

# MS Outlook 2007 Secure IMAP Configuration Settings for Windows-based PC for HMS Local and Remote Usage

## Overview

Harvard Medical School (HMS) recently made some adjustments to allow students the ability of accessing their HMS student email remotely with a desktop email client. Students may now use a secure protocol from outside of the HMS network. HMS assumes that students will have an Internet Service Provider to access the World Wide Web. This document is provided as a resource. Technical support is available only for the web-based email client, Outlook Web Access (OWA).

## Special Considerations

- This document has been tested using MS Outlook 2007 using Windows XP Pro.
- When configuring your account settings, use your primary student email address rather than an alias. The primary HMS student email address follows the format of *firstname\_lastname@[schoolname].harvard.edu*. (e.g., jane\_doe@hms.harvard.edu)

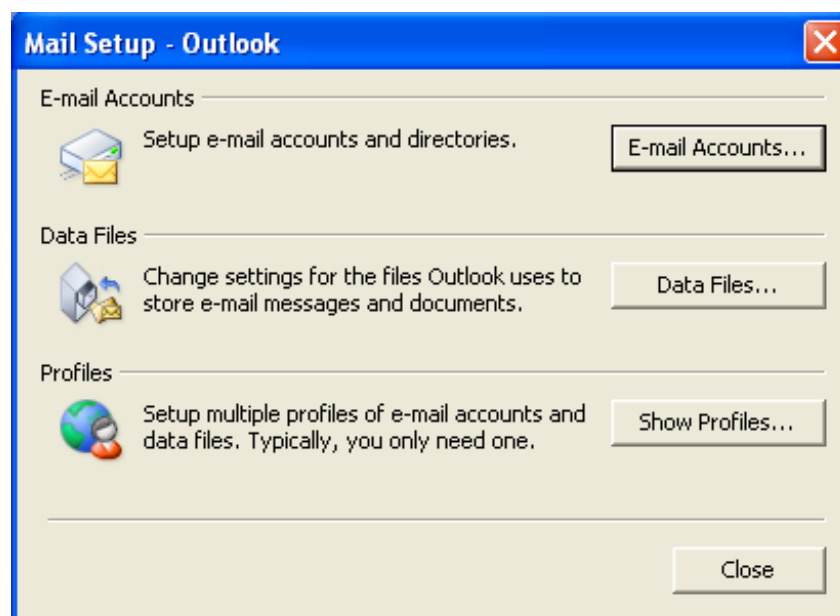
## Step-by-Step Configuration Instructions

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

**Step 1:** Go into the **Control Panel** and click on the **Mail** icon.

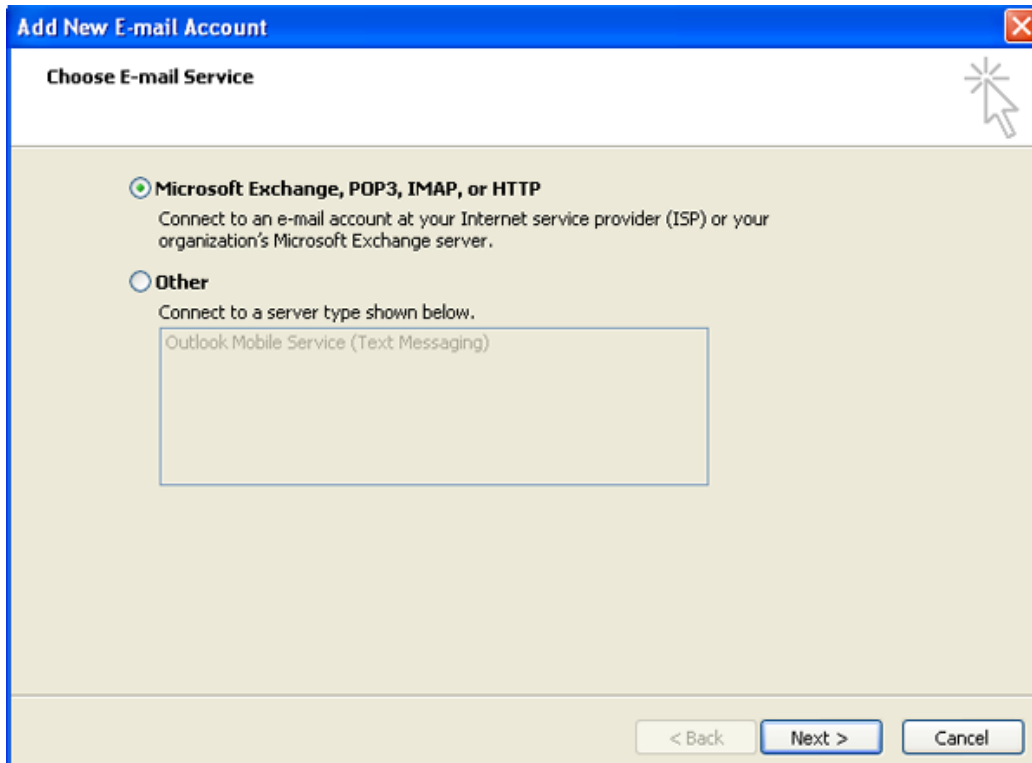


**Step 2:** Double click the Mail icon and double click on the **E-mail Account...** button.



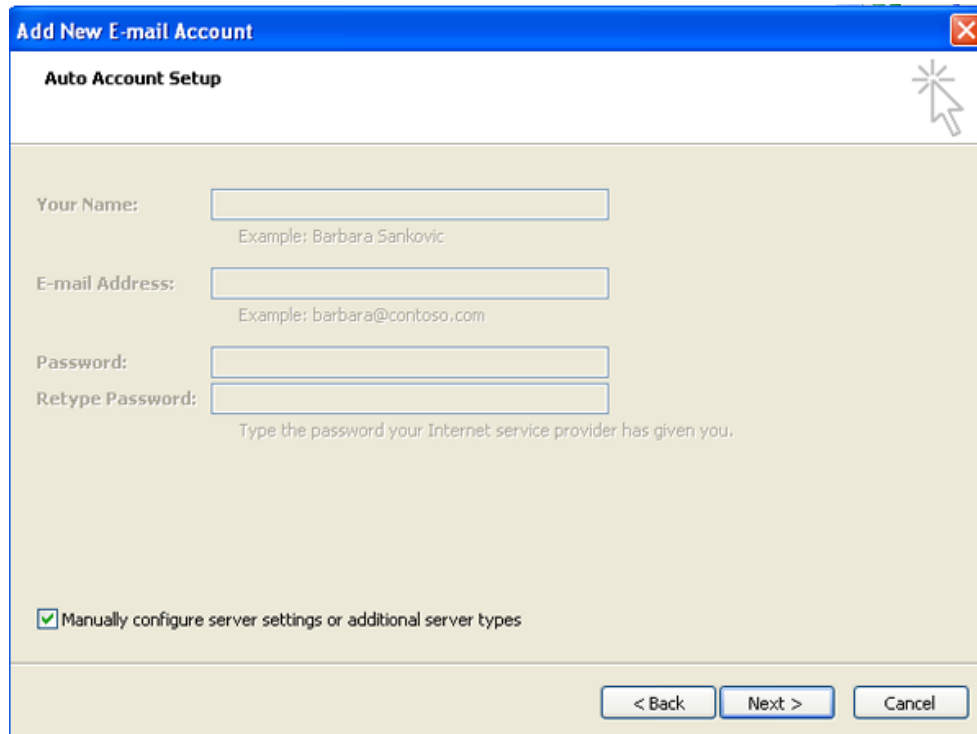
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Select the button, **New....** Then, select **Microsoft Exchange, POP3, IMAP, or HTTP**. Click the **Next** button.



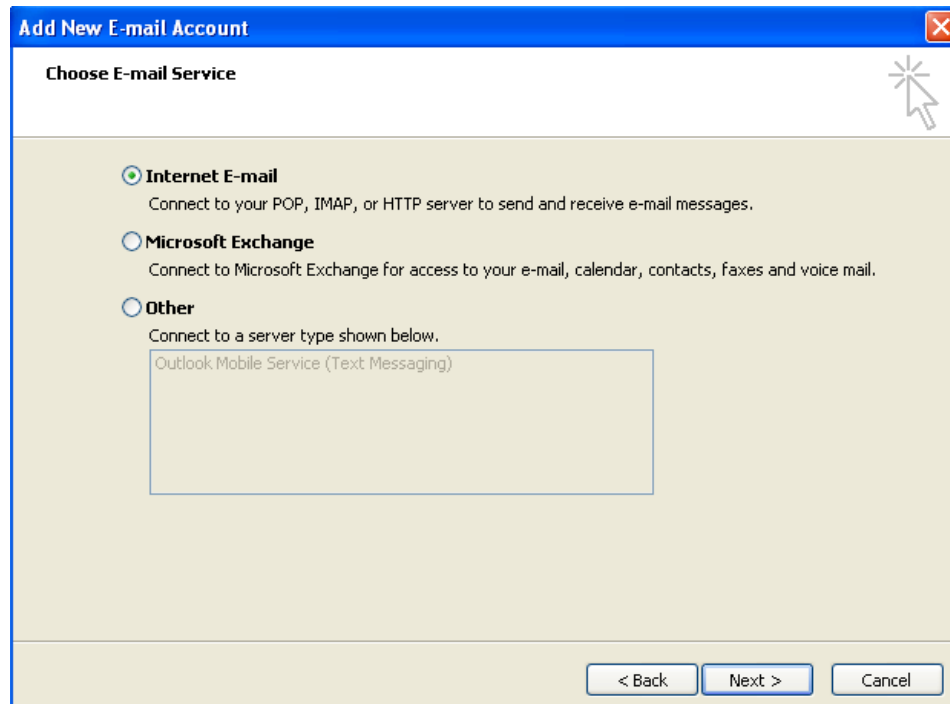
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**Step 3:** Make the following changes in the **Auto Account Setup** dialog box by enabling the checkbox under **Manually configure server settings or additional server types**. Click the **Next** button.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar with the text 'Add New E-mail Account' and a close button. Below the title bar, the text 'Auto Account Setup' is displayed. There are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:' with a note 'Type the password your Internet service provider has given you.'. A checkbox labeled 'Manually configure server settings or additional server types' is checked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Step 4:** Choose **Internet Mail: Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages** in the **Choose E-mail Service** dialog box. Click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar with the text 'Add New E-mail Account' and a close button. Below the title bar, the text 'Choose E-mail Service' is displayed. There are three radio button options: 'Internet E-mail' (selected) with the description 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.', 'Microsoft Exchange' with the description 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.', and 'Other' with the description 'Connect to a server type shown below.' and a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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**Step 5:** Enter your personal HMS email information into the text fields.

**Your name:** *firstname <space> lastname*

**E-mail address:** *firstname\_lastname@[schoolname].harvard.edu (e.g., @hms.harvard.edu)*

**Incoming Mail Server (IMAP):** *email.med.harvard.edu*

**Outgoing Mail Server (SMTP):** *email.med.harvard.edu*

**User Name:** *eCommons username (if necessary, try med\eCommons username)*

**Password:** *eCommons case-sensitive password*

**NOTE:** You must change your eCommons password to reflect the new syntax rules.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

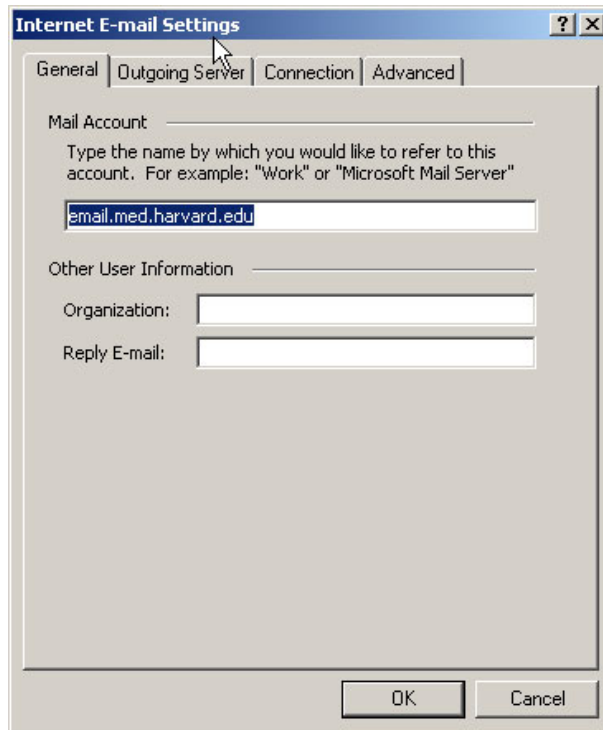
**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click the **More Settings...** button.

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**Step 6:** If not entered, type in **email.med.harvard.edu** in the **Mail Account** textbox under the **General** tab in the **Internet E-mail Settings** dialog box.



**Step 6:** Click the **Outgoing Server** tab on the **Internet E-mail Settings** dialog box. Select the checkbox, **My outgoing server (IMAP) requires authentication**. Select the radio button, **Use same settings (IMAP) as my incoming mail server**, as below:

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The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Log on using' radio button is selected, and the 'User Name' field contains 'rr3'. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is also checked. The 'OK' and 'Cancel' buttons are visible at the bottom.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: rr3

Password:

Remember password

Log on using Secure Password Authentication

OK Cancel

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**Step 7:** Click the **Advanced Server** tab on the **Internet E-mail Settings** dialog box. Under **Server Port Numbers**, enter the following information:

**Incoming server (IMAP): 993**

Select checkbox: *Use the following type of encrypted connection (SSL)*

**Outgoing server (SMTP): 587**

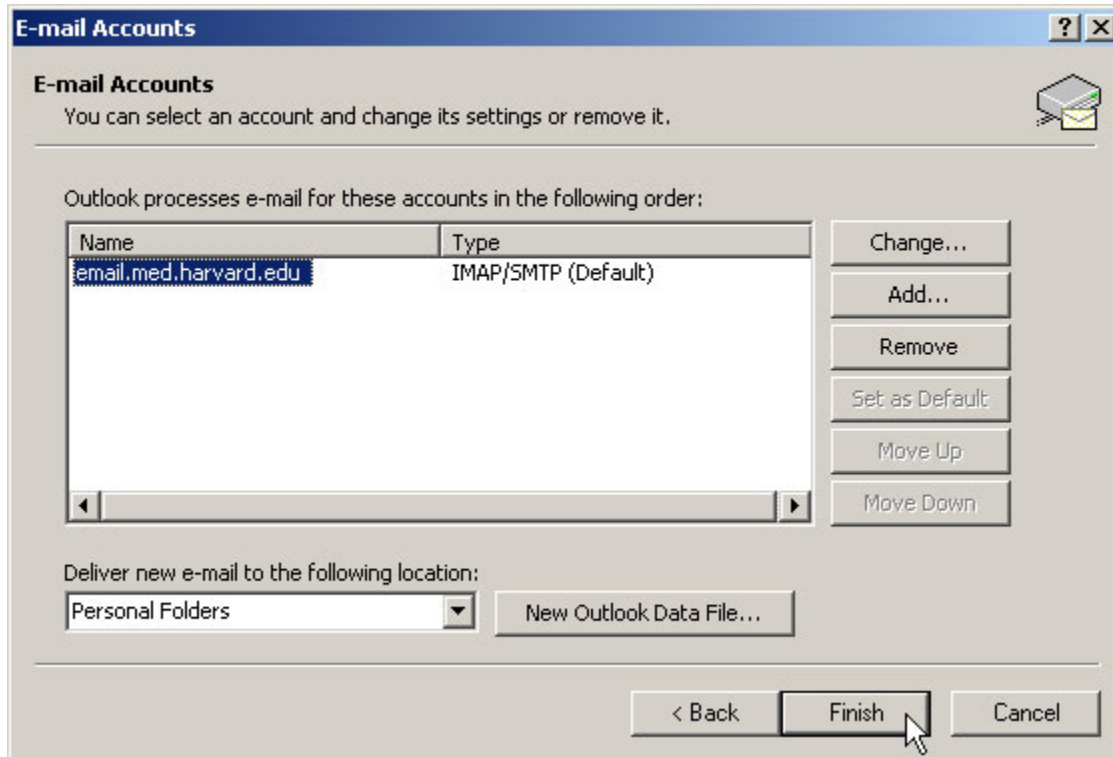
Select checkbox: *Use the following type of encrypted connection (TLS)*

Click the button, **OK**.



**Step 8:** Click the button, **Test Account Settings**. You should receive an email to this account which you can check by logging into your online email account OWA at <http://email.med.harvard.edu>. Click Finish when you have succeeded.

## MS Outlook 2007 Secure IMAP Configuration Settings for Windows-based PC for HMS Local and Remote Usage



Congratulations! You have completed the MS Outlook 2007 Secure IMAP configuration process for a Windows-based PC. As always there are a number of optional configuration settings that you may choose to utilize or not, at your discretion. The information presented here represents the minimal configuration requirements to successful engage in the HMS Secure IMAP environment.