Overview

Harvard Medical School (HMS) allows students to use a secure protocol from outside of the HMS Network. HMS assumes that students will have an Internet Service Provider (ISP) to access the World Wide Web. This document is provided as a resource and should be carefully read.

Special Considerations

- This document was tested using MS Outlook 2010 using Windows 7 SP1 64-bit. Configuration settings may vary with other versions of Outlook and the Windows operating system.
- When configuring your account settings, use your official primary HMS email address rather than any HMS alias. The official primary HMS email address follows the format: Firstname_lastname@[schoolname].harvard.edu (e.g., jane_doe@hms.harvard.edu).
- DMS students do not have a @hms email address. DMS students must use their @fas email address and request information on configuration settings from the FAS IT Department (http://www.fas-it.fas.harvard.edu).

Step-by-Step Configuration Instructions

**NOTE:** If you have an anti-virus application such as Symantec's Norton Anti-Virus, disable the outbound email scanning option.

Step 1: Launch MS Outlook 2010, and follow the wizard by clicking Next.
Step 2: Select Yes and click Next.

Step 3: Select Internet E-mail under Choose Service. Click Next.
Step 4: Select **Manually configure server settings or additional server types** under **Auto Account Setup**. Click **Next**.

Step 5: Fill out the text fields as follows under **Internet E-mail Settings**:

- **Your Name**: [Your full name]
- **E-mail Address**: [Your official HMS email address e.g., jane_doe@your_schoolname.harvard.edu]
- **Account type**: IMAP
- **Incoming mail server**: email.med.harvard.edu
- **Outgoing mail server (SMTP)**: email.med.harvard.edu
- **User name**: med\[your_MyCourses_username in uppercase]
- **Password**: [your case-sensitive MyCourses password]

**Remember password** – Enable check box if you to save your password with this account. NOTE: if you change your password in the future, you must change this password as well to reflect your new MyCourses password.
Step 6: Click the button, More Settings and click on the General Tab. Enter HMS Mail Server under Mail Account.

Step 7: Click on the Outgoing Server Tab and enable the checkbox, My outgoing server (SMTP) requires authentication and select Use same settings as my incoming mail server.
Step 8: Click on the **Advanced Tab** and enter the following into the text fields:

**Incoming server (IMAP):** 993

**Use the following type of encrypted connection:** SSL

**Outgoing server (SMTP):** 587

**Use the following type of encrypted connection:** TLS

Step 9: Click **OK**. Click **Test Account Settings**.... You *may* be prompted to carefully enter your case-sensitive MyCourses password. Click **OK**.
Step 10: Click **Close** when an email has been successfully sent to your HMS email account. Click **Next**. You *may* be prompted again to enter your case-sensitive password so that another test email will be sent to your HMS account.

Step 11: Click **Finish**.
Step 12: Wait while Outlook configures a profile for your HMS email account. Synchronizing your Inbox, subfolders of Inbox, and any other folders you have in your email account may take awhile depending on the total number of emails that you have saved on the HMS Mail server.

Step 13: Access your emails under HMS Mail Server in the left column of the Outlook interface.