

Setting up your UNIX E-mail account in Outlook Express

Before you begin you will need...

- ✓ an active YSU Unix1 e-mail account and password.
- ✓ Outlook Express installed on your computer
- ✓ to decide on the protocol, IMAP or POP, which will best suit your needs.

IMAP vs. POP: A quick description.

Since few people stay on their Internet accounts all the time, there must be a way for their e-mail to be stored offline. All of your incoming e-mail messages are stored on your Internet Service Provider's computer until you retrieve them. IMAP and POP are methods of retrieving e-mail messages and the Unix1 server supports both methods.

When you retrieve e-mail using **POP (Post Office Protocol)**, your messages are downloaded from the server to your personal computer where you can view them offline using, for example, Netscape or Outlook Express. Once the transfer is complete, the messages are deleted from the Internet Service Provider's (ISP) server. You can think of this method as a store and forward service. There are options available to customize your POP mail to fit your needs if you would like assistance in doing so please call the YSU Tech Desk at 330-941-1595.

POP is recommended if you:

- are dialing long-distance and need a shorter connection time.
- read your e-mail from one machine.
- want to store your e-mail on your local hard drive.

When you retrieve e-mail using **IMAP (Internet Message Access Protocol)** you view your mail online. Your message or any changes you've made to them are stored on the server, and you must remember to delete message from the server. There are options available to customize your IMAP mail to fit your needs if you would like assistance in doing so please call the YSU Tech Desk at 330-941-1595.

IMAP is recommended if you:

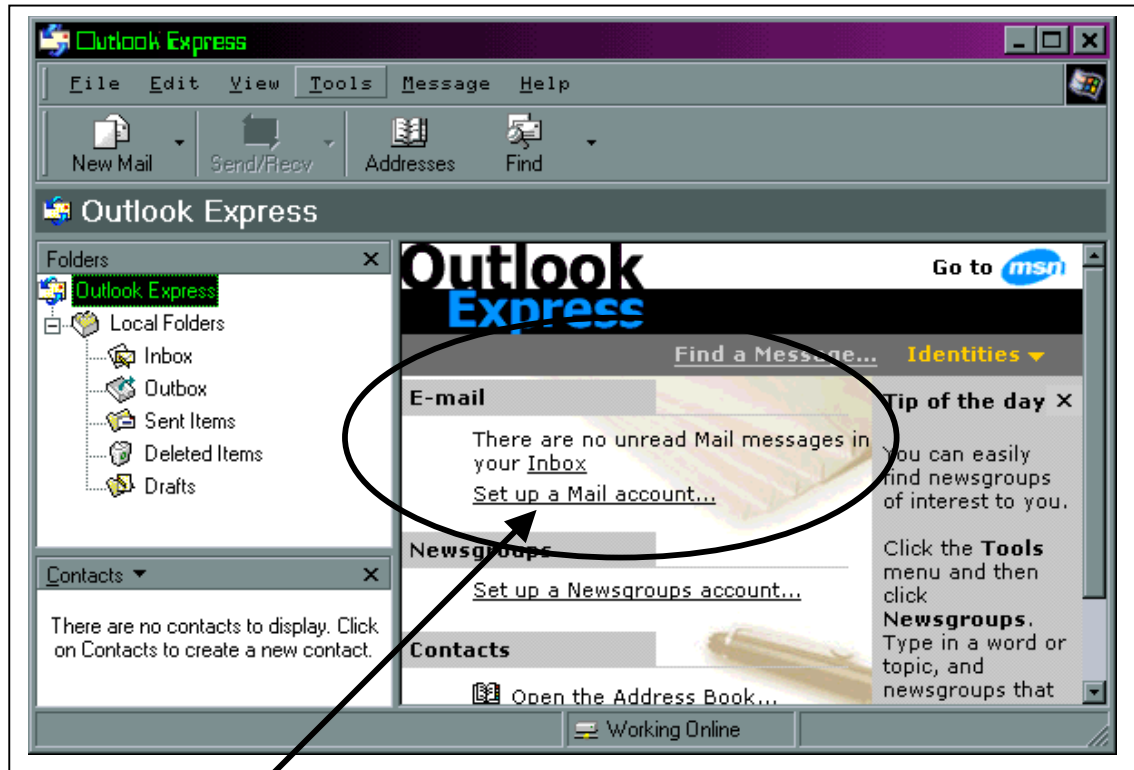
- read your messages from multiple machines or a lab environment.
- read your message from different platforms.
- want to store your e-mail on the server.

If you have any questions or would like help in making your decision, please call the YSU Tech Desk at 330-941-1595.

Setting up your e-mail

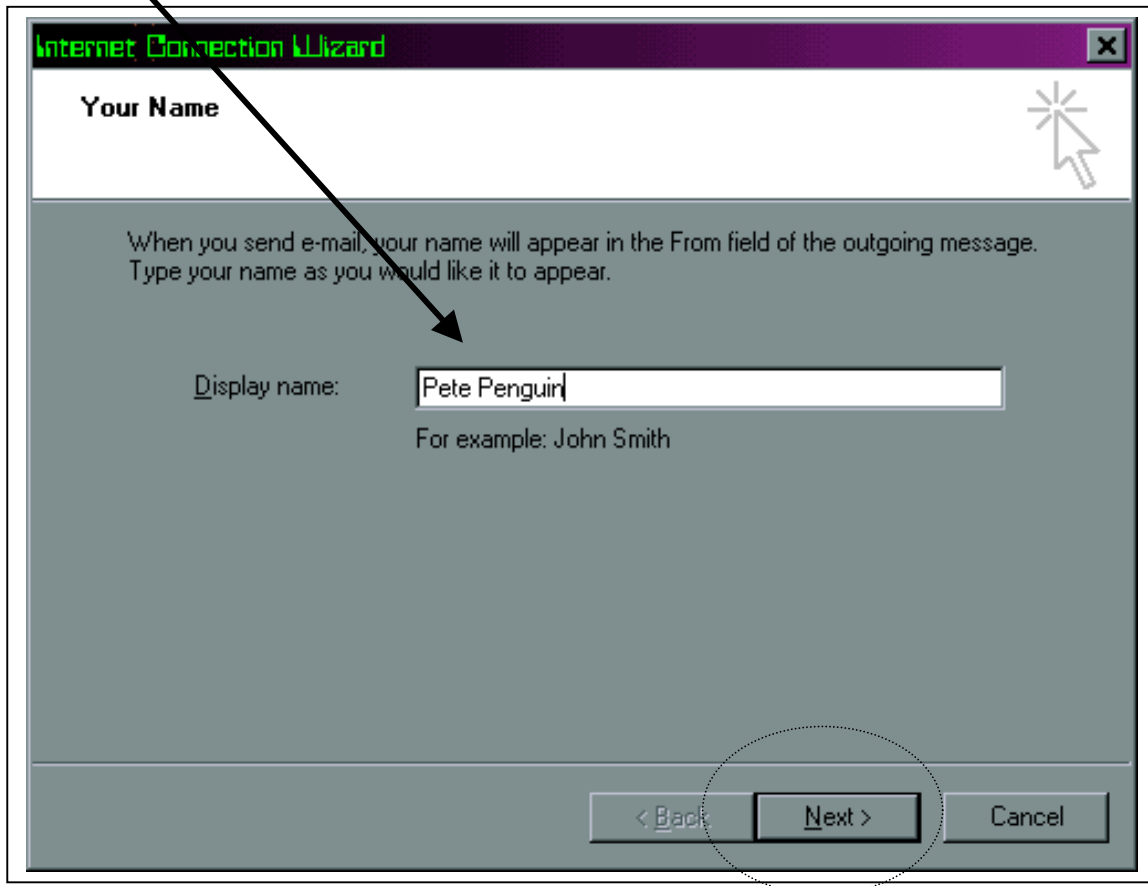
Click:

Start | Programs | Outlook Express



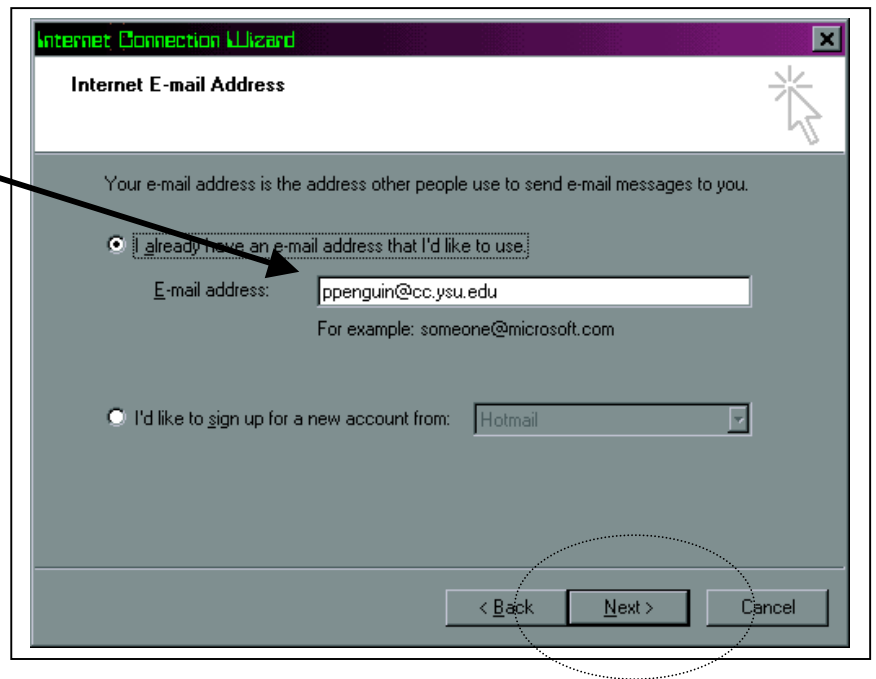
1. *Click:*
"Set up a Mail account..."

2. Enter the name you would like displayed.

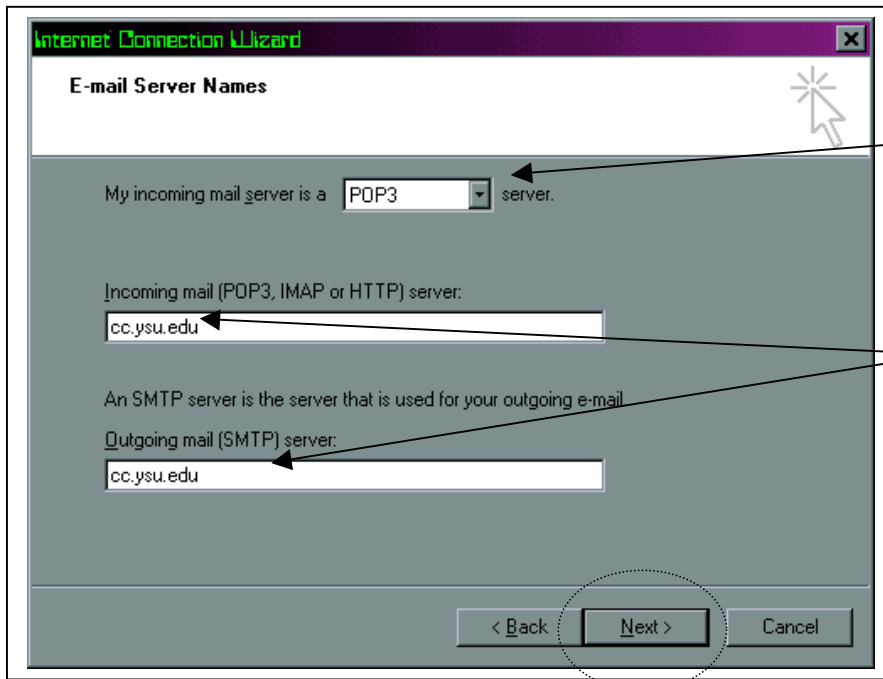


3. Click:
Next

4. Enter your e-mail
address



5. Click:
Next

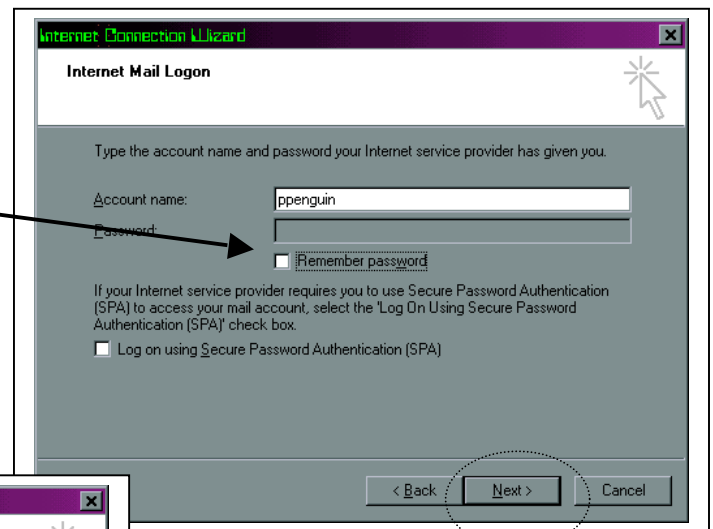


6. Select the Server Type you will be using (POP3 or IMAP)

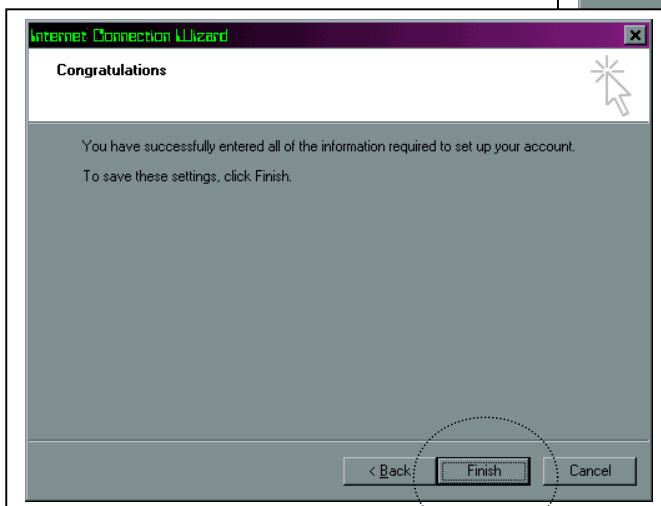
7. Enter cc.ysu.edu as your Incoming and Outgoing mail server

8. Click: Next

9. For security reasons it is not recommended to “remember password.” This option allows you, as well as others, to check your e-mail without inserting a password.



10. Click: Next



11. Click: Finish

If you need any assistance setting up your Outlook Express mailbox please contact the YSU Help Desk at extension 1595.