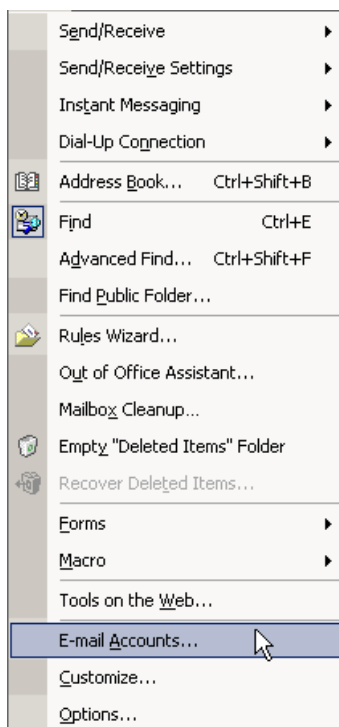# Outlook IMAP Setup for CUNY Oracle E-mail

These instructions show how to configure Microsoft Outlook XP (Outlook 2002) to work with the **CUNY Oracle E-mail** system.

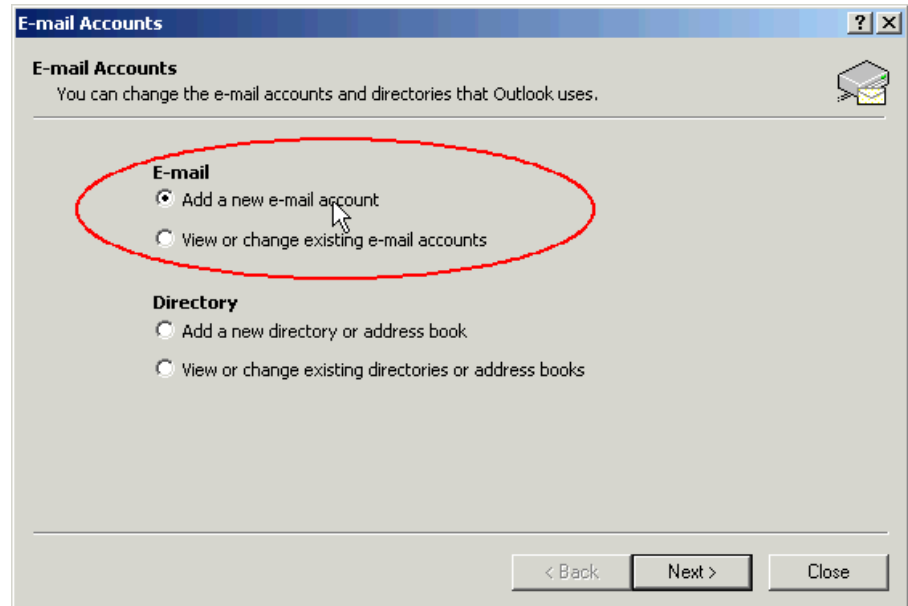- Outlook is not Outlook Express. We have separate instructions for Outlook Express.

Start Microsoft Outlook 2002.
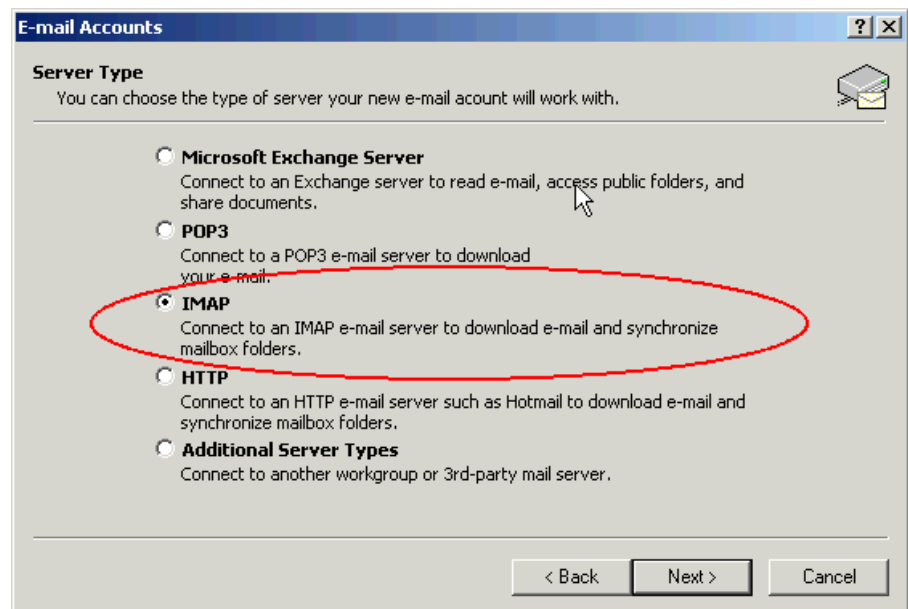
From the **Tools** menu, select **Email Accounts**.

Click *Add a new e-mail account*.

Click *Next*.

E-mail Accounts

E-mail Accounts
You can change the e-mail accounts and directories that Outlook uses.

E-mail
- Add a new e-mail account
- View or change existing e-mail accounts

Directory
- Add a new directory or address book
- View or change existing directories or address books

< Back   Next >   Close

Select *IMAP*.

Click *Next*.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- **Microsoft Exchange Server**
  Connect to an Exchange server to read e-mail, access public folders, and share documents.
- **POP3**
  Connect to a POP3 e-mail server to download your e-mail.
- **IMAP**
  Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- **HTTP**
  Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- **Additional Server Types**
  Connect to another workgroup or 3rd-party mail server.

< Back   Next >   Cancel

User Information
Your name: This is how your name will appear on mail you send.

E-mail Address: Enter your **new** e-mail address:
firstname.lastname@lehman.cuny.edu

Server Information
Incoming mail server (IMAP): Enter ***ocsimap.cuny.edu***

Outgoing mail (SMTP) server: Enter ***ocssmtp.cuny.edu***

Logon Information
User Name: Enter *firstname.lastname@lehman.cuny.edu*

Password: Enter your Oracle E-mail password.

Remember password: Check this box and you won't be prompted each time you start Outlook. When you change your password on the system, remember to come back here to change it to match.

Log on using Secure Password Authentication: Leave this blank.

Click ***More Settings*** to continue.

This opens the ***Internet Email*** dialog.

On the General tab:

Give your account a meaningful name.

Organization: Enter CUNY on the Concourse [Optional]

Click on the **Outgoing Server** tab.

Check
My outgoing server (SMTP) requires authentication

Select **Use same settings as my incoming mail server**

```
Internet E-mail Settings                          ? X

 General  Outgoing Server  Connection  Advanced

   ☑ My outgoing server (SMTP) requires authentication

      ⦿ Use same settings as my incoming mail server
      ○ Log on using
         User Name:   [                              ]
         Password:    [                              ]
                         ☑ Remember password
         ☐ Log on using Secure Password Authentication


                                    OK        Cancel
```
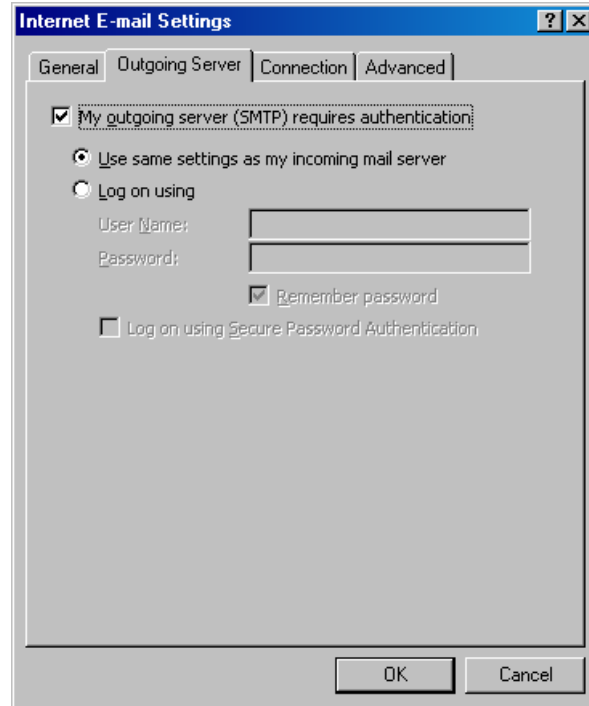
Click *OK* to complete the configuration.

Click *Next*, then *Finish* to complete the *Email Accounts* dialog.

If you need assistance using Outlook, take advantage of its excellent built-in help system. Press *F1* or click *Help* on the main menu.