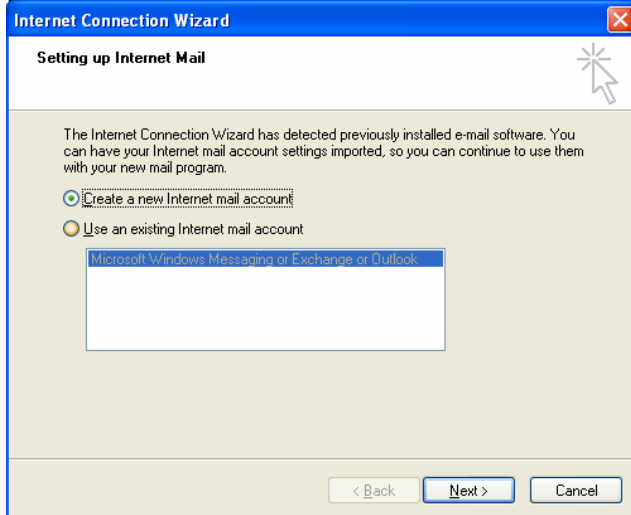


Setting up Outlook Express using IMAP

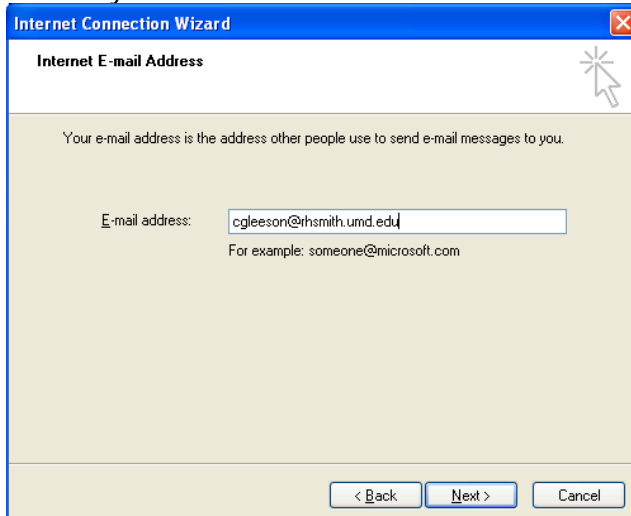
1. Launch Outlook Express, and setup a new mail account. If you are not automatically prompted to create one, click the **Setup a mail account** link in the main window. If prompted to create a new Internet mail account or use an existing, choose **Create a new Internet mail account** and click **Next**.



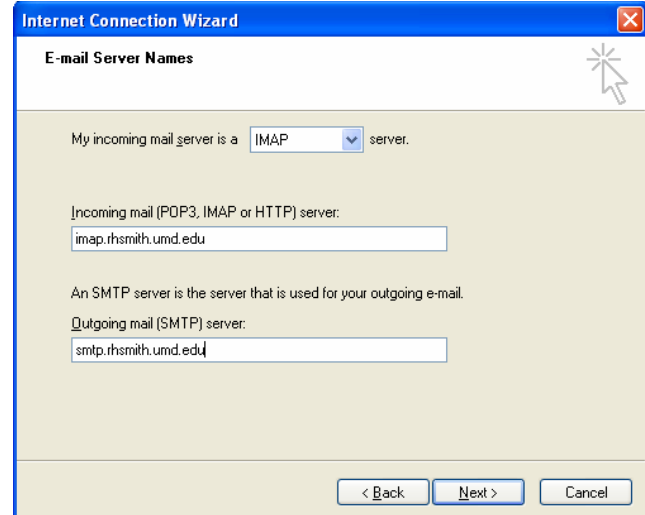
2. Enter your name in the next screen and click **Next**.



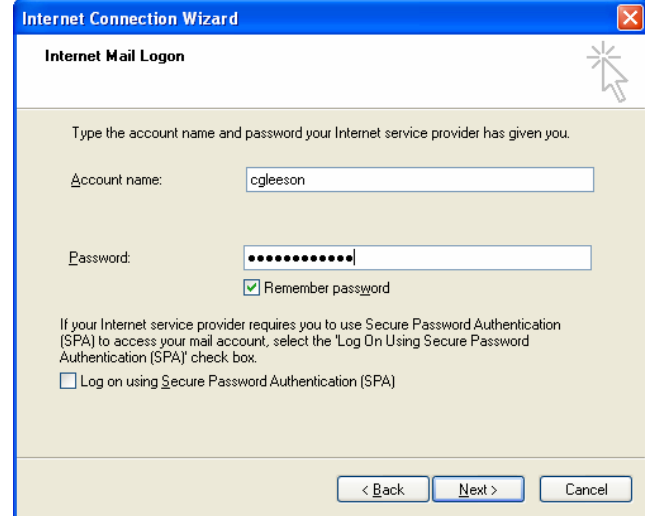
3. Enter your email address and click **Next**.



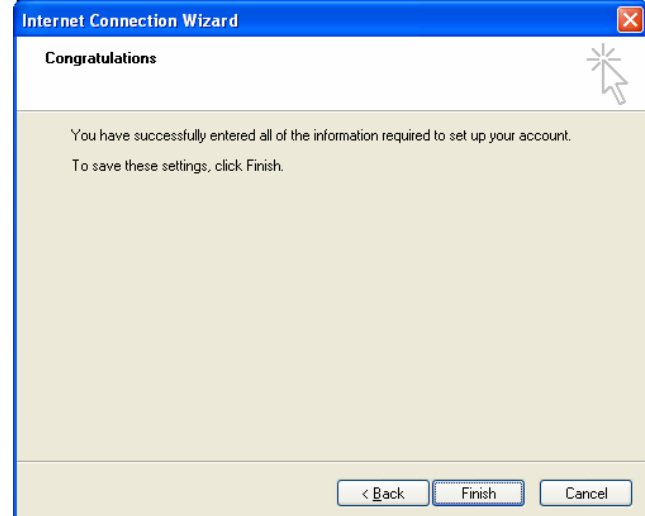
4. Enter the settings for your email account servers, with the type set to **IMAP** and the incoming mail server set as **facstaff.rhsmith.umd.edu** (for staff/faculty) or **students.rhsmith.umd.edu** (for students) and the outbound as **smtp.rhsmith.umd.edu** (for everyone) and click **Next**.



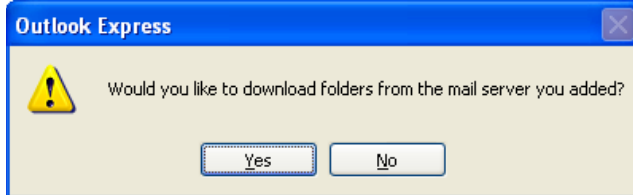
5. Enter your username and password and click **Next**.



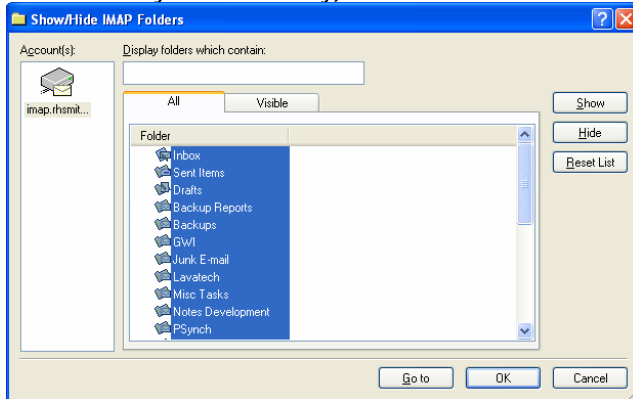
6. Click **Finish** to complete the wizard.



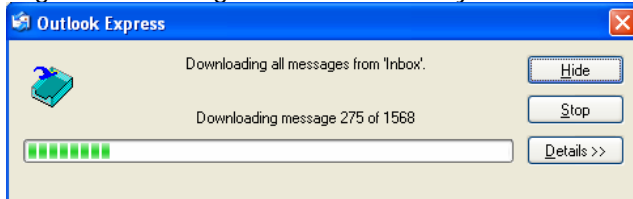
7. When asked to download the folders, click **Yes**.



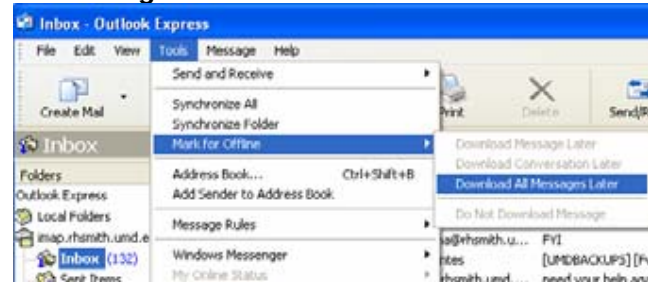
8. OE will present you a list of folders from your mailbox that you can 'subscribe' to (i.e. download your email). Click the first folder (should be the **Inbox**) and then hold down the shift key and click the last folder so that all the folders are highlighted (you may need to scroll down to see the last folder if you have many). Then click **OK**.



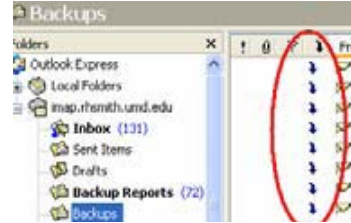
9. If you now click on **Tools > Synchronize All** OE will begin downloading headers into all of your folders.



10. You will now need to download the full messages in each folder plus attachments. To do this, open each folder in turn and click **Tools > Mark for Offline > Download All Messages Later**.



11. You will then see all the messages are marked for download as shown below.



12. Click **Tools > Synchronize All** to have all message body's and attachments downloaded. You can verify that the process has worked correctly by click **File > Work Offline** and then attempting to open messages with attachments. If you can open the attachment then you know you've downloaded the emails successfully.