IMAP ACCESS TO UNIVERSITY EMAIL USING OUTLOOK EXPRESS

These instructions explain how to access your Edinburgh Napier University email account off-campus using IMAP access to Outlook Express. **Please note:** C&IT Services cannot support your personal equipment.

To set up for IMAP/SMTP access to your Edinburgh Napier University email account:

- Click **Start** and go to the **Control Panel**
- Select **Mail**
- Choose **Show Profiles**
- Click **Add…**
- Enter your **Profile Name** (eg. Jon IMAP)
- Tick **Manually Configure server settings or additional server types**
- Click **Next**
- Choose **Internet E-Mail**
- Click **Next**. The following screen will appear:
• Enter your name
• Enter your Edinburgh Napier University email address
• Choose IMAP as the Account Type
• The Incoming mail server = imaps.napier.ac.uk
• The Outgoing mail server = smtp.napier.ac.uk
• Enter your Edinburgh Napier University username in the format: napier-mail\[your Username]
• Enter your Edinburgh Napier University Password
• Tick on the option to Remember Password
• Tick Require login using Secure Password Authentication (SPA)
• Click on More Settings….
• Choose the Outgoing Server Tab. The following screen will appear:

- Tick My outgoing server (SMTP) requires authentication
- Select Log on using
- Enter your Edinburgh Napier University username in the format: napier-mail\[your Username]
- Enter your Edinburgh Napier University Password
- Tick on the option to **Remember Password**
- Tick **Require Secure Password Authentication (SPA)**
- Click on the **Advanced Tab**. The following screen will appear:

![Internet E-mail Settings](image)

- Enter the following details:
  - Incoming Server (IMAP) = 993
  - Outgoing Server (SMTP) = 587
  - Encryption = **SSL**
- Click **OK**.