Email Client Configurations

VERSION 1.3
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. **iPad Mail** UAConnect
5. **Office 2011 for Mac** UAConnect
6. **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!
**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 younetwork@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 as we are not using the email.arizona.edu servers – click **Cancel**

![Verify Certificate](image1)

• Enter **Incoming Mail Server** information

![Incoming Mail Server](image2)

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

• Click **Continue**
• Enter **Outgoing Mail Server** information

![Outgoing Mail Server](image)

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

**Outgoing mail server:**
smtplib.mail.microsoftonline.com

**Use only this server:**
Optional – disallows sending from an available outgoing server if smtplib.mail.microsoftonline.com 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

- 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
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.microsofthonline.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.microsofthonline.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.

![Exchange option](image)

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

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.

![Account Settings Screenshot]

• 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)
**IMAP Configuration Settings:**

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<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
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<tr>
<td>Server name</td>
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</tr>
<tr>
<td>Port</td>
<td>993</td>
</tr>
<tr>
<td>Username</td>
<td>Your full email address (<a href="mailto:yournetid@email.arizona.edu">yournetid@email.arizona.edu</a>)</td>
</tr>
<tr>
<td>Connection Security</td>
<td>SSL</td>
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<td>Authentications Method</td>
<td>UANet ID Password</td>
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**SMTP Configuration Settings:**

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</tr>
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<td>smtpgate.email.arizona.edu</td>
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<tr>
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<tr>
<td>Authentications Method</td>
<td>UANet ID Password</td>
</tr>
<tr>
<td>Username</td>
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