.



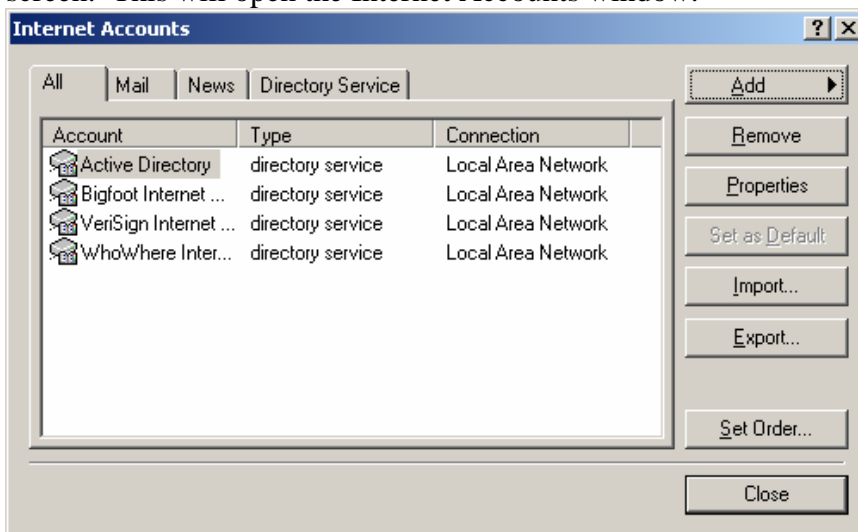
Start up Outlook Express

Go to the Start Menu -> All Programs -> Outlook Express

If this is the first time you have opened Outlook Express you will be prompted to set up an email account.



If you have opened Outlook Express before or have set up an email account in Outlook Express before you will need to select Accounts from the Tools Menu at the top of the screen. This will open the Internet Accounts window.



Click on the Add button and select Mail from the list to the right. This will open the email account wizard.

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Email Account Wizard

Enter your name in the Display name: field and click Next>

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a text box containing "John Smith". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: John Smith". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

Enter your email address in the Email address: field and click Next>

The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a text box containing "jsmith@student.lander.edu". To the right of the text box is a mouse cursor icon. Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel

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Fill in the email server information and click Next>

- The mail server is a POP3 server.
- The incoming mail server is mailbox.lander.edu
- The outgoing mail server is mailbox.lander.edu

The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main heading is "E-mail Server Names". Below this, there is a section for incoming mail: "My incoming mail server is a server." followed by a dropdown menu showing "POP3". Below that is a text input field labeled "Incoming mail (POP3, IMAP or HTTP) server:" containing "mailbox.lander.edu". A second section is for outgoing mail: "An SMTP server is the server that is used for your outgoing e-mail." followed by a text input field labeled "Outgoing mail (SMTP) server:" containing "mailbox.lander.edu". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

This information is critical for your email client to work properly. If you email client does not support POP3 you will need to find one that does.

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Fill in you username in the Account name: field and password in the Password: field.
Check the box marked Remember password and click Next>

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

Click Finish and now there one more thing to do.

Internet Connection Wizard

Congratulations

You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

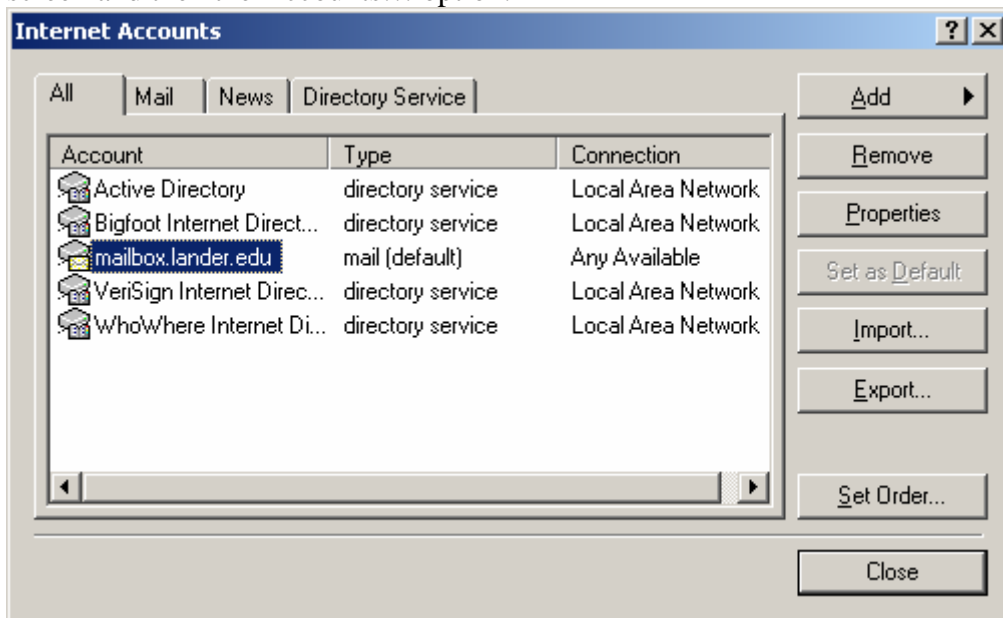
< Back Finish Cancel

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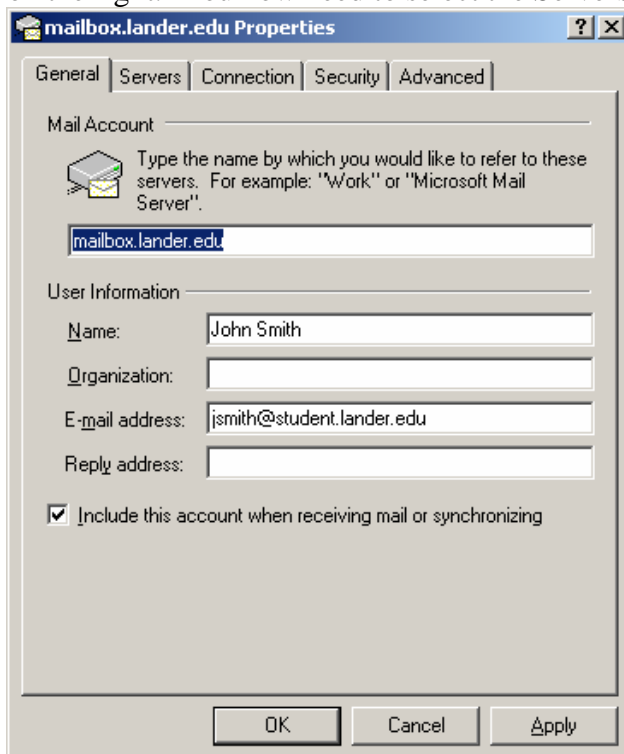


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Once you are back to Outlook Express you need to select the Tools menu at the top of the screen and then the Accounts... option.



Select your email account; it should be listed as mailbox.lander.edu, and select Properties on the right. You now need to select the Servers tab at the top of the window.



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Here you need to check the box next to the line that says “My server requires authentication”. Hit Ok to close the window and then Close to close the Accounts window. You’re all done! You can now send and receive email through Outlook Express.

mailbox.lander.edu Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): mailbox.lander.edu

Outgoing mail (SMTP): mailbox.lander.edu

Incoming Mail Server

Account name: jsmith

Password: ●●●●●●

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication Settings...

OK Cancel Apply

Disclaimer

** Lander University’s Office of Information Technology Services cannot and does not provide technical support for third party email clients. We provide this information for the benefit of our students. If you feel that there is a problem with your email account please contact ITS at 388-8234, but do not contact ITS if you are having trouble with your email client.