

## Email Client Configurations

### VERSION 1.3

**Disclaimer:** All information contained within this document is a work in progress therefore; we recommend that you not print a copy. Instead you are encouraged to install a copy on your Desktop to use as a reference. Much of the material gathered herein came from various sources, so accuracy to screenshots and content may not be a true reflection to match how particular tasks are performed. Any omissions, errors, or basic style (e.g., punctuation, grammar, etc.) issues should be forwarded to the 24/7 IT Support Center. Email [support@email.arizona.edu](mailto:support@email.arizona.edu) and include **UAConnect** in the 'Subject' line.

# UAConnect Email Client Configurations

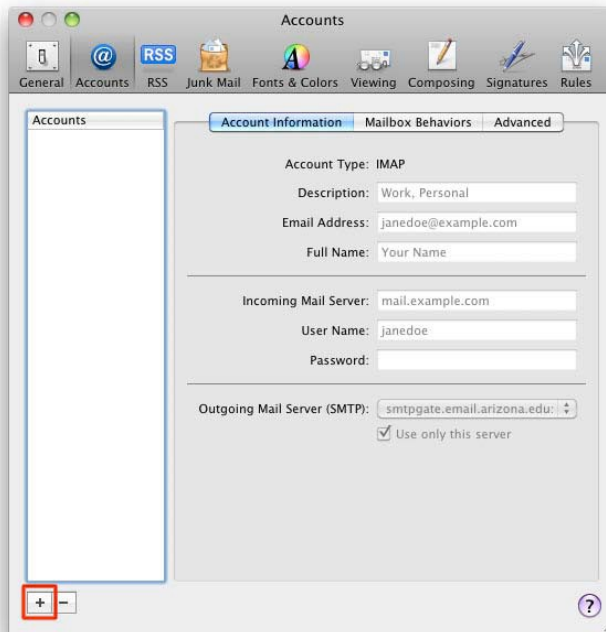
Instructions on how to setup email client configurations:

1. [Apple Mail](#) UAConnect OS X 10.6 Snow Leopard (includes Address Book and iCal setup)
2. [Apple Mail IMAP](#) OS X 10.6 Snow Leopard (includes optional [IMAP Folder](#) setup)
3. [Entourage 2008 Mail](#) UAConnect OS X 10.6 Snow Leopard
4. [Eudora Mail](#) **IMAP Note:** for \$49 you can use a 3<sup>rd</sup> party tool called Transend Migrator which makes it easy for you to migrate your email data. For information visit the vendor site at: [transend.com/default.asp](http://transend.com/default.asp)
5. [iPad Mail](#) UAConnect
6. [Office 2011 for Mac](#) UAConnect
8. **Pine:** currently, there is no version of Outlook-compatible software for use with Pine. Pine users will be able to access the Web version of UAConnect via MS Office Outlook Web Access (OWA) using a Web browser.
9. [Thunderbird](#) 3.1.4 IMAP

## Apple Mail Setup for UAConnect (OS x 10.6 Snow Leopard)

Information on how to set up Address Book and iCal in Apple Mail is included.

- Open the **Mail** application, go to the **Mail** menu, and select **Preferences...**
- From **Preferences** window, select **Accounts** tab. On the left pane of the **Accounts** tab, there is a **+** button for adding a new account.
- If this is the first time you have used Apple Mail, it will be the default popup.



- Enter your account information. Your email address should be **yournetid@email.arizona.edu** NOT an alias.



- Next enter the technical details for connecting the account. The account type should be Exchange 2007. The description is personal – it is what will show in the left pane of Mail as the header of your account.

Incoming mail server: red001.mail.microsoftonline.com  
Username: yournetid@email.arizona.edu  
Password: your UANetID password

- To setup **Address Book** and **iCal** to sync with UAConnect, check the two boxes at the bottom of the window:

**Also set up: Address Book contacts**

**iCal calendars**



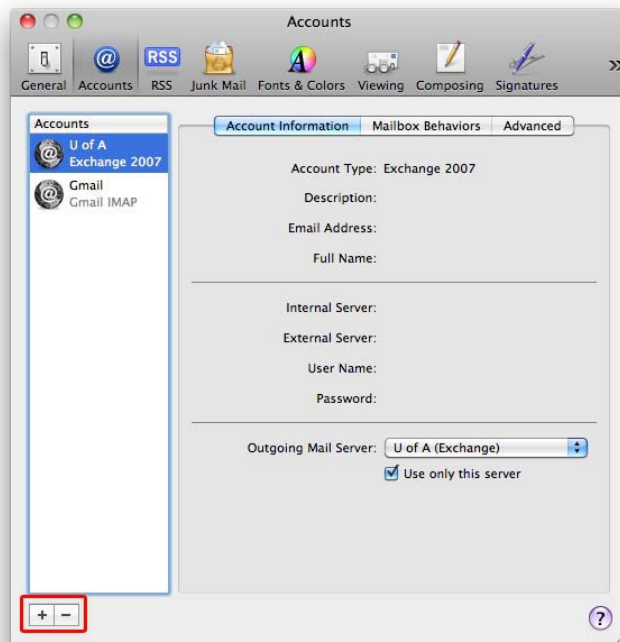
- Check the **Take this account online** box before you click **create**. You have just setup Mail, Address Book and iCal to sync with UAConnect!
- You may be prompted by a **Verify Certificate** screen that says it cannot verify the mail servers at email.arizona.edu. Don't worry about this screen, go ahead and click **Cancel**.

## Apple Mail IMAP Setup (OS x 10.6 Snow Leopard)

Includes Optional [IMAP Folder](#) Setup

- Open the **Mail** application, go to the **Mail** menu, and select **Preferences...**
- From **Preferences** window, select **Accounts** tab. On the left pane of the **Accounts** tab, there is a + button for adding a new account.

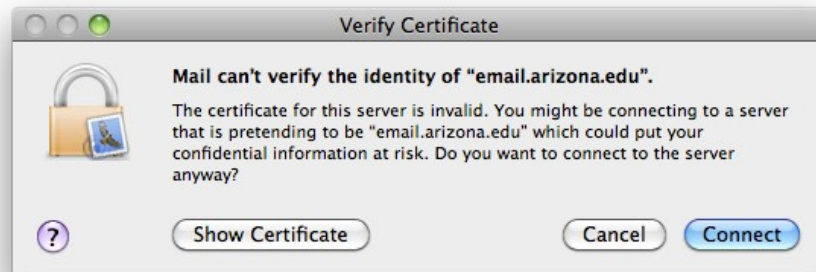
If this is the first time you have used Apple Mail, it will be the default popup.



- Enter your account information. Your email address should be **yournetid@email.arizona.edu** NOT an alias.



- You may be prompted by a **Verify Certificate** screen that says it cannot verify the mail servers at email.arizona.edu – do not worry about this screen – click **Cancel**



- Enter **Incoming Mail Server** information



<b>Account Type:</b>	Select IMAP
<b>Description:</b>	Personal – it shows on the left menu of your Mail window
<b>Incoming Mail server:</b>	imap.mail.microsoftonline.com
<b>User Name:</b>	yournetid@email.arizona.edu
<b>Password:</b>	your UA NetID password

- Click **Continue**

- Enter **Outgoing Mail Server** information

**Description:** Personal – helps you pick which server is for this account

**Outgoing mail server:** smtpgate.email.arizona.edu

**Use only this server:** Optional – disallows sending from an available outgoing server if smtpgate.email.arizona.edu cannot be reached

**Use Authentication:** Check this box

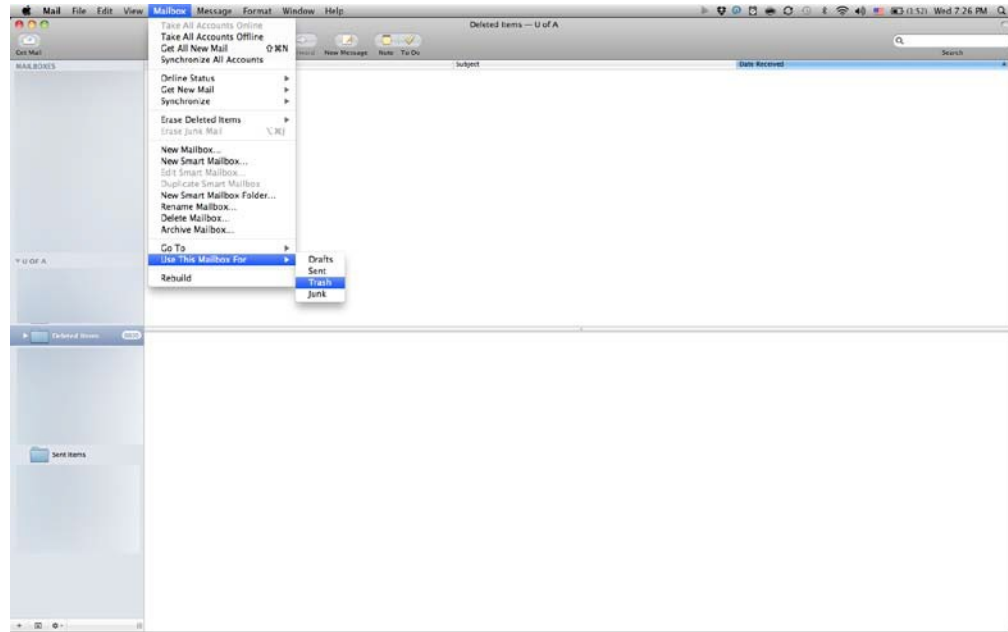
**User Name:** Enter - yournetid@email.arizona.edu

**Password:** Enter - your UANetID password

- Click Continue

## OPTIONAL: IMAP Folder Setup

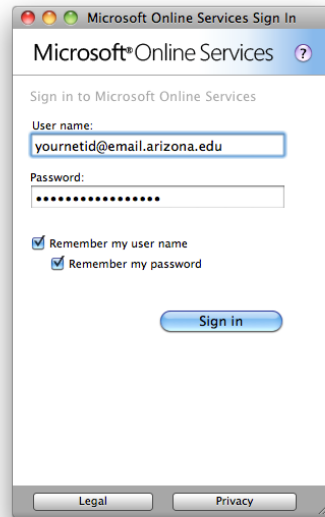
Mail's default IMAP folder settings don't match the Exchange folder settings, so those need to be configured manually. Trash, Sent, Junk, and Draft folders can all be setup as IMAP folders within Mail.



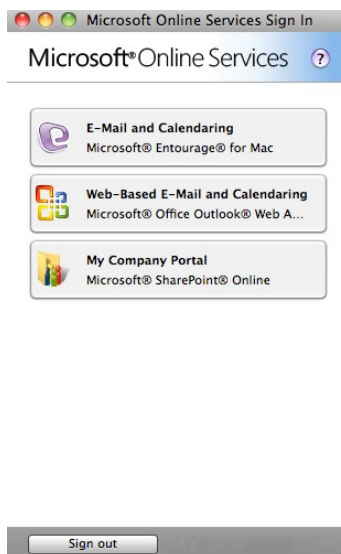
This screenshot shows how to set the Trash folder to a particular folder in Exchange. The Deleted Items folder is selected, and from the Mailbox menu, select **Use This Mailbox For...** and **Trash** (or one of the other options).

## Entourage 2008 Mail Setup on OS X 10.6 Snow Leopard for UAConnect

Entourage 2008 supports automatic configuration settings through the [Microsoft Online Services Sign-In](#) application. After you have completed the UAConnect account activation process, you can log into the Microsoft Online Services Sign-In for Mac application with your UANetID and password.



Once you have completed the sign in process, there will be an option to configure applications for your setup. Clicking this will setup Entourage with your UAConnect account.



After the configuration has completed, you can launch Entourage from the Microsoft Online Services Sign-In application, or from anywhere else (dock, applications, your favorite location).

## **Instructions on How to Add Global Address List (GAL) Functionality to Entourage 2008:**

- Install MS Entourage 2008 Web Services Edition Add-On to search the GAL via the To: field in a new email

URL: [download.microsoft.com/download/B/3/2/B328C9C6-75B5-4B52-952B-7FE71664A111/EWS-1306-EN.dmg](http://download.microsoft.com/download/B/3/2/B328C9C6-75B5-4B52-952B-7FE71664A111/EWS-1306-EN.dmg)

- Make sure you have the most up-to-date patches as well. (Version 12.2.6)

For more information go to: [entourage.mvps.org/exchange/exchangelookups.html](http://entourage.mvps.org/exchange/exchangelookups.html)

## Eudora Mail IMAP Setup (Eudora 7.1 for Windows)

- Choose **Tools**, select **Options**
- Select **Getting Started** in left column
  - For **Real name** enter your full name
  - For **Email address** enter your full UA email address (yourUANetID@email.arizona.edu)
  - For **Mail Server (Incoming)** enter **imap.mail.microsoftonline.com**
  - For **User Name** enter your full UA email address (yourUANetID@email.arizona.edu)
  - For **SMTP Server (Outgoing)** enter **smtpgate.email.arizona.edu**
  - Check the **Allow authentication** box at the bottom of the page
- Select **Checking Mail** in the left column
  - Make sure the **Mail Server** is set to **imap.mail.microsoftonline.com**
  - Make sure the **User Name** is your entire UA email address (yourUANetID@email.arizona.edu)
  - Under the **Secure Sockets when Receiving** section, select **Required, Alternate Port** from the drop down menu
- Select **Incoming Mail** in the left column
  - Next to **Server configuration**, select **IMAP**
- Select **Sending Mail** in the left column
- For **Email Address**, put your entire UA email address (yourUANetID@email.arizona.edu)
- Make sure **SMTP server** is set to **smtpgate.email.arizona.edu**
- Check the **Use submission port (465)** box
- Under **Secure Sockets when Sending** section, select **Required, STARTTLS** from the drop down menu
- Select **OK** at the bottom of the Options window

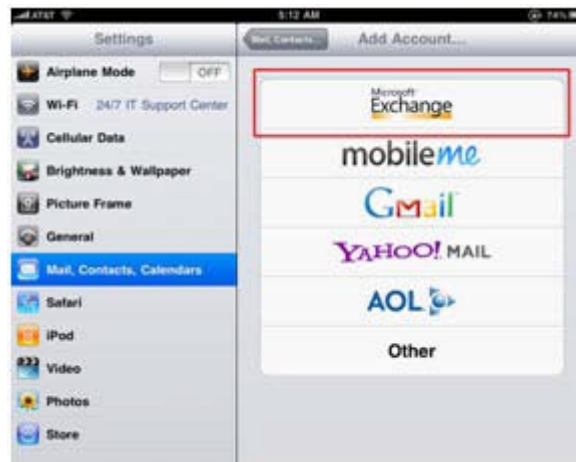
## iPad Mail Setup for UAConnect

Includes Contacts and Calendar Apps Setup

- Go to the **Settings** app (left menu)
- Select **Mail, Contacts, Calendars**
- On the right menu select **Add Account...**



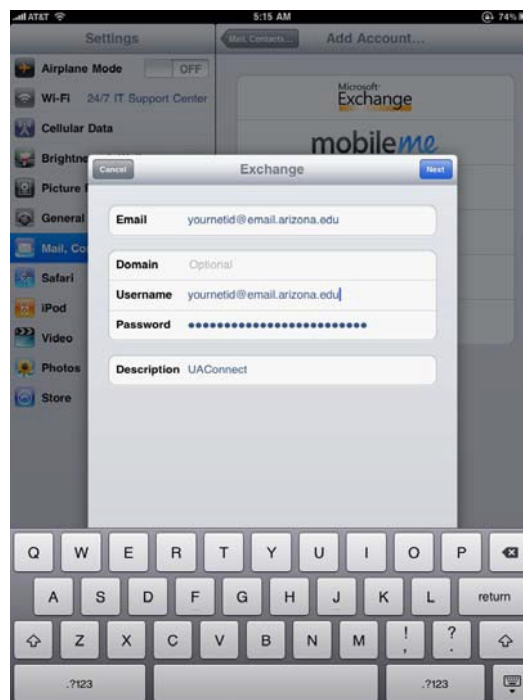
- Next select the option to add an **Exchange** account.



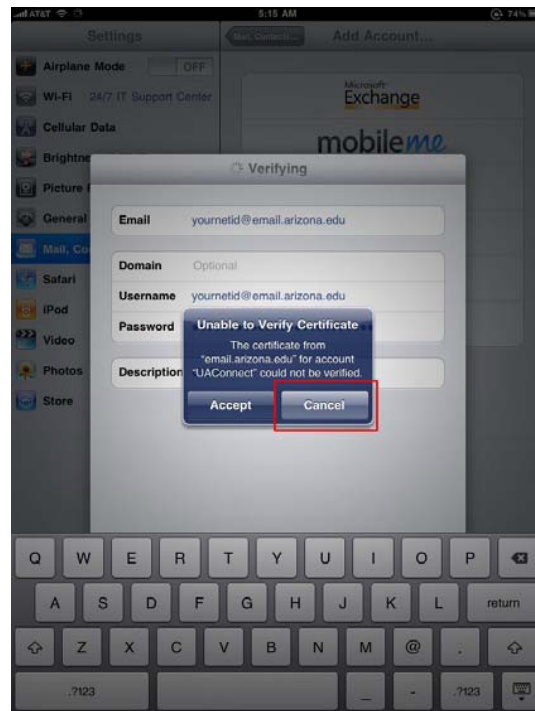
- Enter the account information:

**Email:** yournetid@email.arizona.edu (NOT an alias)  
**Domain:** leave blank  
**Username:** same as your email address – yournetid@email.arizona.edu  
**Password:** UANetID password  
**Description:** Personal info

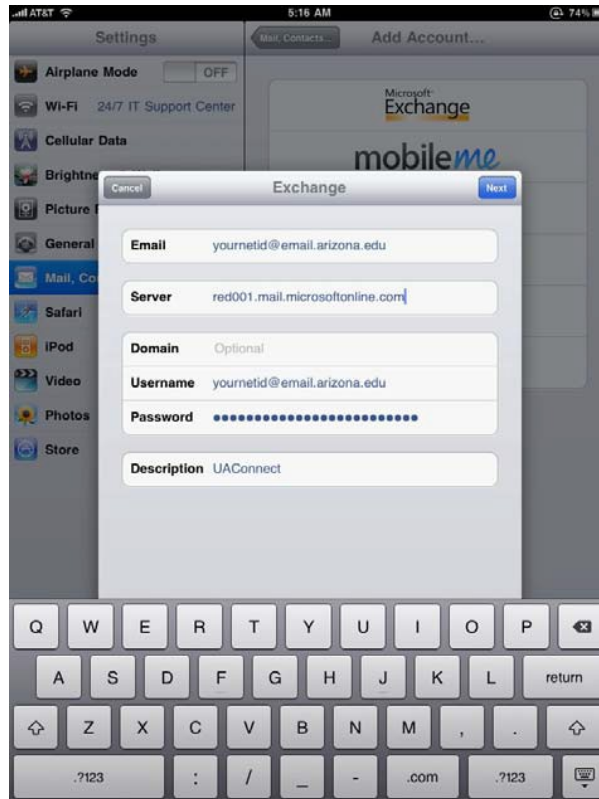
- Press **Next**



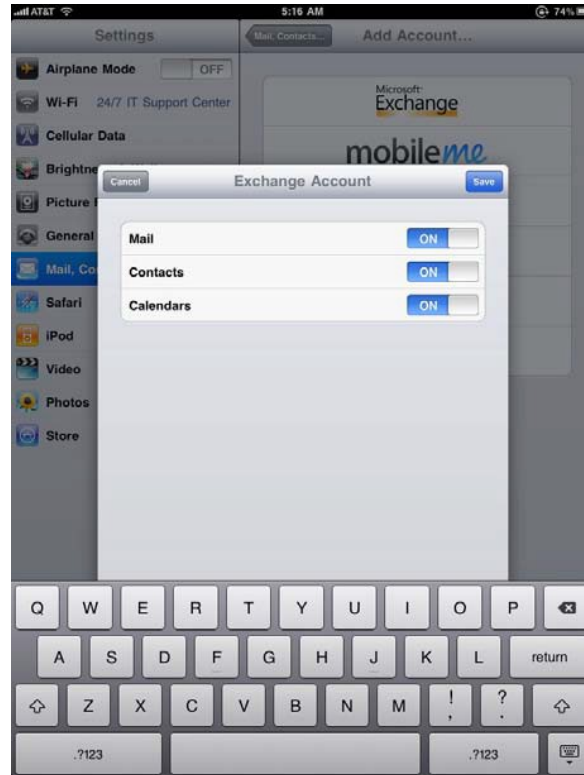
- **Note:** you will get an **Unable to Verify Certificate** error message about the server. Press **Cancel**. We will not be using the university's mail servers, so the certificate is not important.



- After pressing **Cancel**, you will notice a new field in the previous setup screen for **Server**.
- Enter **red001.mail.microsoftonline.com**
- Press **Next**



- Finally, the setup process will ask you which apps you would like to sync with UAConnect (**Mail**, **Contacts**, and **Calendars**).
- Select the items to sync
- Press **Save**

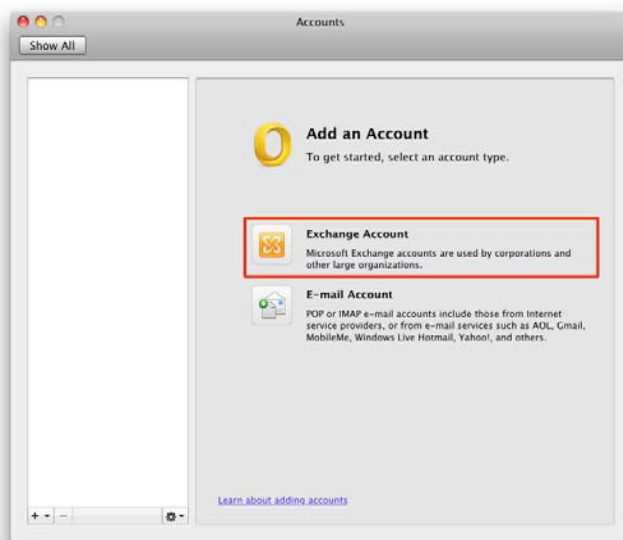


## MS Office Outlook 2011 for Mac UAConnect Setup

This setup will work on any system running the Office 2011 suite with Outlook 2011 installed. The Outlook 2011 welcome screen has an **Add Account** button which will display if this is the first time Outlook 2011 has been opened.



If this is not the first time Outlook 2011 has been opened, go to the Outlook menu and choose **Preferences....** Both ways will end up at the **Accounts** screen for Outlook 2011. Choose the option for setting up an **Exchange** account:



- **Enter your Exchange account information.**

**E-mail address:** yournetid@email.arizona.edu (NOT an alias)

Under **Authentication:**

**Method:** User Name and Password

**User name:** Full email address (UANetID@email.arizona.edu)

**Password:** UANetID password

- Uncheck the box for **Configure automatically**
- **Server:** Enter **red001.mail.microsoftonline.com**
- Click **Add Account**

**Enter your Exchange account information.**

E-mail address: NETID@email.arizona.edu

**Authentication**

Method: User Name and Password

User name: NETID@email.arizona.edu

Password: .....

Configure automatically

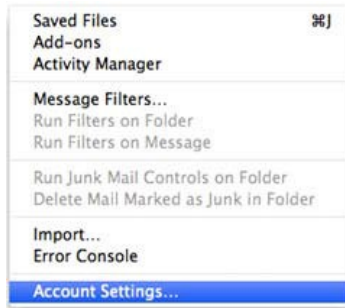
Server: red001.mail.microsoftonline.com

Cancel Add Account

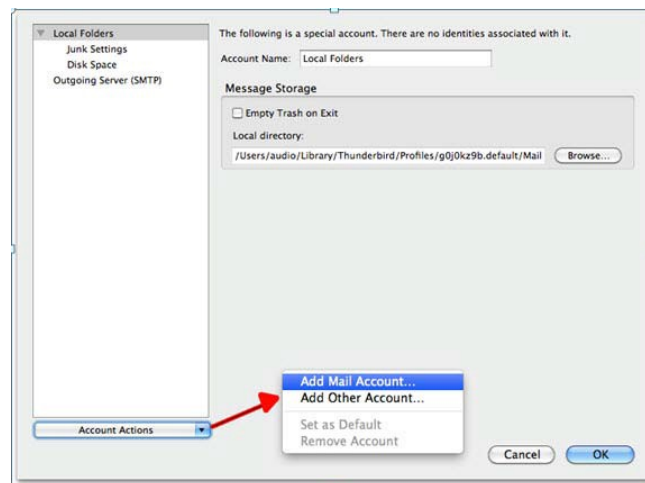
UAConnect has been configured with your copy of Outlook 2011 for Mac.

## Thunderbird 3.1.4 IMAP Setup

- Set up a new account
- Go to > **Tools > Account Settings...**

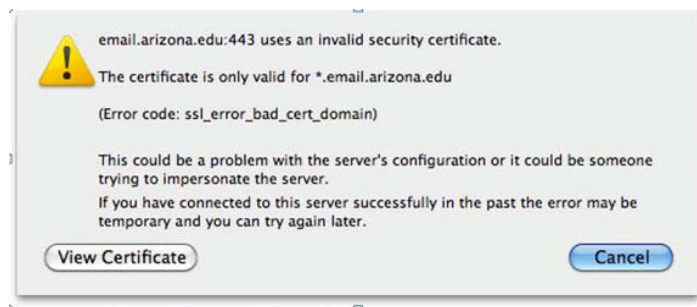


- Click on **Account Actions** and from drop down menu select **Add Mail Account...**
- Click **OK**



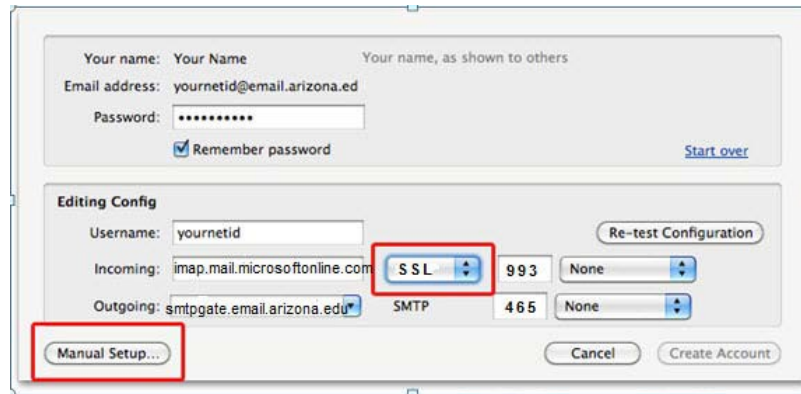
- In the new window enter **Your name, Email address,** and your UA NetID **Password**
- Click **Continue**

- You may get an error message stating that the certificate domain does not match. Do not worry about this error message
- Click **Cancel**

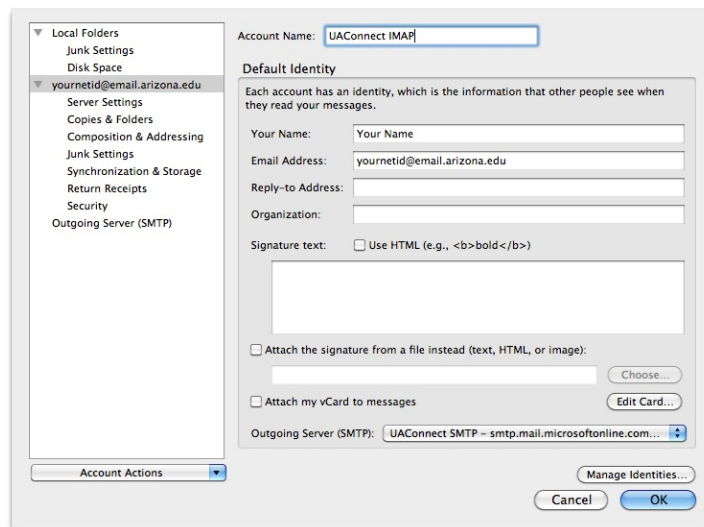


- Click the **Stop** button in order to manually edit the server settings

- After clicking **Stop**, change the drop down containing the server type to SSL. Then click **Manual Setup...**



- At the **Account Settings** page you can personalize how the account looks in Thunderbird



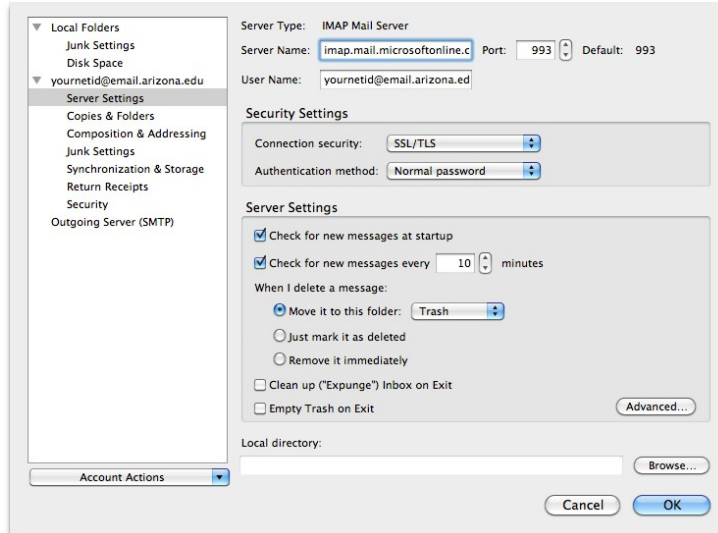
- Click on the **Server Settings** section in the left menu. Enter the following information to match the screenshot below:

**Server Name:** imap.mail.microsoftonline.com  
**Port:** 993  
**User Name:** Your full email address (yournetid@email.arizona.edu)

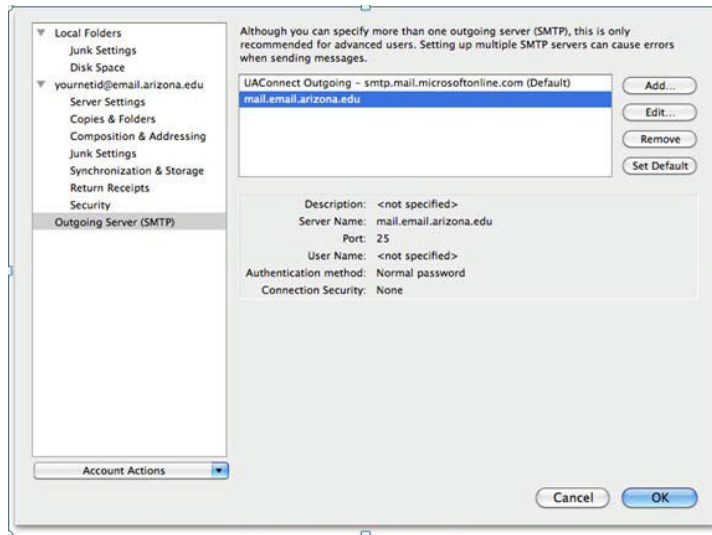
Under **Security Settings:**

**Connection security:** SSL  
**Authentication method:** UANet ID Password

- Click **OK**



- Click **Outgoing Server (SMTP)** from the left menu. If there is a **mail.email.arizona.edu** server in the list, select that server and click **Edit...** otherwise click **Add...**



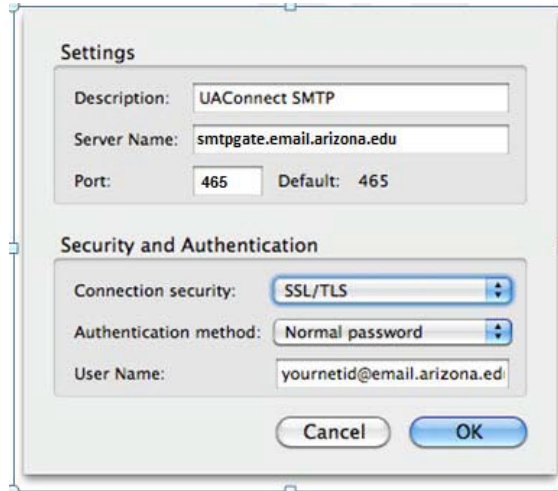
- At the Outgoing Server **Settings** window, enter the following information to match the screenshot below:

Under **Settings**:

**Description:** UAConnect SMTP  
**Server Name:** smtpgate.email.arizona.edu  
**Port:** 465

Under **Security and Authentication**:

**Connection security:** SSL/TLS  
**Authentication method:** Normal password  
**User Name:** Your full email address (yournetid@email.arizona.edu)



The image shows a 'Settings' dialog box for 'UAConnect SMTP'. It is divided into two sections: 'Settings' and 'Security and Authentication'. In the 'Settings' section, there are three fields: 'Description' with the value 'UAConnect SMTP', 'Server Name' with the value 'smtpgate.email.arizona.edu', and 'Port' with the value '465' and a 'Default' of '465'. In the 'Security and Authentication' section, there are three fields: 'Connection security' with a dropdown menu set to 'SSL/TLS', 'Authentication method' with a dropdown menu set to 'Normal password', and 'User Name' with the value 'yournetid@email.arizona.edu'. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'.

### **IMAP Configuration Settings:**

Server name: imap.mail.microsoftonline.com  
Port: 993  
Username: Your full email address (yournetid@email.arizona.edu)  
Connection Security: SSL  
Authentications Method: UANet ID Password

### **SMTP Configuration Settings:**

Description: UAConnect SMTP  
Server Name: smtpgate.email.arizona.edu  
Port: 465  
Connection Security: SSL/TLS  
Authentications Method: UANet ID Password  
Username: Your full email address (yournetid@email.arizona.edu)