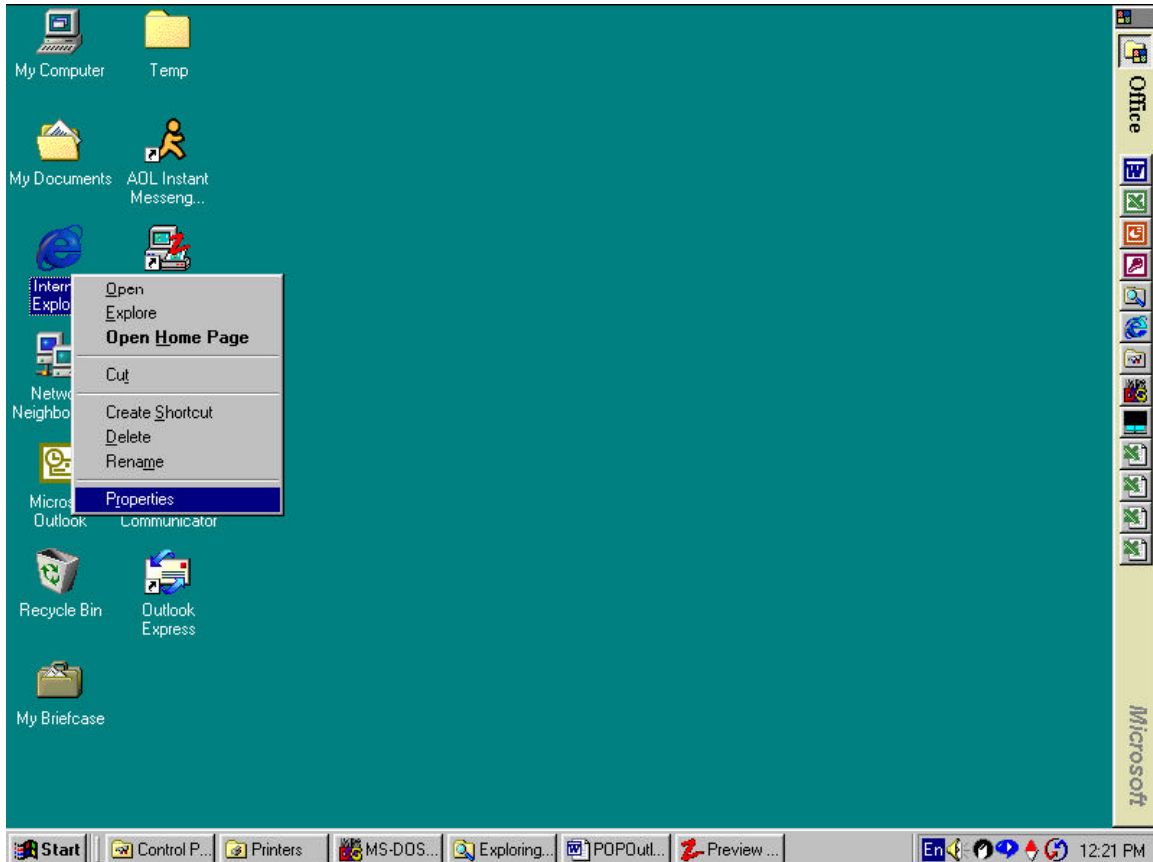


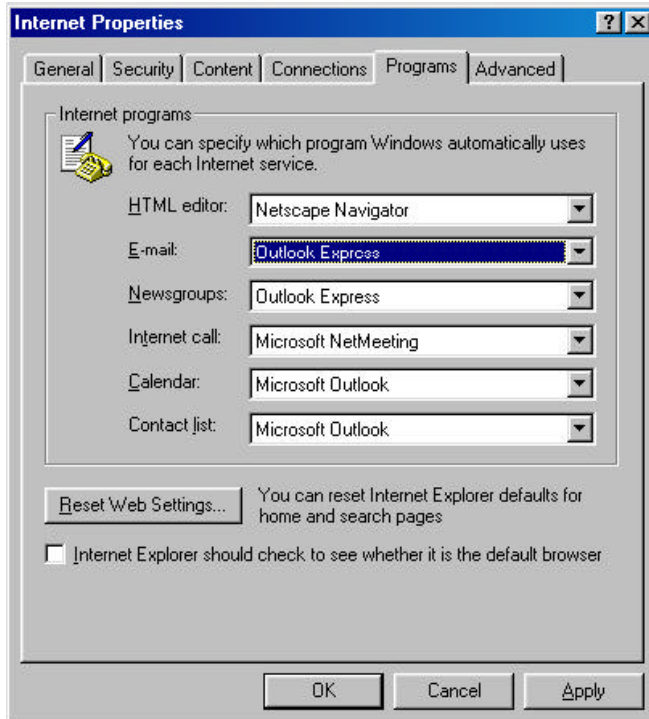
**Accessing BC e-mail via Microsoft Outlook Express  
(Mail program included with MS Internet Explorer 4.0 and higher)  
using IMAP mail client.**

First, dial in through your regular ISP.

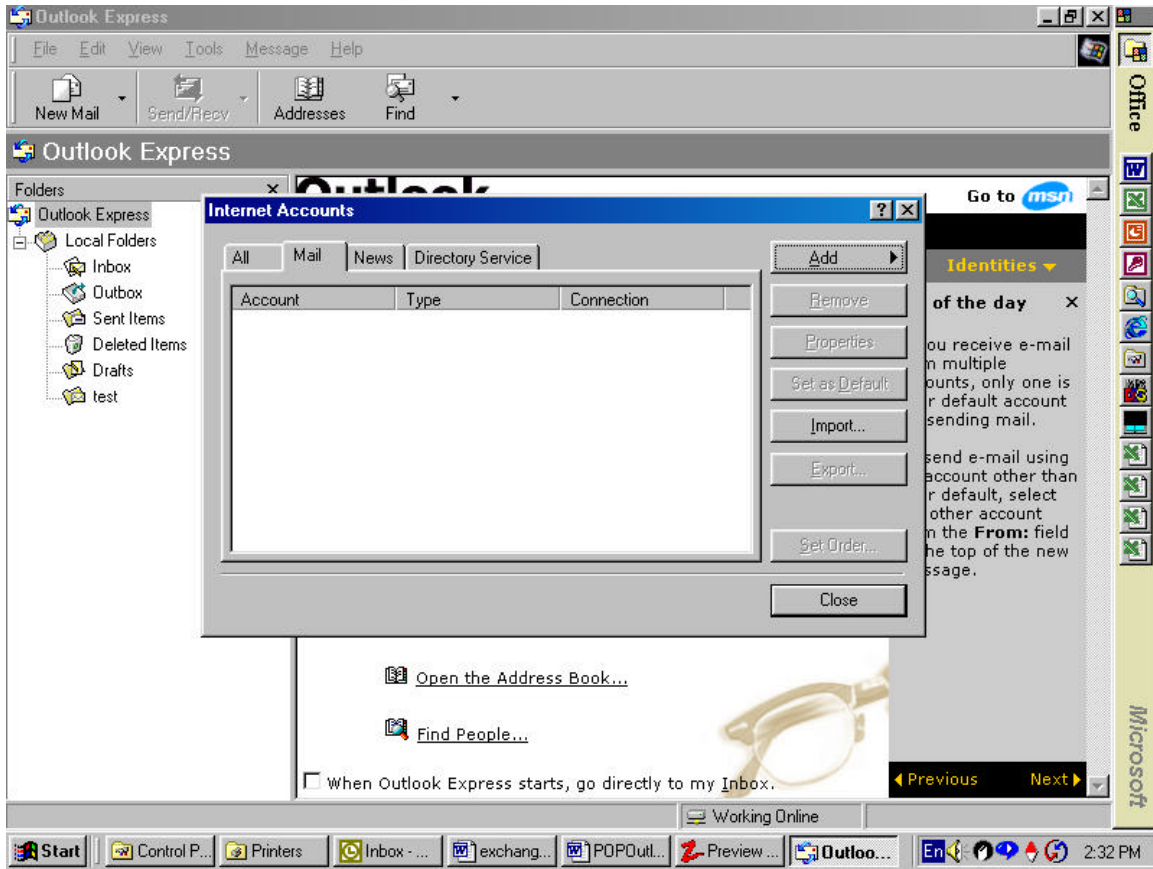
To ensure that Internet Explorer will use Outlook Express as the primary mail program, right-click (click with the right mouse button) on the Internet Explorer icon on the desktop and



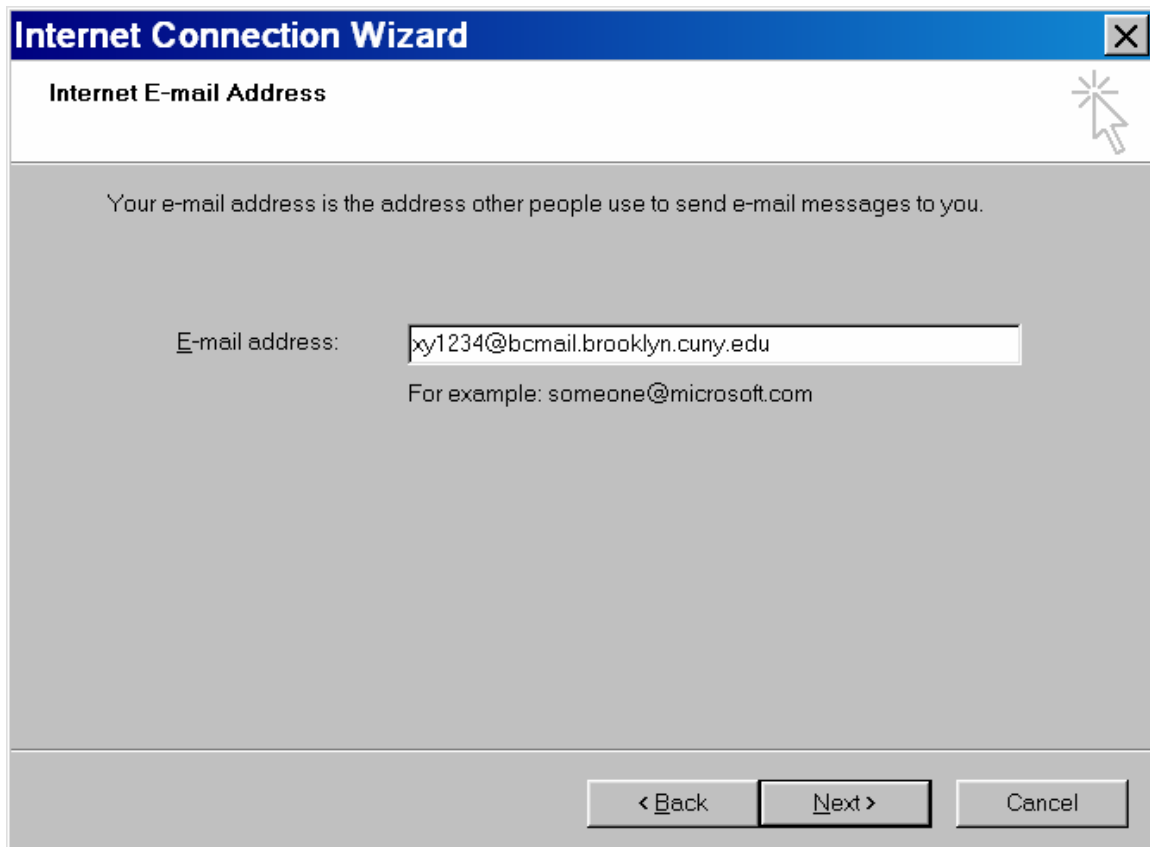
go into **Properties**; choose the folder **Programs** and make sure that you can see Outlook Express next to **E-MAIL**.



If not, choose it from the drop-down menu (If you don't have a choice of Outlook Express in the drop-down box then you may need to install it). Then open Explorer and click on the icon **MAIL** - it will be in the top row of icons next to Stop, Back, Forward, etc. Choose "**read mail**" option and begin setting up your account. When Outlook Express opens, go into **Tools** and **Accounts**. Choose folder that says **Mail**, click **Add** and pick the option **Mail**.



Put in your full name and click Next. Put down your own e-mail address, i.e.: [xy1234@bcmail.brooklyn.cuny.edu](mailto:xy1234@bcmail.brooklyn.cuny.edu), click Next.



Make sure the server type is **IMAP** and, for **Incoming mail server**, put in **studmail.brooklyn.cuny.edu** - for the **Outgoing mail server** you'll have to use **your internet service provider's(ISP) mail client..**

Look up your Internet Provider's outgoing mail server and put it in. For example, if your ISP is Erols, your outgoing server would be smtp.erols.com, or if it were Freei.net, it would be mail.freei.net.

**Internet Connection Wizard** [X]

**E-mail Server Names** [Help]

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back   Next >   Cancel

Click Next and put in your user ID and password, if you wish for the program to remember it (the option **Remember Password** below allows for that). Your account name should read i.e.: **XY1234 (2 letters and 4 numbers)**. Your password is your student id.

**Internet Connection Wizard** [X]

**Internet Mail Logon** [Help]

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

Account name:

Password:

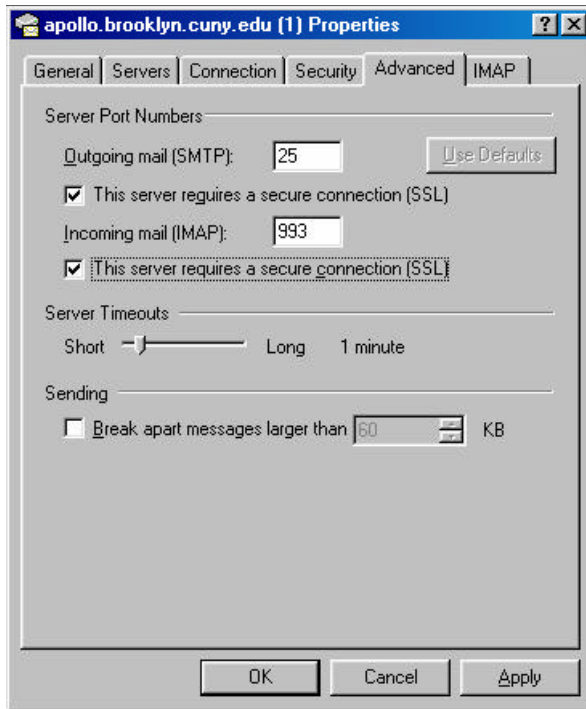
Remember password

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 Next and Finish. Now, you should be back to the list of **Accounts** which you started from. Your account will be listed there; highlight it, click **Set as Default** (if the option is available – if it isn't, your account is already made default) and click **Properties**.



**server requires a secure connection (SSL)”** in the **Server Port Numbers** paragraph for SMTP and IMAP. (This is optional. Ask your ISP if the Outgoing mail SMTP require SSL.) Click on Apply and OK. You're done. Then, just click the **Send and Receive** icon in Outlook Express to send and receive your mail.