**Murdoch University – Outlook Express Configuration**

- **How to use Outlook Express to access your mailboxes (Version 6.0)**

Outlook Express is installed by default with Windows. It is a common email client that is fairly easy to use but unfortunately lacks support for more powerful features such as calendars. It can connect to the server using IMAP or POP.

To setup your outlook express to send and receive email you will need to do the following:-

1. Open outlook express (usually found in start -> programs)
2. Open the tools drop down menu and select accounts.
3. Click the Add button and select ‘Mail’
4. You will be prompted for a display name, this is the name that will appear in the from field in emails. Put in your name.

5. Next you put in your email address. For most staff this will be the first letter of your given name '.' Surname@murdoch.edu.au. EG John Doe will have an email address of J.doe@murdoch.edu.au
6. The next menu prompts you for the incoming mail server type. It is recommended you choose IMAP from the pull down menu. In the incoming mail field type in “www.mail.murdoch.edu.au” without the quotes and in the Outgoing mail field you need to type in the mail server address for your ISP. It’s typically smtp.companyname.net/com.au but you need to check with your ISP. Their website will normally have an email configuration settings page that will give the address. If you are dialled up to Murdoch University you will need to put in “smtp.murdoch.edu.au” Below is an example of the IMAP configuration
7. After clicking next you will be at the login settings box. You need to type in your Murdoch Username in the account name field. If you tick the remember password box then put in your Murdoch password as well. Do not tick secure password authentication. Click next and then finish.
8. You should now be in the Internet accounts window. Select the account you just setup and choose properties on the right. Change the name in the first text box to Murdoch Mail.
9. Click on the advanced tab along the top of the window and select "This server requires a secure connection (ssl)" box that is below Incoming mail. Press okay. Click close (on the accounts window).
10. Click yes to download folders. If prompted for your password, type it in and press okay.

11. You should now be at the show/hide imap folders window (if not load it from tools -> IMAP folders). Here you can select items you want displayed in your mailbox. Select anything you want to be visible by selecting it and click ‘Show’. If you need public folder access make sure you show that too (and all folders below the one you want). Hit okay when you are finished.
12. You are now back in the main outlook express window. Left click Murdoch Mail in the left pane. If you have turned on any public folders, select all the sub folders and choose ‘Headers Only’ from the Setting pull down menu. Also select public folders (parent) and choose ‘Don’t Synchronize’. If you have a lot of email in your mailbox also select headers only for your inbox.
13. Click Synchronize Account to download all your mail! This may take a while depending on how much mail you have.

14. You will now be able to navigate around your mailbox, reading and sending mail. Please note that by default outlook express will only check for new email every 30 minutes. If you wish to change this you can do so from the tools – options menu. Change the ‘Check for new messages every’ option from 30 to whatever you desire. Please do not select a number less than 5 minutes.