Setting up Outlook to use with a DTCC E-mail Account

Off Campus

- When you start Outlook for the first time the “Outlook 2007 Startup” wizard will open. Click Next to begin. (If wizard does not start automatically go under the “Tools” menu and select "Account Settings”. Then click the “New Account” button.)

- It will ask you if you would like to configure an E-mail account. Make sure “Yes” is selected and click Next.
- Fill in your name and e-mail address, check the “Manually configure server settings or additional server types” checkbox, and click Next.

![Add New E-mail Account](image)

- Leave “Internet E-mail” selected and click Next.

![Choose E-mail Service](image)
A new window with "Add New E-mail Account" at the top should be displayed.

- Ensure your name and e-mail address are correct.
- Change “Account Type” to “IMAP”
- For “Incoming mail server:” type “imap.dtcc.edu”
- For “Outgoing mail server (SMTP):” type “smtp.dtcc.edu”.
- Under “Logon Information” type your ID and email password.
- Click “Remember Password” box.
- Do *NOT* check “Require logon using secure password authentication (SPA)”. 
• After that is done, click the "More Settings" button. That opens up yet another new window entitled "Internet E-mail Settings" with a few tabs.

  ![Image of Internet E-mail Settings window]

• Click the “Folders” tab and select the “Choose an existing folder...” option.
  o Expand your folders and select your “Sent” folder and hit OK

  ![Image of Internet E-mail Settings window with Folders and Sent folder selected]
• Click the "Outgoing Server" tab and make sure the box "My outgoing server (SMTP) requires authentication" is checked. If not, check it. You can leave "Use same settings as my incoming mail server" selected.

• Then click the “Advanced” tab.
  o Under the line “Incoming server (IMAP)” there's a line "Use following type of encrypted connection". Click the drop down arrow and select “SSL”.
  o The number in the line above it should change automatically to 993.
  o Under “Outgoing server (SMTP)”. Select “TLS” for the encrypted connection type.
  o Then enter 587 instead of 25 on the “Outgoing server (SMTP)” line.
Click OK and you'll return to the first window again. Now you can click the "Test Account Settings" button to test the settings. Hopefully all works well.

Then click the Next, Finish, and then Close buttons to complete the process.
If it worked you should get the test message in your INBOX in the next few minutes.
The following are some other options that you may want to change:

If using Office 2003 you can add a rule that copies sent mail to a folder:
- Under the “Tools” menu, select the “Rules and Alerts” menu item.
- Click on the “New Rule” button.
- Under the “Start from a blank rule” title select “Check messages after sending” and click Next.
- Click Next again specifying no conditions
- If a warning message appears saying “This rule will be applied to every message you send. Is this correct?” choose Yes
- Check the “move a copy to specified folder” checkbox
- In Step 2 (bottom box) click on “specified” and choose the folder that you would like you sent mail saved in and click OK.
- Click Next
- Click Next again specifying no exceptions
- Under “Step 1: Specify a name for this rule” change the name to “Copy sent mail”
- Click Finish

To change the folder that Outlook is in when opened:
- Under the “Tools” menu, select the "Options" menu item.
- Click on the “Other” tab.
- Click on the “Advanced Options” button.
- Next to “Startup in this folder” click on the “Browse” button and choose the folder that you want Outlook to start in.
- Click OK three times.

To show all IMAP folders, subscribed and unsubscribed (this is only necessary if you have a subscribed folder):
- On the “Mail” panel on the left-hand side right-click “College Email” and choose “IMAP Folders”
- Uncheck “When displaying hierarchy in Outlook, show only subscribed folders.”
- Click “OK”
- Close Outlook and reopen it.

To change sent mail to show “To:” field instead of “From:” field:
- On the “Mail” panel on the left-hand side click on your Sent mail folder
- Right click on the headings bar where it says “Subject”, “From”, “Received”, etc.
- Highlight “Arrange By” and click on “Custom”
- Click on the “Fields” button
- On the right-hand side highlight “From” and click on the “Remove” button
- On the left-hand side highlight “To” and click on the “Add” button
- Click OK twice