Setup MS Office 2011 'Microsoft Outlook.app' for Your @eng.utah.edu Account

Before you can set up the mail client to access your account, you will need your 'remote password.' If you have not yet done so, or you do not know it, log in to any CADE Lab (Linux) machine, either locally or remotely, and enter the command `remote_passwd`. You will be prompted for your login password, then to enter a password twice, for confirmation. Alternatively, you can set it with the online user tools at: https://webhandin.eng.utah.edu/CADE/ This is the password you use for e-mail (IMAP and POP clients, as well as WebMail) and ftp, for transferring files.

Step 1
If you have not yet set up any e-mail accounts in MS Office 2011 - Microsoft Outlook.app, open it (/Applications/Microsoft Office 2011/Microsoft Outlook.app) and you will be asked to do the initial application setup, at the end of which click the 'Add Account' button. If you already have an account set up, open Outlook and go to the menu 'Outlook' :: 'Preferences' and then click on the 'Accounts' button in the 'Personal Settings' area (Image 1). [Alternatively, click the menu 'Tools' :: 'Accounts...']
Click the '+' at the bottom left to add a new account choosing type 'E-mail' (Image 2).
Step 2
Enter your CADE e-mail address as username@eng.utah.edu in the 'E-mail Address' field (we used the username 'warthogs' in the example images). A password is not required at this point and if you prefer to enter it each time you open Outlook, leave it blank here, otherwise, enter your remote password, described at top.

By now (if you hit the Tab key or clicked in the 'Password' field), the window will expand showing additional options for the mail servers. Fill in the 'User Name' field with your CADE username. Select the type of server you wish to use (IMAP or POP). For this example, IMAP has been selected – it is more common for most users. Enter the 'Incoming server' (For IMAP, enter imap.eng.utah.edu; for POP enter pop.eng.utah.edu), and click the box 'Use SSL to connect'.

For the 'Outgoing server' enter mailgate.eng.utah.edu and then click both boxes below, 'Override default port' and 'Use SSL to connect'. Then change the port to 587 (in the box after the colon (:)) next to the outgoing server you just set (Image 3).

Finally, click 'Add Account'.

Image 3
Step 3
You should see the 'Accounts' page again and after a few seconds you will be prompted in a pop-up window asking you to accept the certificate for the mail server chosen. You can click 'Continue' to accept it, but we recommend using the 'Show Certificate' button (Image 4)

Image 4
and then clicking the 'Always Trust' button, so you're not prompted again in the near future (Image 4b). Click 'Continue'.
A failure occurred during certificate trust verification. Please specify the trust settings for the certificates that need updating. If you continue, the information that you view and send will be encrypted, but will not be secure.

☑ Always trust "imap.eng.utah.edu" when connecting to "imap.eng.utah.edu"

imap.eng.utah.edu
Issued by: milhouse.eng.utah.edu
Expired: Wednesday, March 6, 2013 1:08:19 PM MT
☒ This certificate has expired

■ Trust
When using this certificate: Always Trust
Secure Sockets Layer (SSL) Always Trust
X.509 Basic Policy Always Trust

■ Details

Hide Certificate  Cancel  Continue

Image 4b
Step 4
On the 'Accounts' page, click the 'More Options...' button under the 'Outgoing server' section (Image 5).

Image 5
In the Settings window, change 'Authentication' to 'User Name and Password' and then enter your username (NOT e-mail address). Again, if you prefer to enter your password the first time you attempt to send a message from Outlook with this account, leave the password field blank, otherwise enter your remote password here. Click 'OK' (Image 6).
Step 5
As with the Incoming mail server, you will eventually be prompted to accept the certificate for mailgate. Click 'Show Certificate', (Image 7) then check the 'Always trust' tick box. Click 'Continue' (Image 8).
As always, more information may be available at www.cade.utah.edu, or by contacting the Help Desk in WEB 210 or 224, or at opers@eng.utah.edu.