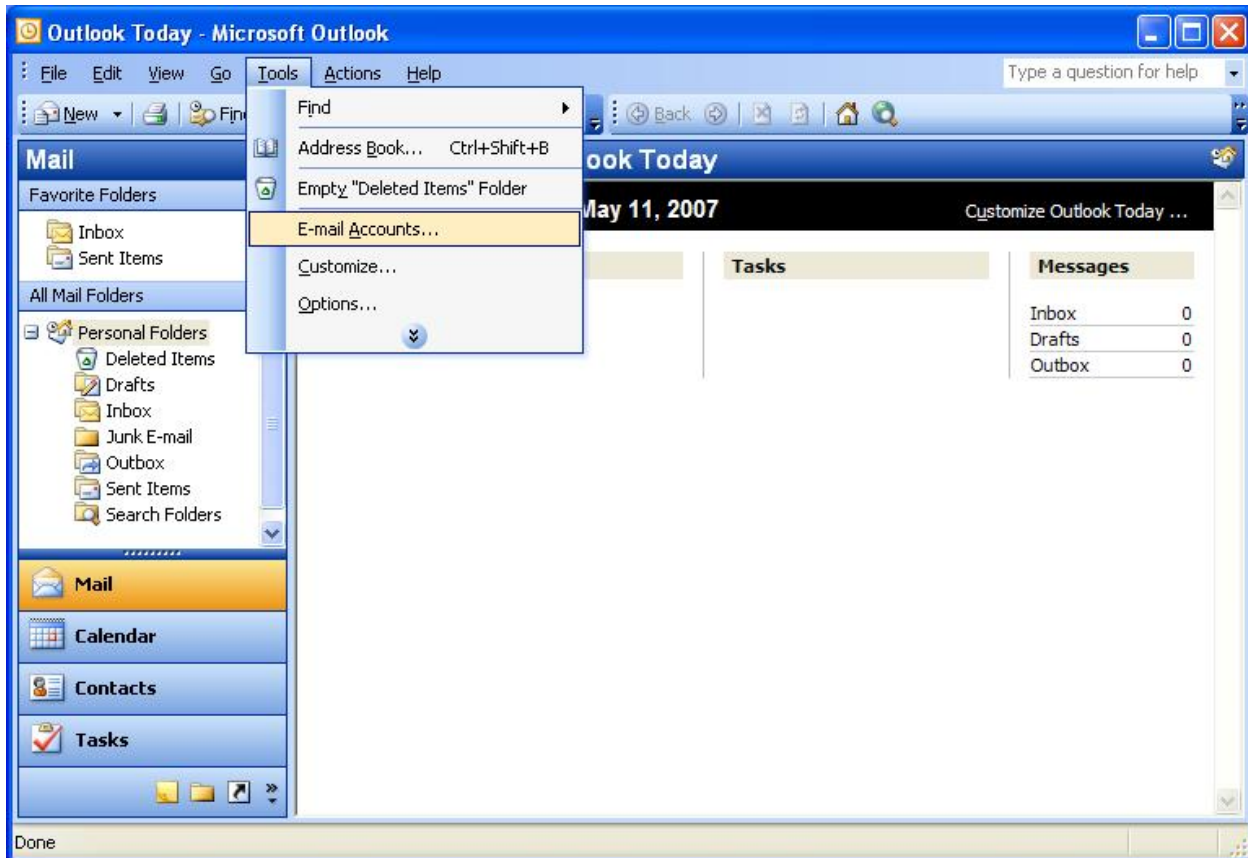


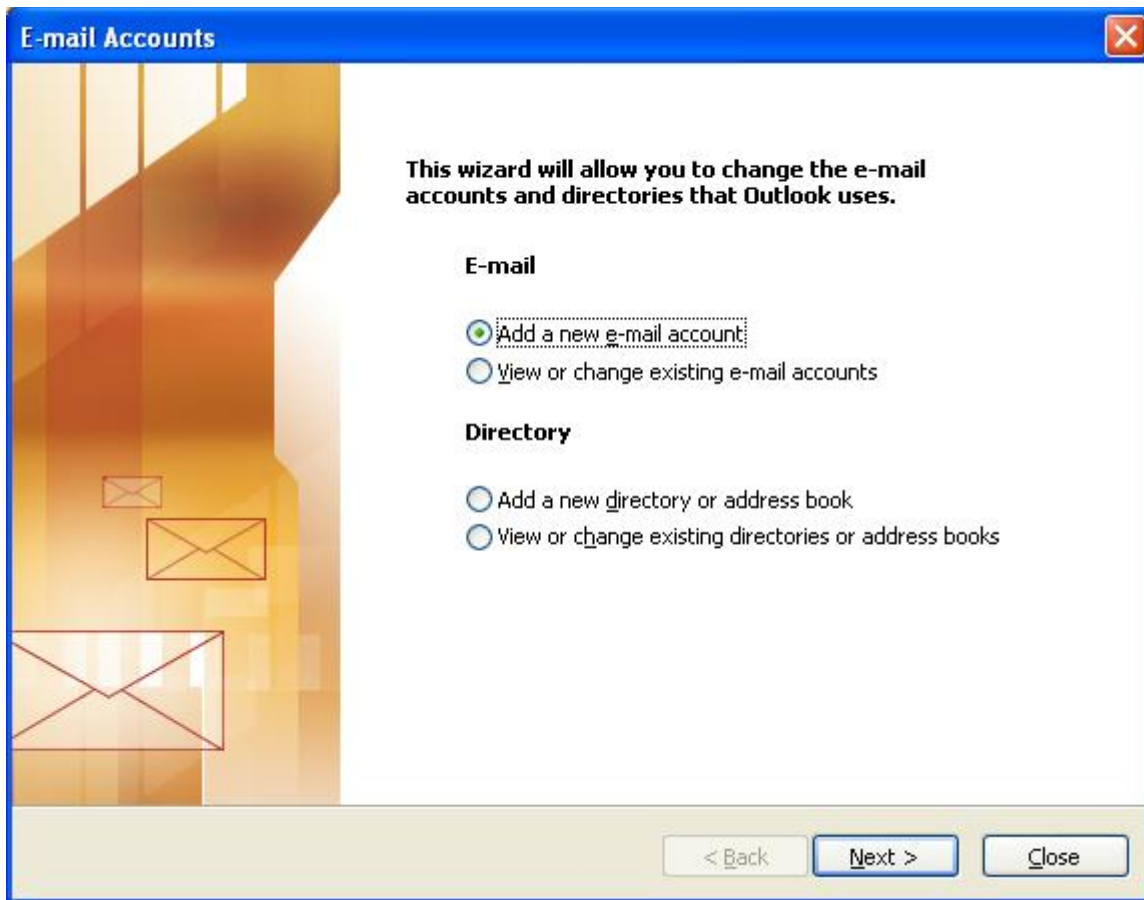
These instructions will enable you to use Outlook 2003 with the MSB GroupWise servers. They should allow you to check and send email through Outlook.

Please note that you will need to make an extra step to delete mail with these directions – you will need to go to the Tools menu and choose “Purge Deleted Items.”

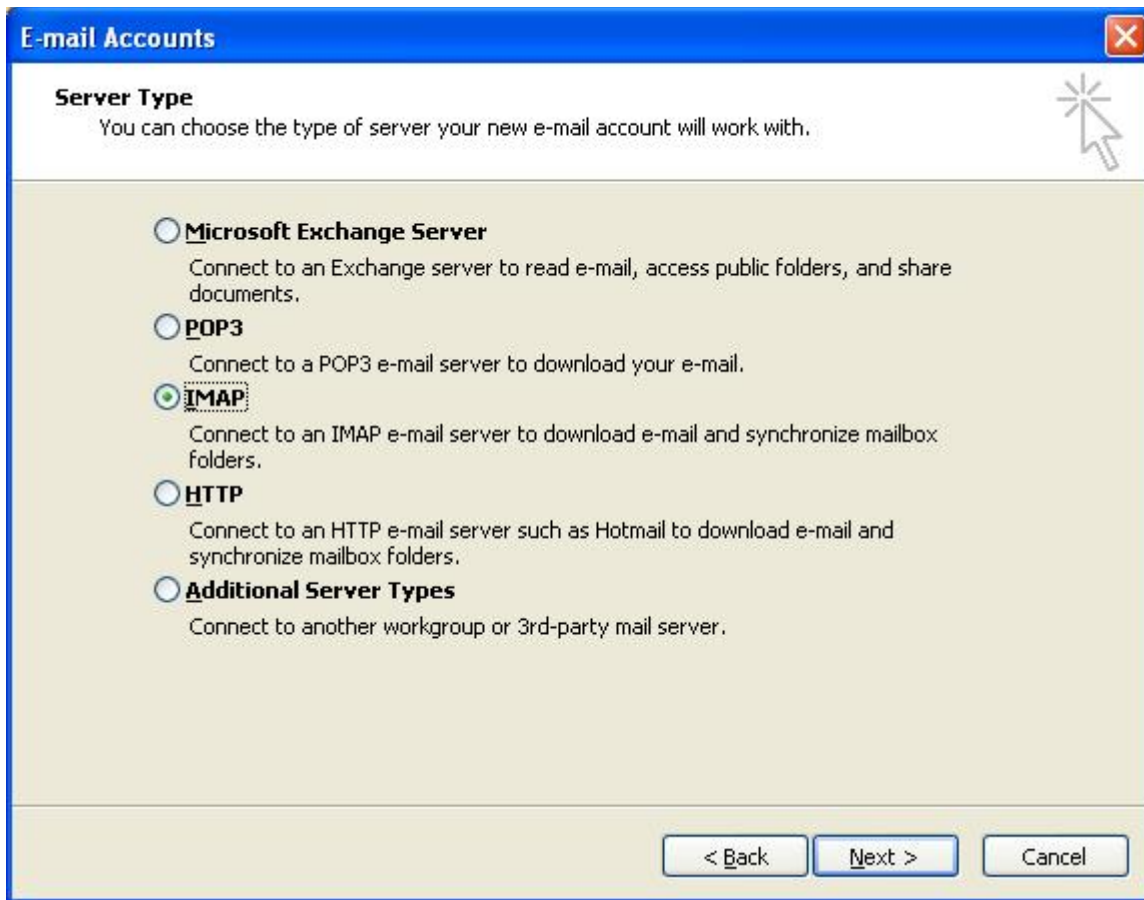
1. After opening Outlook, go to the “Tools” menu and click on “E-mail Accounts.”



2. Next you will see the window for the wizard that assists in changing e-mail accounts and directories. You will want to select the option that reads “Add a new e-mail account” and then select “Next.”



3. The following window will ask you to select a server type. Please choose the option that says “IMAP” and click “Next.”



4. You will be asked to fill out some information for the internet e-mail settings of IMAP. Here, you will want to fill out all of the sections as follow:
- a. Under “User Information”
    - i. Please enter your first and last name.
    - ii. For the e-mail address, enter your netID and follow with “@georgetown.edu” (i.e. [netID@georgetown.edu](mailto:netID@georgetown.edu)).
  - b. Under the section that reads “Server Information”
    - i. For incoming mail server (IMAP) type: **imap1.msb.edu**
    - ii. For outgoing mail server (SMTP) type: **smtp.georgetown.edu**
  - c. Under “Logon Information”
    - i. For your username, please enter your netID.
    - ii. For your password, please enter the same password you use to log into GroupWise.
    - iii. You may choose the “Remember password” option if you desire; it is optional. If you do not choose to have it saved, you will need to enter your GroupWise password every time you receive mail.
    - iv. **Before** pressing “Next” please click on “More Settings.”

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

**Logon Information**

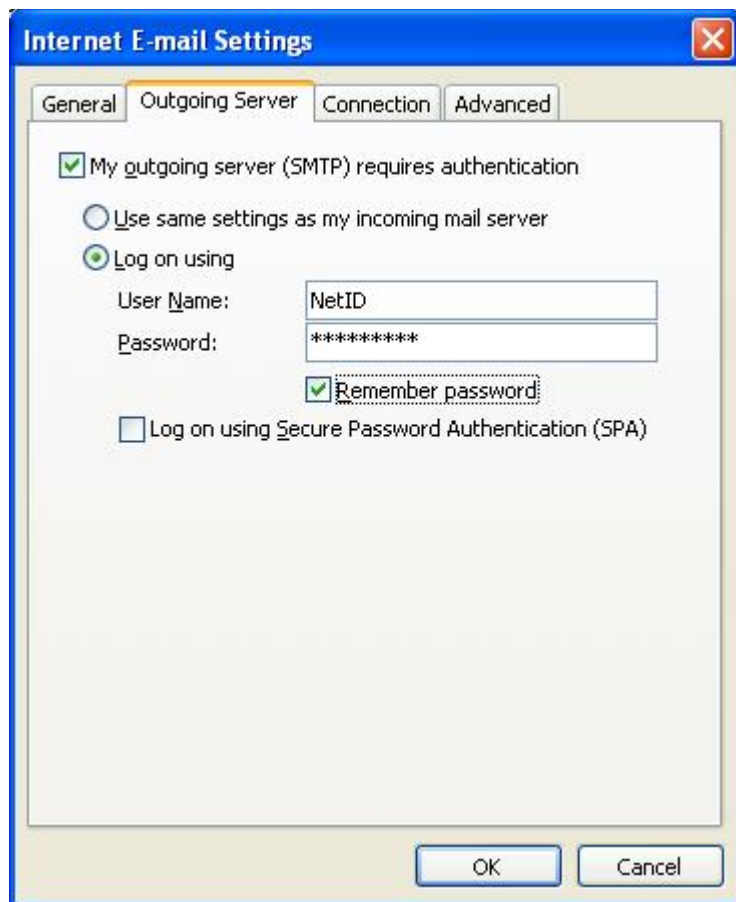
User Name:

Password:

Remember password

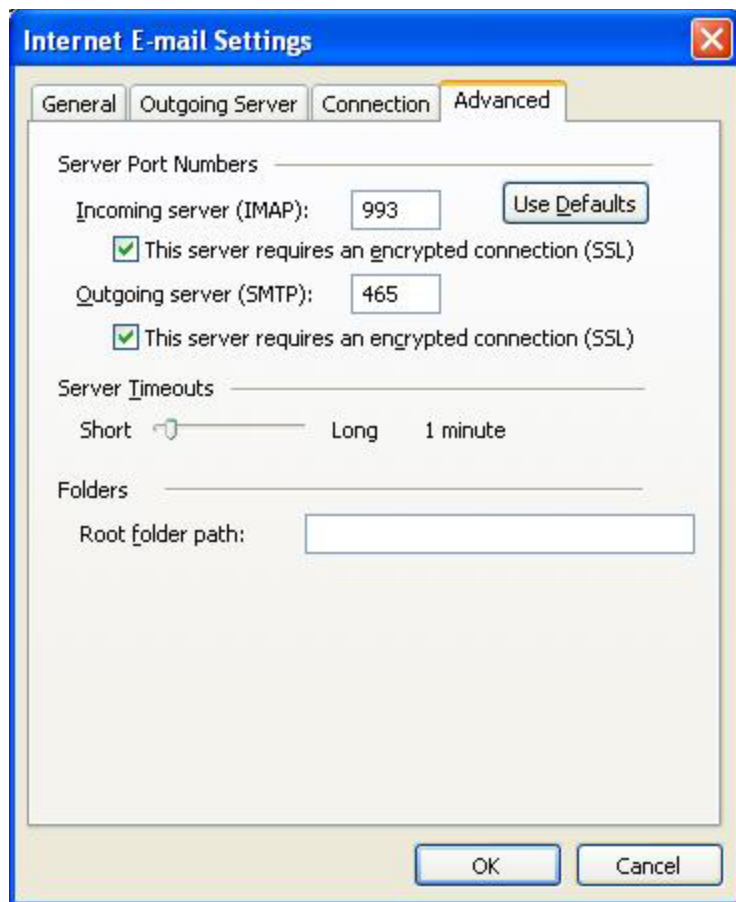
Log on using Secure Password Authentication (SPA)

5. In the next window, select the tab that reads “Outgoing Server.” In that tab, you will want to check the box that reads “My outgoing server (SMTP) requires authentication.” Then select the option that says “Log on using” and enter your NetID as your User Name and your NetID password as your password – this is the password you use to log into Access+ and Blackboard. Do ***not*** click “OK” just yet.



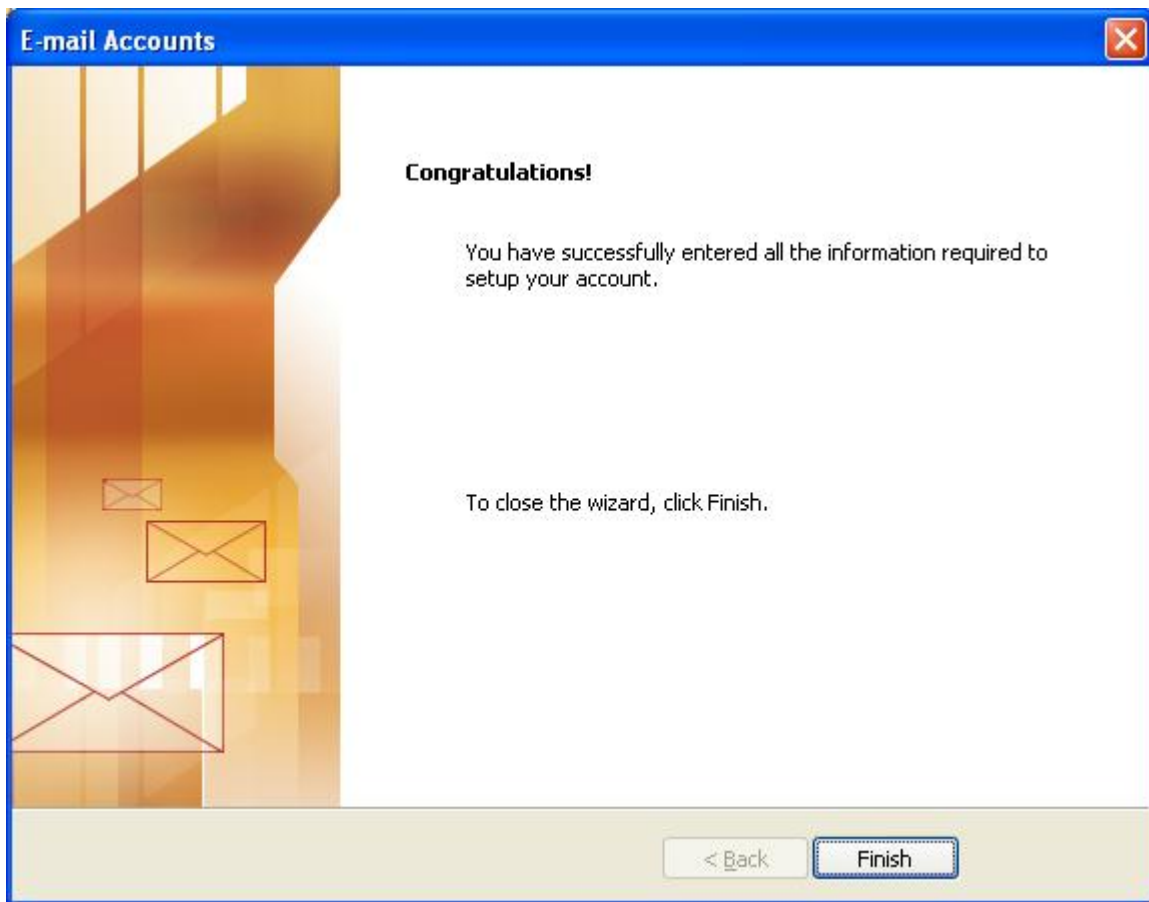
MSBTC

6. Next, move over to the tab that reads “Advanced.” Here, you will want to fill in the following:
  - a. For “Server Port Numbers” you will want to set the **incoming server (IMAP)** as **993** and select the option underneath that reads “This server requires an encrypted connection (SSL).”
  - b. Then, for the **outgoing server (SMTP)** you will want to enter the number **465**. Again, please check the box underneath that reads “This server requires an encrypted connection (SSL).”
  - c. Press OK.



MSBTC

7. Now, you will see a window that confirms that you have successfully entered all of the required information to setup the account. Press "Finish."



MSBTC

8. Afterwards, you might see a message titled "Internet Security Warning" that says that a security certificate could not be verified. It will ask you if you want to continue using this server. Please select "Yes."



9. This screen will only appear if you did not save your incoming email password in step 4 – if you did so, please go to step 10. You will then see a window titled "Internet E-mail - imap1.msb.edu" where you will be asked to login. Please enter your netID for the username and then your GroupWise password. Press "OK."

10. You might see a window for Microsoft Office Outlook that will indicate that it is fetching the new headers. This means that it is taking the setup of your GroupWise account in terms of files and folders that you had created, and organizing them in the same fashion in Outlook.



11. To make sure that everything is working smoothly, we recommend sending a test e-mail to either another one of your personal e-mail accounts or to a friend's e-mail account and verifying that the e-mail goes through. If the e-mail is received, then the setup process for forwarding your e-mail has successfully been completed.

If you run into any errors or problems, please contact the MSB Technology Center at 202-687-4721 or by e-mailing us at [MSB-HELP@msb.edu](mailto:MSB-HELP@msb.edu) and we will do our best to assist you in resolving them.

**IMPORTANT NOTE:** If you are using Outlook to send messages and you run into trouble with the sending operation, please contact the UIS Help Desk at 202-687-4949 and let them know that you are experiencing difficulty sending messages.