IMAP and POP Setting for Using Exchange Labs

Settings for Email Clients

Incoming Mail Servers

POP Server – outlook.office365.com (use SSL with Port 995)

IMAP Server – outlook.office365.com (use SSL with Port 993)

Outgoing Mail Server

SMTP Server – outlook.office365.com (same for IMAP and POP)

Ports for SMTP – 587 for SMTP using TLS (default is 25, but this must be changed to work)

Step by Step using Outlook Express as an example.

Start Outlook Express and type in Your Name.

Internet Connection Wizard		×
Your Name		×
When you send e-mail, y Type your name as you	our name will appear in the From field of the outgoing messa would like it to appear.	ige.
<u>D</u> isplay name:	Doe, John	l
	For example, John Smith	
	< <u>B</u> ack. <u>N</u> ext > C	Cancel

Enter your Exchange Labs email address. FirstInitialMiddleInitialLastName for example for John M. Doe the email address will be <u>JMDoe@my.okcu.edu</u>.

Internet Connection Wizard		×
Internet E-mail Address		ĸ
Your e-mail address is the a	address other people use to send e-mail messages to you.	
E-mail address:	John Doe 2008@pilot.okcu.edu	
	For example: someone@microsoft.com	
	< <u>B</u> ack <u>N</u> ext > C	ancel

Choose either IMAP or POP. (IMAP with try to synchronize with the server while POP will download emails to your local machine)

IMAP Settings

Internet Connection Wizard	×
E-mail Server Names	×
My incoming mail <u>s</u> erver is a MAP server.	
Incoming mail (POP3, IMAP or HTTP) server:	
imap.exchangelabs.com	
An SMTP server is the server that is used for your outgoing e-mail. <u>Outgoing mail (SMTP) server:</u>	
smtp.exchangelabs.com	
< <u>B</u> ack <u>N</u> ext >	Cancel

Or POP Settings

Internet Connection Wizard	×
E-mail Server Names	ь 1
My incoming mail <u>s</u> erver is a POP3 💽 server.	
Incoming mail (POP3, IMAP or HTTP) server:	
pop.exchangelabs.com	
An SMTP server is the server that is used for your outgoing e-mail. Dutgoing mail (SMTP) server:	
smtp.exchangelabs.com	
< <u>B</u> ack <u>N</u> ext > Cancel	

The Account Name is your full Exchange Labs Email address. The initial password is set to the random generated number. (If you had a student account that was @okcu.edu, the password was set to your Star Access ID.)

Click Next after filling out the information.

Internet Connection Wizard		×			
Internet Mail Logon		×			
Type the account name and	I password your Internet service provider has given you.				
Account name:	John.Doe.2008@pilot.okcu.edu				
Password:					
	Remember pass <u>w</u> ord				
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the "Log On Using Secure Password Authentication (SPA)" check box.					
Log on using Secure Pass	word Authentication (SPA)				
	< <u>B</u> ack <u>N</u> ext > Ca	ancel			

Click Finish.



Open Outlook Express and click on Tools and Internet Accounts.

🗊 imap.exchangelabs.com - Outlo	ook Express	_ 🗆 X
File Edit View Tools Messa	age Help	.
Create Mail Reply Rep	Image: Send/Recv Image: Send/Recv Image: Send/Recv Image: Send/Recv Image: Send/Recv	
염 imap.exchangelabs.co	om	
Folders ×	Synchronization of Folders on imap.exchangelabs.com To change offline settings, first select a folder, then click Settings	
Cocal Folders Cocal	Synchronize Account IMAP Folders Settings 🗸	
- Cal Sent Items	Folder Unread Total Synchronization Settings	
- 🜍 Deleted Items	There are no folders to show for this account.	
imap.exchangelabs.com		
<u>C</u> ontacts ▼ ×		
There are no contacts to display. Click		
on Contacts to create a new contact.		
	🖳 Working Online	

Click on the Properties for the account you just created.

In	ternet Accounts			? ×
	All Mail News	Directory Service		<u>A</u> dd ►
	Account	Type mail (default)	Connection Any Available	<u>R</u> emove
				Properties Set as Default
				Import
				<u>E</u> xport
				<u>S</u> et Order
				Close
				Close

In the General Tab, you can change the account to something more meaningful to you. Make sure the "Include this account when receiving mail or synchronizing" is selected.

😪 imap. exchangel	abs.com Properties	? ×		
General Servers	Connection Security Advanced IMAP	<u> </u>		
Mail Account Type th	e name by which you would like to refer to the For example: "Work" or "Microsoft Mail	ese		
imap.exchangel	abs.com			
User Information -		_		
<u>N</u> ame:	Doe, John			
Organization:				
E- <u>m</u> ail address:	John.Doe.2008@pilot.okcu.edu			
Reply address:				
Include this account when receiving mail or synchronizing				
	OK Cancel App	ly		

On the Servers Tab, make sure the "My Server requires authentication" is checked.

5	a imap. e	exchange	labs.com P	roperties		? ×
	General	Servers	Connection	Security	Advanced	IMAP
	Server	Information	ı ———			
	<u>M</u> y ir	ncoming ma	ail server is a	IMAP	server.	
	Inco	ming mail (l	MAP): imaj	p.exchange	abs.com	
	0 <u>u</u> tg	joing mail (S	GMTP): smt	p.exchange	abs.com	
	Incomin	ng Mail Ser	ver			
	A <u>c</u> co	ount name:	Joh	n.Doe.2008	3@pilot.okcu	u.edu
	<u>P</u> ass	word:	•••	••••		
Remember pass <u>w</u> ord						
Log on using Secure Password Authentication						
	Outgoir 	ng Mail Ser	ver			
	N (∕ly ser <u>v</u> er re	equires auther	ntication		S <u>e</u> ttings
-						
			UK		Lancel	

On the Advanced Tab, check SSL for both Incoming and Outgoing mail. Once those are checked, change the Outgoing mail from 25 to 587. You must change that port number for the client to be able to send email out.

😪 imap.exchangelabs.com Properties	?×
General Servers Connection Security Adv	anced IMAP
Server Port Numbers	
Qutgoing mail (SMTP): 587	<u>U</u> se Defaults
This server reguires a secure connection	(SSL)
Incoming mail (IMAP): 993	
This server requires a secure <u>c</u> onnection	(SSL)
Server Timeouts	
Short - Long 1 minute	
Sending	[]
Break apart messages larger than 60	🗄 КВ
OK Canc	el <u>A</u> pply

Elle Edit View Tools Message Help						
Create Mail Rectly Rectly All Forward First Delete Send/Recv Addresses Find Purce IMAP Folders						
😭 imap. exchangelabs. com						
Folder X Synchronization of Folders on imap exchangelabs.com To change offline settings, first select a folder, then click. Settings	Synchronization of Folders on imap.exchangelabs.com If a change offline settings, first select a folder, then click. Settings					
Bi G inspenchangelaba.com Synchronize Account IMAP Folders Settings ↓						
gg, indux (☆) See Items Folder Unread Total Synchronization Settings						
S Duate Spinbox 0 2 ☑ Allmessages						
Sent Items 0 2 Al messages						
Drafts 0 0 Al messages						
Contacts * X						
There are no contacts to display. Click						
on Contacts to create a new contact.						
Not connected to "map exchangelabs.com"	message(s)					

Click OK to get back to the main screen. Click the Send/Recv button to synchronize your account.