

# **Setup your SmartSite IMAP E-mail Account in Windows**

## **Microsoft Outlook Express E-mail Configuration:**

The following are general instructions for setting up your desktop computer to send and receive e-mail from your assigned account on the SmartSite e-mail server. The instructions assume that you are utilizing a Windows computer and that you already have an Internet service provider or online service that provides you access to the Internet.

In some cases we have been notified that certain online services are no longer allowing users to connect to third-party e-mail servers, such as those at Telusys, as an effort to combat SPAM or unsolicited e-mail abuse. Please consult with your ISP or online service to see if they have that policy. In those instances you will in most cases be instructed by your Internet service provider to connect through their mail servers for outgoing e-mail messages.

Also, there may be slight variations in the setup of Microsoft Outlook based on the version you may have on your desktop system. The same configuration account information and options would apply regardless of the system being utilized.

1. Go to the Start menu. Select Program and then Select Outlook Express.
2. Outlook may ask if you would like it to be your default e-mail application. You can indicate yes as long as you are not using other e-mail software on your system.
3. Go to the Tools menu and select Accounts.
4. Under the Mail tab select Add and pick Mail.
5. For your display name enter your real name or whatever name you would like to appear in your e-mail. This is not your e-mail box address, it is the name of the person who owns the e-mail box.
6. Click next.
7. Select:  
  
☒ I already have an e-mail address I would like to use.
8. Enter your e-mail address:

Example E-mail Address: **myname@mydomain.org**

The e-mail address must be an address you have created under the Site Administration, E-mail Accounts area of SmartSite.

9. Click Next.

10. Select and enter the following:

My incoming mail server is an **IMAP** server.

Incoming mail (POP3, IMAP, or HTTP) server:  
**smartserver.telusys.net**

Outgoing mail (SMTP) server  
**smartserver.telusys.net**

11. Click Next.

12. Enter the following account information:

Account Name: **myname@mydomain.org**  
Password: **yourpassword**

☒ Remember Password  
☐ Log on using Secure Password Authentication

The account name must be your full e-mail address, not just the part to the left of the “@” character. The password must be the password you specified under Site Administration, E-mail Accounts in SmartSite.

13. Click Next.

14. Click Finish.

15. Click Close.

16. You should be ready now to utilize Microsoft Outlook Express to Send and Receive e-mail from your new e-mail account. Just go to the Start Menu, Programs, and select. Outlook Express. For convenience you should be able to also create a shortcut on your desktop to this program.