Configuring Mail 4.0 for Exchange IMAP

This configuration can be used with any version of Exchange, but is not recommended for HMS.

In the following fields enter the required information:

- **Full Name**: Enter Your Name (Display Name)
- **Email address**: Enter your Primary email address.
  - Typically this is firstname_lastname@hms.harvard.edu
- **Password**: Enter your eCommons Password

• Click **Continue**.
Configure the Incoming Mail Server Settings

- **Account Type**: Exchange IMAP
- **Description**: HMS Exchange
- **Incoming Mail Server**: email.med.harvard.edu
- **User Name**: Your eCommons ID.
- **Password**: Your eCommons password.
- **Outlook Web Access Server**: email.med.harvard.edu

- Click **Continue**.
• If you see the following message, click “Always Allow”.
  o Note that this message may not always appear.

Configure the Outgoing Mail Server Settings

• **Description:** HMS Exchange

• **Outgoing Mail Server:** email.med.harvard.edu

• **Use Only this server:** On

• **Use Authentication:** On

• **User Name:** Your eCommons ID

• **Password:** Your eCommons password
• Click **Continue**.

• Verify the data in the account summary screen is correct.
  - Note that User Name should reflect YOUR eCommons ID.
• “Take account online” should be checked.
• Click **Create**.