
NCMail: Microsoft Outlook Express 6 Configuration Guide



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This document covers configuration of Microsoft Outlook Express 6 for use with the NCMail email system. Outlook Express 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.

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

Configuring Outlook Express 6

Microsoft Outlook Express is included as part of the Microsoft Windows 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 Express 6 is opening the program. To accomplish this you will need to navigate to the Outlook Express 6 icon on your computer and click the icon/menu as shown in Figure 1.

Open Outlook Express 6

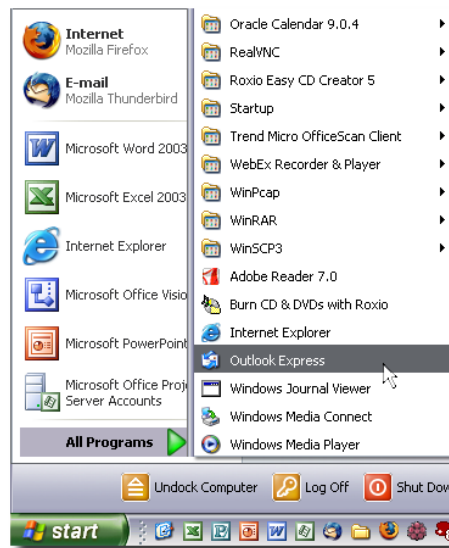


Figure 1

Setting up a New Account

You may add new accounts in Outlook Express by clicking on **Tools, Accounts** as shown in Figure 2.

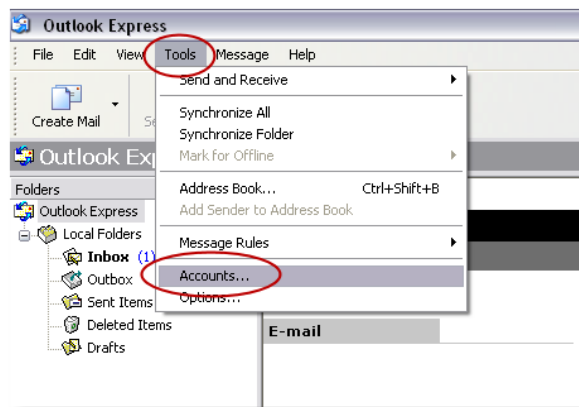


Figure 2

The **Internet Accounts** window should appear. Click on the **Mail** tab then click the **Add** button and then the **Mail** menu item as shown in Figure 3.

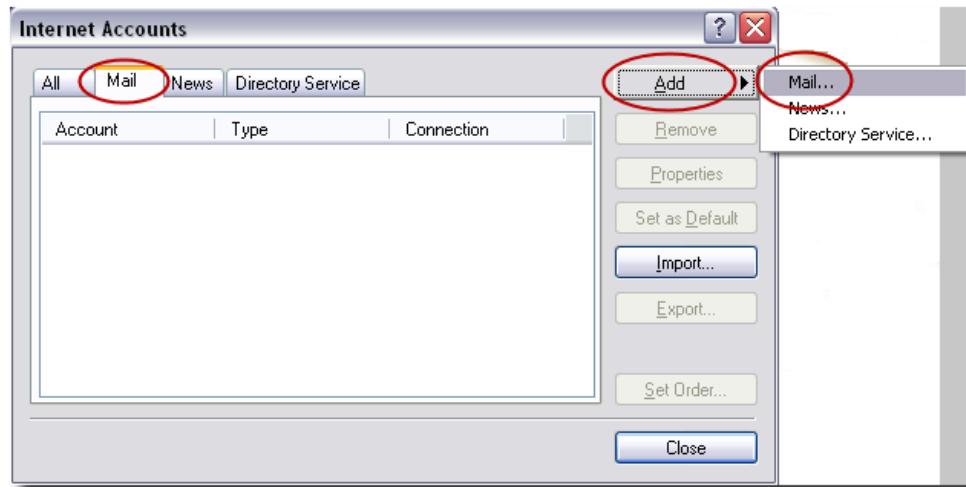


Figure 3

Enter your real name in the **Display Name** text box as shown in Figure 4 then click the **Next** button.



Figure 4

Enter your email address given to you by your local NCMail administrator in the **E-mail Address** text box as shown in Figure 5 then click the **Next** button.

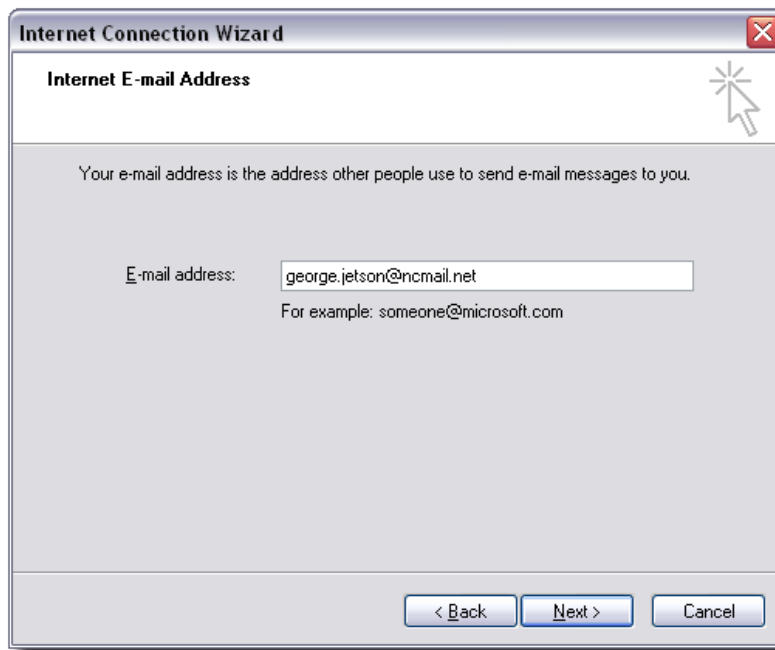


Figure 5

Select "**My incoming mail server is a IMAP server**" in the drop down list shown in Figure 6.

Incoming mail (IMAP): Enter *cms.ncmail.net* as shown.
Outgoing mail (SMTP): Enter *smtp.ncmail.net* as shown.
Click the **Next** button to continue.

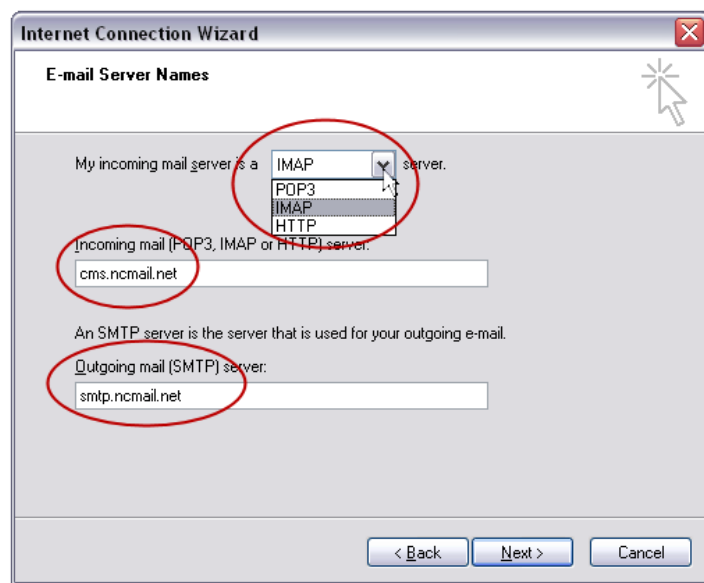


Figure 6

Enter your email address given to you by your local NCMail administrator in the **Account Name** text box and remove the check beside the **Remember Password** check box as shown in Figure 7. It is against state policy to save your password in any application. Click the **Next** button to continue.

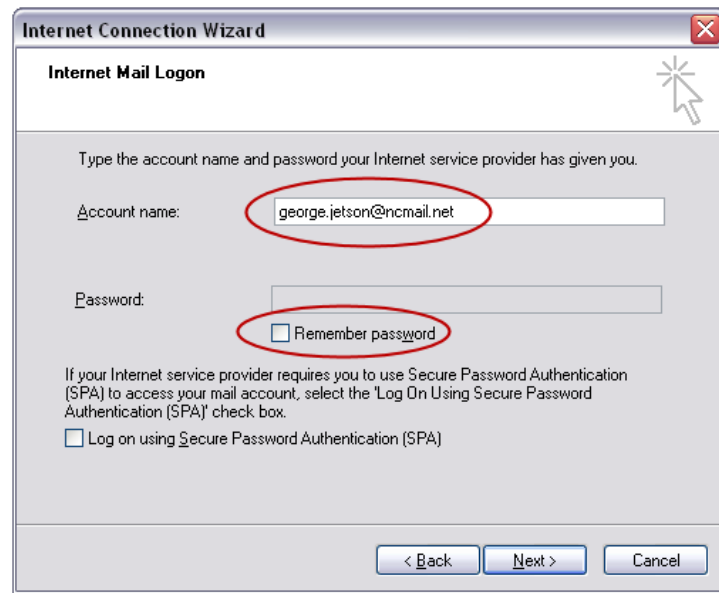


Figure 7

Click the **Finish** button as shown in Figure 8 to complete the first steps in setting up your account. Continue the steps below to finish the setup.



Figure 8

After you click the **Finish** button you will be returned to the **Internet Accounts** screen. Click the account you created (**cms.ncmail.net**) once then click the **Properties** button as shown in Figure 9.

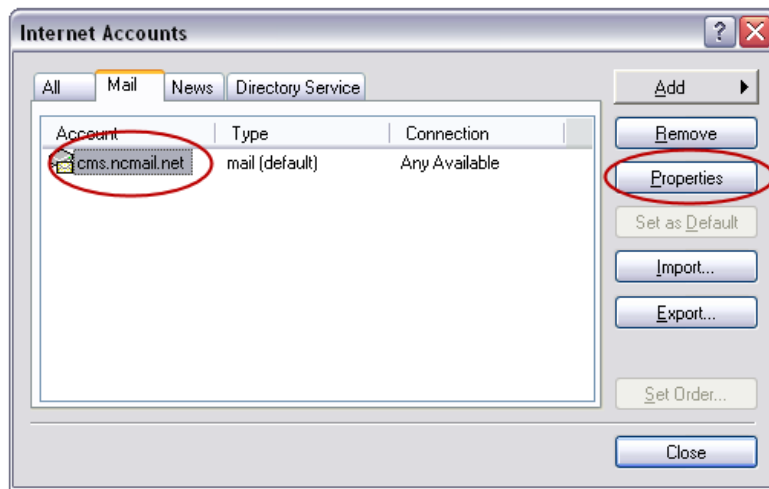


Figure 9

Click on the **Advanced** tab as shown in Figure 10. Check the box beside **This server requires a secure connection (SSL)** under the **Incoming mail (IMAP)** section. This will automatically change the Incoming mail (IMAP) port from 143 to 993. Leave the Outgoing mail (SMTP) port set to 25 and its box unchecked.

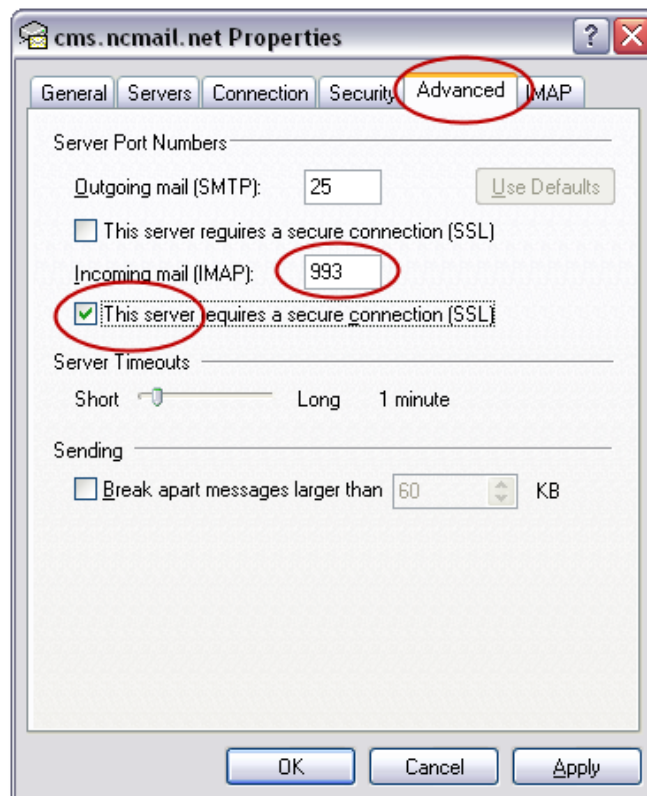


Figure 10

Click the **OK** button then the **Close** button. Outlook Express will then attempt to login to NCMail. When prompted to download your folders click on the **Yes** button. You will be prompted to enter your password, do so then press **OK**.

Congratulations! You have successfully created your NCMail account in Outlook Express 6.