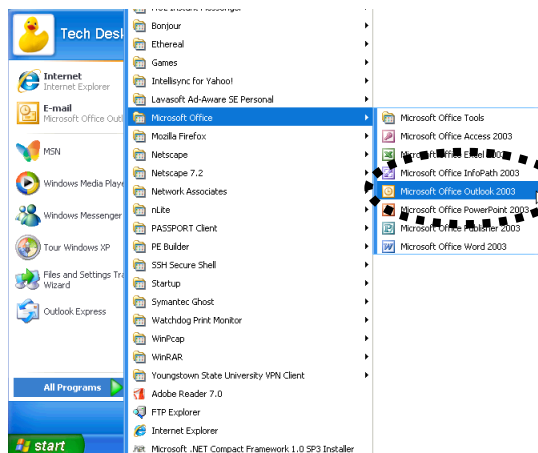


MyYSU Mail Client Configuration Guide

Microsoft Outlook 2003

Required Items: Microsoft Outlook 2003

This guide will assist you with configuring your Microsoft Outlook 2003 e-mail client for use with the MyYSU mail system. The setup instructions will be set up in steps. Please be sure to complete all of the setting changes in each step before moving on to the next.



Step 1: Locating Microsoft Outlook 2003

If you do not see Microsoft Outlook on your desktop, you can launch it from the following location:

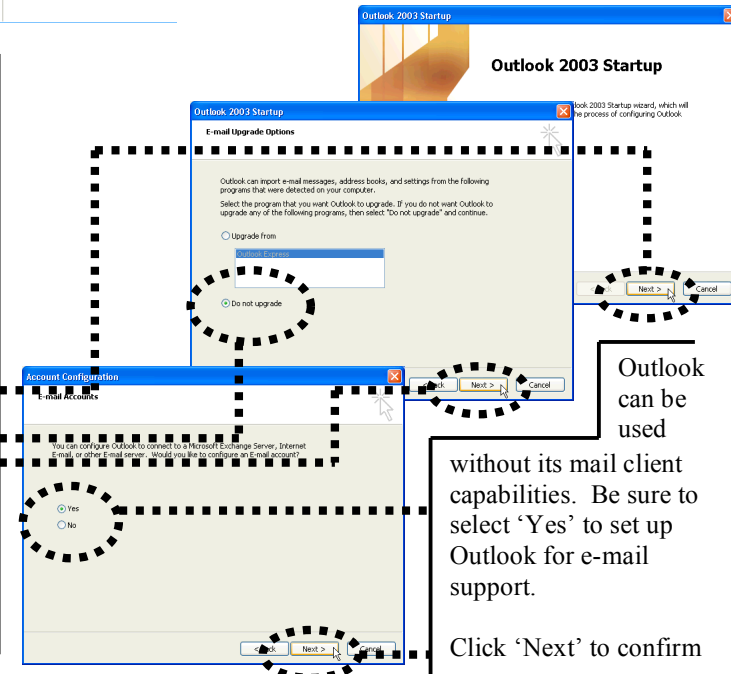
Start → All Programs → Microsoft Office → Microsoft Office Outlook 2003

Step 2: Outlook 2003 Setup

If you have never launched Outlook, you will be presented with an 'Outlook 2003 Startup' window. If you are not presented with the Outlook Startup Wizard, please begin at Step 5.

Click 'Next' to begin Startup

If you are moving any existing mail from another mail client such as Outlook Express, select 'Upgrade from' and click 'Next'. If not, select 'Do not upgrade' and click 'Next'.



Outlook can be used

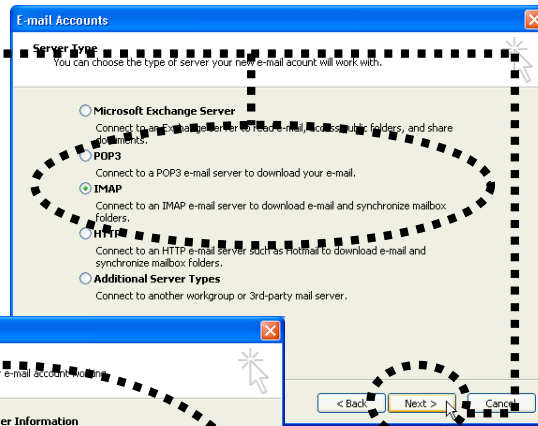
without its mail client capabilities. Be sure to select 'Yes' to set up Outlook for e-mail support.

Click 'Next' to confirm

Step 3: Choose the account type that best suits your needs and click 'Next'.

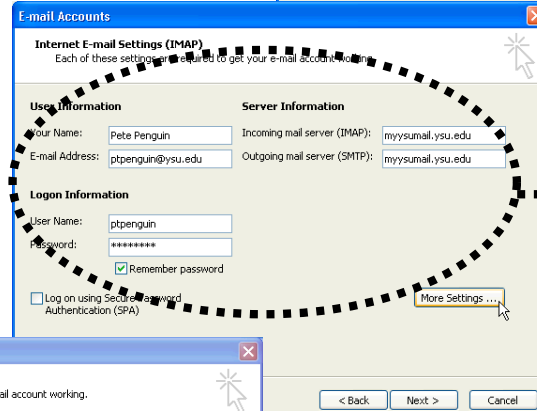
IMAP: Leaves all messages on the mail server until they are deleted and purged from the mailbox. Only message headers are downloaded to the user's PC. Good for users who wish to read their mail in multiple locations.

POP3: Downloads all mail messages off of the mail server onto the user's PC for offline viewing. Good for users who often receive many large attachments or wish to read their downloaded mail while offline.



Step 3a: Entering your e-mail account information

Your Name:
Enter your name as you wish it to appear when sending e-mail messages.



E-mail Address:

Staff/Faculty: username@ysu.edu

Students: username@student.ysu.edu

User Name: Your username

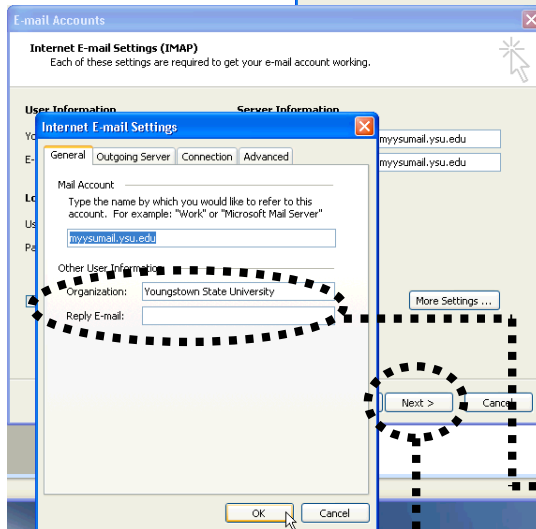
Password: Your account password

Incoming mail server: myysumail.ysu.edu

Outgoing mail server: myysumail.ysu.edu

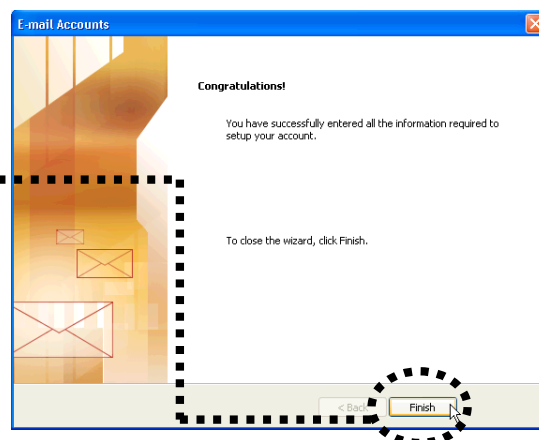
If you wish to add additional attributes to your account such as an organization or a reply address other than your MyYSU mail account, click the 'More Settings' button.

Click 'Next' when complete



Step 4: Congratulations! You've successfully configured Outlook 2003 to access your MyYSU mail!

Click 'Finish' to close the Outlook Startup Wizard and begin using Outlook 2003.



*** Outlook 2003 Setup Instructions For Users With Existing Outlook Accounts ***

If you successfully completed Steps 1 through 4, this section does not apply.

Unfortunately, some things in the computer world will never be black and white. E-mail configuration is one of them. If your Outlook client has ever been previously launched, or you are already an Outlook user with an existing mail server configuration, you may not see the Outlook Startup Wizard.

Follow this guide to get yourself back on track to configuring Outlook for MyYSU mail!

Step 5: Locating and launching the Outlook Startup Wizard

When Outlook has successfully launched, click on the 'Tools' menu.

Select 'E-mail Accounts' from the menu.

You may have to expand the menu to full screen by clicking the double-arrow at the bottom of the menu.

In order to view and/or add e-mail accounts, select 'View or change existing e-mail accounts'

Click 'Next'

Previously created e-mail accounts will appear here. Their configuration data can be edited by double-clicking on the label name.

If you would like to add MyYSU as an additional mail account, click the 'Add' button.

You have successfully launched the Outlook Startup Wizard. You may continue to follow the configuration instructions starting from Step 2 in order to finish configuring Outlook for MyYSU mail.