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# **NCMail: Microsoft Outlook 2003 Configuration Guide**



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This document covers configuration of Microsoft Outlook 2003 for use with the NCMail email system. Outlook 2003 is one of many email clients supported by NCMail.

The syntax used in this document is as follows:

**Boldface** = Names of input fields such as text and check box names.

**Boldface and Italics** = Input expected from user.

If you have any questions please direct them to your local Customer Service Center, Helpdesk or Local NCMail administrator

If your questions cannot be answered by your local contact, your local contact can open a ticket with the ITS Customer Service Center by telephone at 919.754.6000 or 1-800-722-3946 or email at [ITS.incidents@ncmail.net](mailto:ITS.incidents@ncmail.net).

Our staff will be happy to answer any of your questions.

## Configuring Outlook 2003

Microsoft Outlook 2003 is part of the Microsoft Office family of products. It is one of many ways you can access your email from the NCMail email servers. You must have an NCMail account to continue with these instructions. The first step in setting up Outlook 2003 is opening the program. To accomplish this you will need to navigate to the Outlook 2003 icon on your computer and click the icon/menu as shown in Figure 1.

### Open Outlook 2003

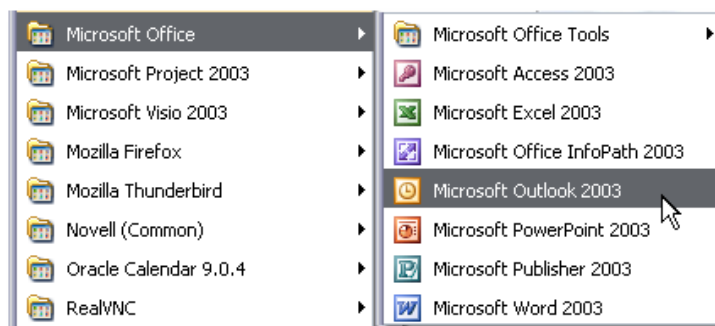


Figure 1

### Setting up a New Account

If there are no accounts setup in Outlook the **New Account Wizard** will start automatically. If you have existing accounts setup in Outlook you may add a new one by clicking on **Tools, Email Accounts** as shown in Figure 2.

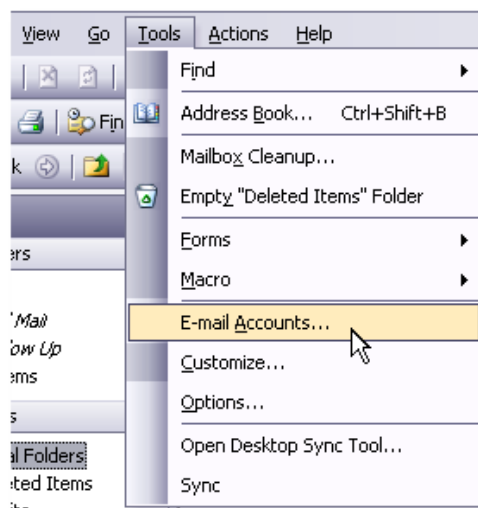


Figure 2

Click on “**Add a new e-mail account**” then click **Next** as shown in Figure 3.

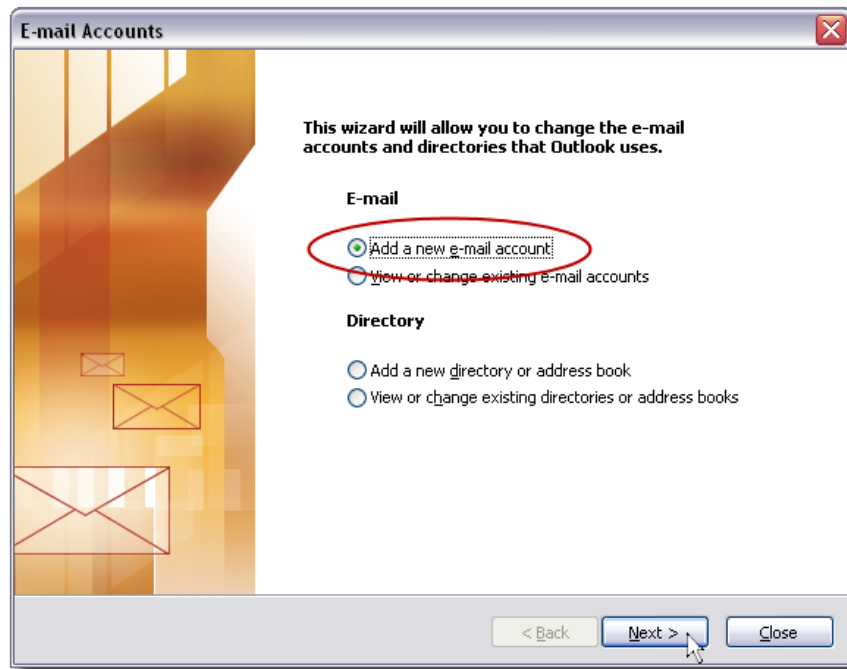


Figure 3

Click on “**IMAP**” then click **Next** as shown in Figure 4.

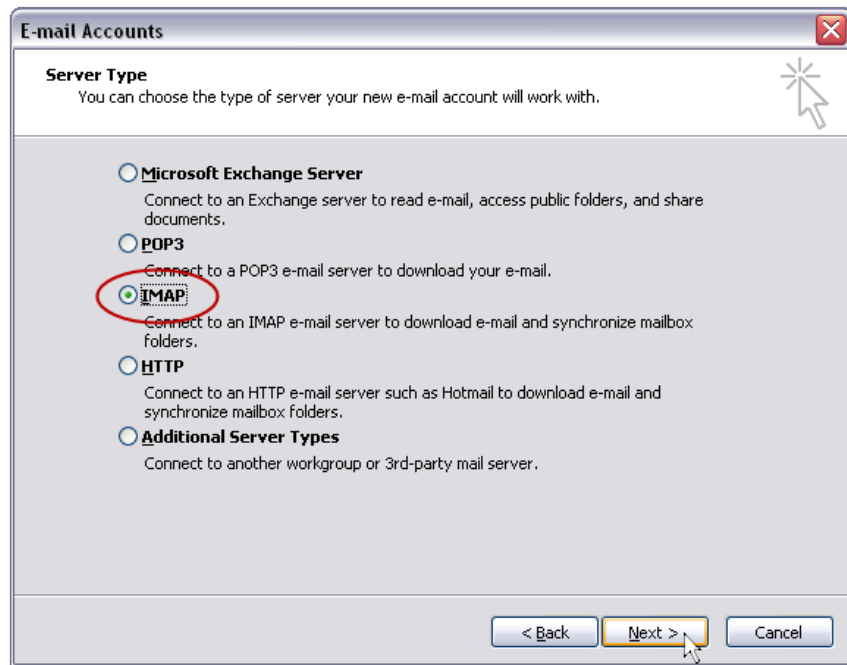


Figure 4

The **Internet E-Mail Settings** screen will appear as shown in Figure 5. Fill in the boxes with the settings given to you by your local NCMail administrator.

**E-mail Accounts**

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

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Figure 5

**User Information:**

**Your Name:** Your real name like Betty Rubble or Jane Jetson

**E-mail address:** Your email address assigned to you by your local NCMail administrator. It is normally in the form of [FirstName.LastName@ncmail.net](mailto:FirstName.LastName@ncmail.net). For example: [Fred.Flintstone@ncmail.net](mailto:Fred.Flintstone@ncmail.net).

**Logon information:**

**User Name:** Enter your full email address once again.

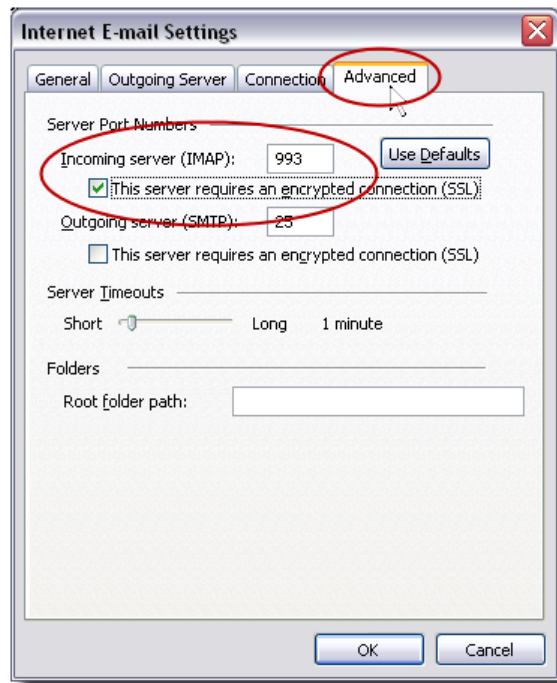
**Password:** Do not enter your password AND uncheck the “**Remember Password**” checkbox. It is against state security policies to save your password in any application. You will be prompted for your password each time you start Outlook 2003.

**Server Information:**

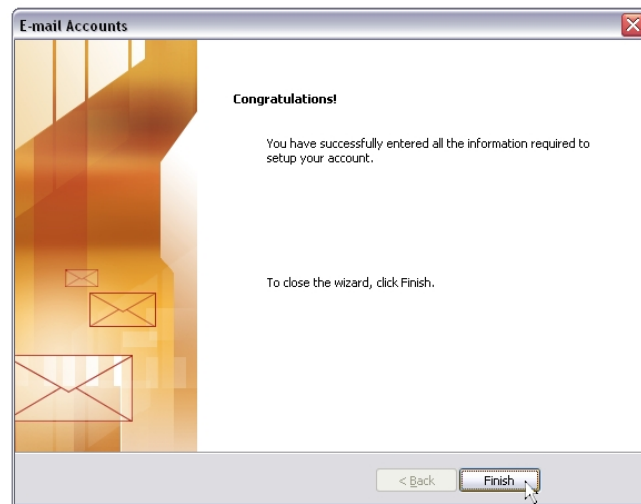
**Incoming mail server (IMAP):** Enter *cms.ncmail.net* as shown.

**Outgoing mail server (SMTP):** Enter *smtp.ncmail.net* as shown.

Click the “**More Settings**” button then the “**Advanced**” tab as shown in Figure 6. Check the box beside “**This server requires an encrypted connection (SSL)**” under the “**Incoming server (IMAP)**” section. This will automatically change the Incoming server (IMAP) port to 993. Leave the outgoing server (SMTP) port set to 25 and its box unchecked.

**Figure 6**

Click the **OK** button. This will return you to the **Internet E-Mail Settings** screen as shown in Figure 5. Click the **Next** button and the final setup screen will appear as shown in Figure 7 where you can then click on the **Finish** button.

**Figure 7**

**Congratulations!** You have successfully created your NCMail account in Outlook 2003.