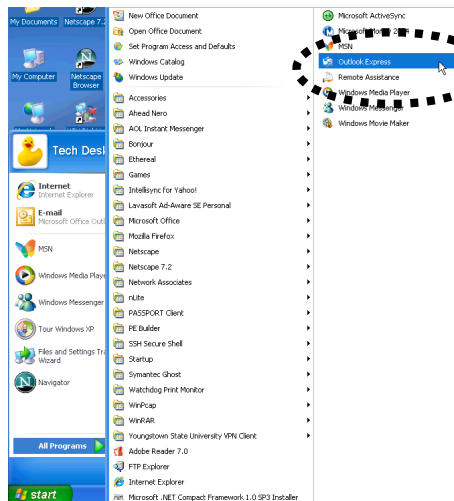


MyYSU Mail Client Configuration Guide

Microsoft Outlook Express 6

Required Items: Microsoft Outlook Express 6

This guide will assist you with configuring your Microsoft Outlook Express 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.



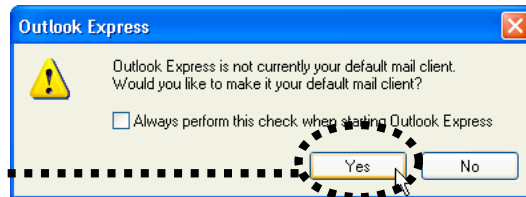
Step 1: Locating Microsoft Outlook Express

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

Start → All Programs → Outlook Express

Step 2: Configuring Outlook Express

Upon launching Outlook Express for the first time, you will be prompted to make the mail client your default. If you wish to exclusively use Outlook Express, click 'Yes'.



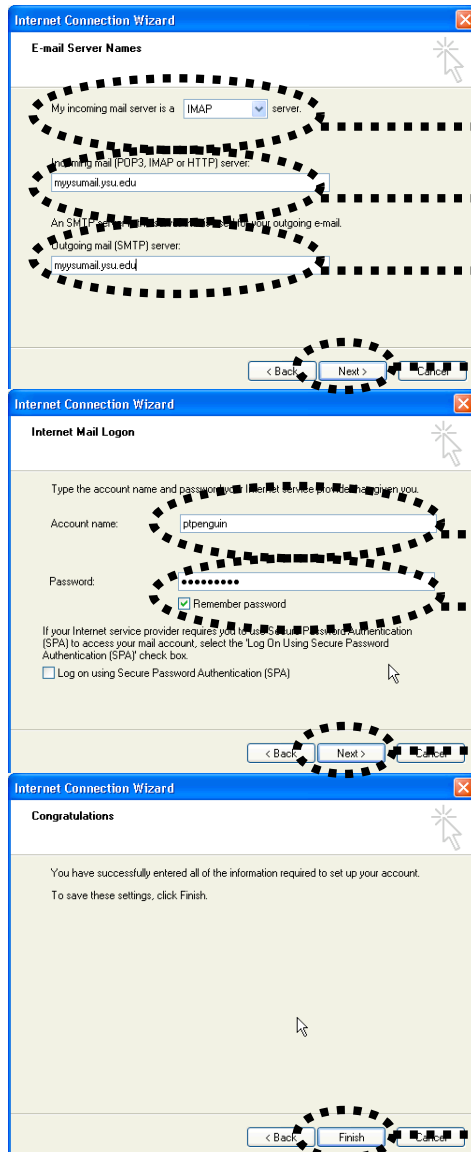
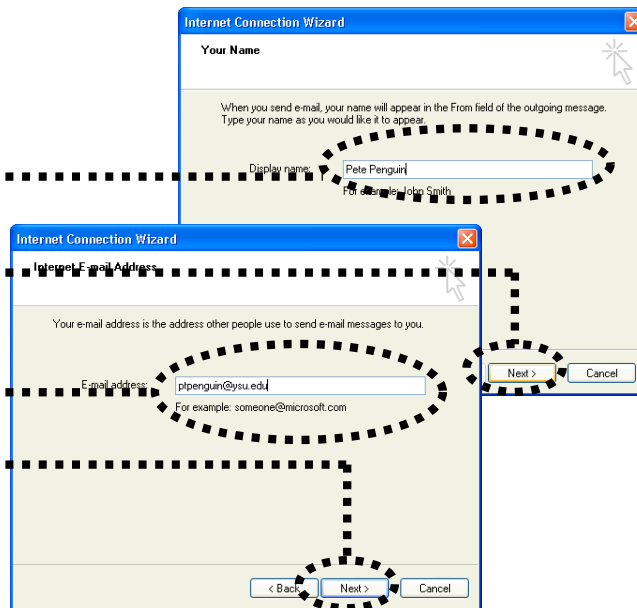
Step 3: Entering your account information

1. Enter the name in which you wish to be identified. (e.g. John Doe or John C. Doe Ph.D.)

Click 'Next'

2. Enter the e-mail address for your YSU e-mail account.

Click 'Next'



Step 3a: Entering your account information (cont)

Choose the account type that best suits your needs.

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.

MyYSU Mail Server Info:

Incoming mail server: mysumail.ysu.edu
Outgoing mail server: mysumail.ysu.edu

Click 'Next'

Account name: Your YSU Directory Account username

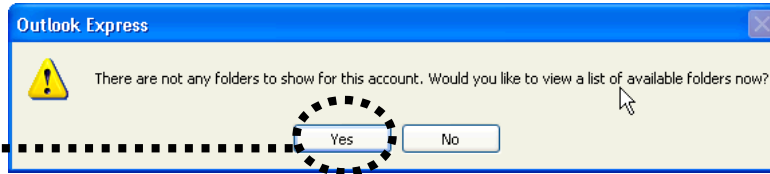
Password: Your YSU Directory Account password

Click 'Next'

Click 'Finish'

Step 4: Final setups

If you selected IMAP as your mail account type, you will be prompted to view a list of folders on the mail server. Simply click 'Yes' to allow Outlook Express and your mailbox to properly synchronize.



** If you selected POP as your mail account type, you will not see this dialog box and instead be immediately passed on to your mailbox where new mail will begin downloading.*

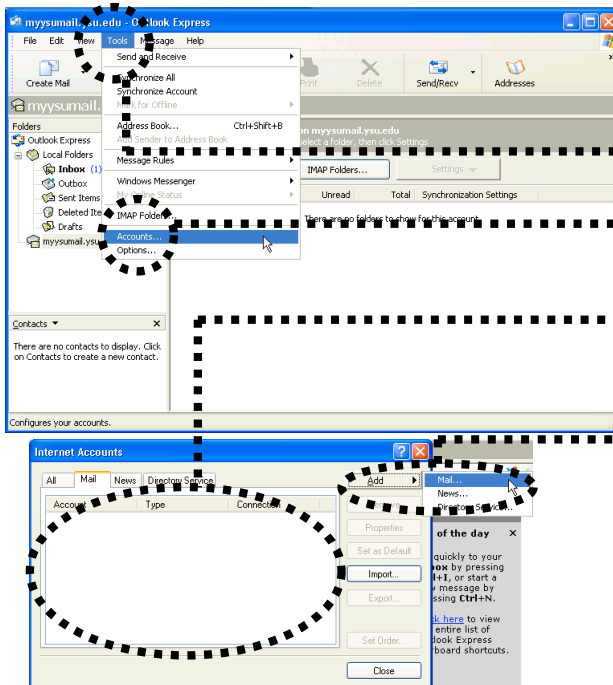
Congratulations! You've successfully configured Outlook Express to access your MyYSU mail!

*** Outlook Express Setup Instructions For Users With Existing Outlook Express 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 Express client has ever been previously launched, or you are already an Outlook Express user with an existing mail server configuration, you may not see the Outlook Express Startup Wizard.

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



Step 5: Locating and launching the Outlook Express Startup Wizard

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

Select 'Accounts' from the menu

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 Express Startup Wizard. You may continue to follow the configuration instructions starting from Step 3 in order to finish configuring Outlook Express for MyYSU mail.