Setup MS Outlook 2007 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
On your Windows computer, connected to a network (ie, the internet), open the MS Outlook 2007 application and if a dialog about creating a new account does not appear, select the menu 'Tools' :: 'Account Settings...' and in the window that opens, click the 'New...' button on the E-mail Accounts tab.(Image 1).
Step 2
In the 'Add New E-mail Account' window that opens, click the check-box next to 'Manually configure server settings or additional server types' at the bottom, and click 'Next'. Ignore the name, address and password fields (Image 2).
Step 3
In the next window, leave 'Internet E-mail' checked, and click 'Next >' (Image 3).
Step 4
Enter your User Information as follows:

- Your Name = The name as you would like it to appear for this account on outgoing e-mail messages
- E-mail Address = <username>@<eng>.utah.edu where <username> is your CADE username or login name (up to 8 characters, usually some concatenation of your first and last names and/or initials (we show username 'warthogs' in the images as an example). <eng> can be changed to a department, but will work fine with just eng. Other department option examples include ece, civil, mech, mse, bioen, che, coe, nuclear, trafficl, etc.
- Account Type = IMAP or POP3, the two types we support.
- Incoming mail server = imap.eng.utah.edu or pop.eng.utah.edu, corresponding to the account type.
- Outgoing mail server (SMTP) = mailgate.eng.utah.edu
- Login Information- your username should be filled in, optionally enter your password and choose to have it remembered (this is NOT recommended for laptops or where multiple users have access to the machine login being used.) Use your best judgement.

Before clicking 'Next >', click the 'More Settings...' button (Image 4).
Step 5
In the window that opens, click the 'Outgoing Server' tab and click the check-box next to 'My outgoing server (SMTP) requires authentication'. You may leave the 'Use same settings as my incoming mail server', or click the 'Log on using' and enter your credentials. If you do the latter, an additional security feature is to leave the password blank, thus forcing a password be entered before sending the first message during any session with Outlook. Again, use your best judgement. Click 'OK' (Image 5).

Back at the window from Step 4, now you can click 'Next >'
Step 6
You should see a 'Congratulations!' screen (Image 6). Click finish and, if necessary, 'Close' the 'Accounts Settings' window and begin using Outlook 2007. If you have not entered the 'remote password' for the account, you will be prompted for it when the account connects.