Accessing BC e-mail via Eudora mail client using IMAP . If you dial Brooklyn College Access Numbers

- 1. Go into Options under the Tools tab. \setminus
- 2. Scroll up and go to the section called Getting started.
 - In **Return Address** enter "**username**@brooklyn.cuny.edu". (ex. Jdoe@brooklyn.cuny.edu")
 - In **Real Name** enter your **Full Name**.
 - In Mail Server enter your incoming mail server: outlook.brooklyn.cuny.edu
 - In Login Name enter your userid.
 - In **SMTP Server** enter your SMTP server information. Your Internet Service Provider's (ISP) Mail Client.
 - Feel free to leave the other fields blank.

tegory:	
55	Beal name:
<u> </u>	Guest
Getting Started	Return address:
F	 guest@brooklyn.cuny.edu
Checking Mail	Mail Server (Incoming):
S	Joutlook.brooklyn.cuny.edu
Incoming Mail	Login Name:
3	guest
Sending Mail	SMTP Server (Outgoing):
	YOUR ISP Mail Client
Internet Dialup	Allow authentication
~	

Scroll down on the left and go to the **Checking Mail** section.

- In Mail server field enter your mail server information. (ex. apollo.brooklyn.cuny.edu)
- In Login Name enter your userid.

|--|

ategory:	
Getting Started	Mail Server:
Incoming Mail	Check for mail <u>every</u> 0 minute(s) Don't check without a network connection Don't check when using battery Send on check Sa <u>v</u> e password

- 3. Scroll down on the left and go to the Incoming Mail section.
 - In server configuration check "IMAP".
 - There should be a check box called **Leave Mail on Server.** Make sure that is checked **on**.



4. Next scroll down to Sending Mail section.

- In **Return Address** enter <u>youruserid@domainname</u>
- In **SMTP Server** enter your SMTP server information. (ex. omni.brooklyn.cuny.edu)

Options	? ×
Category:	Return address: guest@brooklyn.cuny.edu
Getting Started	Domain to add to unqualified addresses:
Checking Mail	SMTP server: Your ISP's Mail Client ✓ Allow authentication ✓ Immediate send ✓ Send on check
Sending Mail	Default Stationery: <no default=""> Select defaults when not using Stationery: Default Signature: <no default=""> Image: Word wrap Image: May use guoted-printable Image: Keep copies Image: Labs in body of message UK Uancel</no></no>

- 5. Click **OK**, which will bring you back to the **Eudora window**.
- 6. Click on the **Check Mail** button, or open the File Tab and choose **Check Mail**. Enter your usual e-mail password when prompted.

If you dial into your own ISP provider:

The instructions are the same as above, except for **SMTP** you'll have to look up your Internet Provider's **SMTP** server and put it in. For example, if your ISP is Erols, your SMTP server would be smtp.erols.com, or if it were Freei.net, it would be mail.freei.net.