HOW TO SET UP WINDOWS MAIL ON
WINDOWS VISTA FOR IMAP ACCESS TO
UNIVERSITY EMAIL - EXCHANGE 2007

To set up Windows Mail for IMAP Access to Edinburgh Napier University email:

- Open Windows Mail. A screen similar to the following will appear:

- From the Tools Menu select Accounts
A screen similar to the following will appear:

- Click **Add**. A screen similar to the following will appear:
Select **E-Mail Account** then click **Next**. A screen similar to the following will appear:

- Enter your **full name** in the Display Name dialog box; this will appear on all outgoing messages for this connection. Choose **Next**. A screen similar to the following will appear:
How to set up Windows Mail

- Enter your Edinburgh Napier University e-mail address in the E-mail address dialog box then choose Next. A screen similar to the following will appear:

- In the Incoming mail field enter imaps.napier.ac.uk.
- In the Outgoing mail field enter esmtp.napier.ac.uk.
• Tick the checkbox to the left of “Outgoing server requires authentication”.
• Click Next.

A screen similar to the following will appear:

![Internet Mail Logon](image1)

• In the E-mail username field enter `napier-mail\ [your login ID]`
• Enter your password and uncheck the Remember password option.
• Click Next. A screen similar to the following will appear:

![Congratulations](image2)
• Check the checkbox to the left of “Do not download my email and folders at this time”.
• Click Finish. A screen similar to the following will appear:

![Internet Accounts dialog box]

• Highlight maps.napier.ac.uk and click on the Properties button. The following dialog box will appear:

![Properties dialog box]

• Click on the Servers tab:
• Put a tick in the checkbox next to “Log on using Secure Password Authentication”.
• Put a tick in the checkbox next to “My Server requires authentication”
• Click OK.
• Then click the Advanced tab:
• Change the “Outgoing mail (SMTP):” number to 587 and check the box next to ‘This server requires a secure connection’
• Change the “Incoming mail (IMAP):” number to 993 and check the box new to ‘This server requires a secure connection’
• Click OK. The following dialog box will appear:

• Click Close. The following dialog box will appear:
Select Yes to download a list of your Outlook folders.

The following dialog box will appear:

- Click to select the folders to be visible by and then click on the Show button. By default your Inbox, Sent Items and Drafts folders will be visible.
- Click OK.
- You will then be asked to logon, do this using your standard Edinburgh Napier University email login ID and password.

- Click OK.

Configuration of Windows Mail for IMAP is now complete.