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

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**.
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.

Click the More Settings… button.
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:
MS Outlook 2007 Secure IMAP Configuration Settings
for Windows-based PC for HMS Local and Remote Usage

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: [insert username]
    - Password: [insert password]
    - Remember password
  - Log on using Secure Password Authentication

OK    Cancel
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.
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.