

Account setup

Before you configure your e-mail client you will need to know your *UCLA Logon ID* and password (also known as you BOL username & password). You can lookup your *UCLA logon ID* at logon.ucla.edu

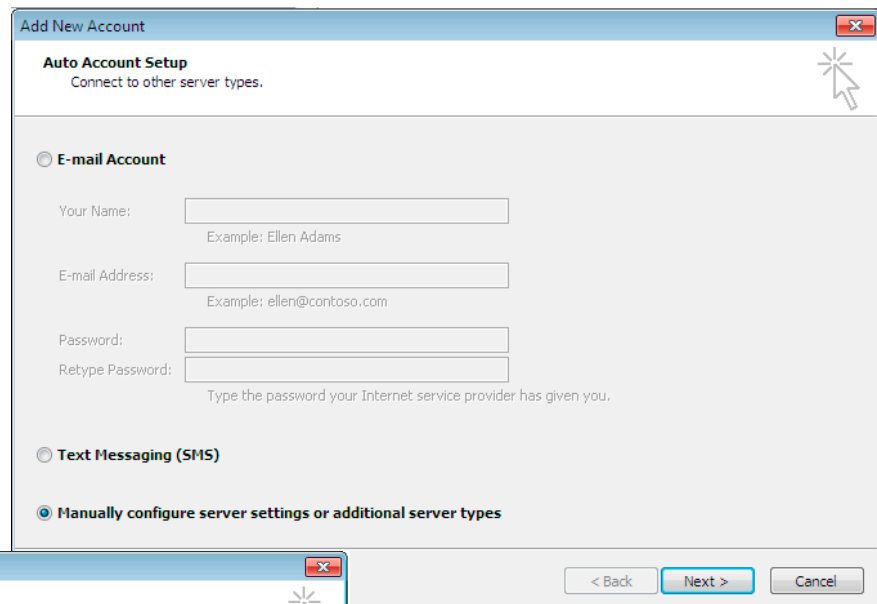
If you were given a temporary *EM* password, you will also need to change that password. Visit www.atmos.ucla.edu/static/computing/changetemppass.pdf for information about changing your temporary *EM* password.

Windows- Outlook 2010

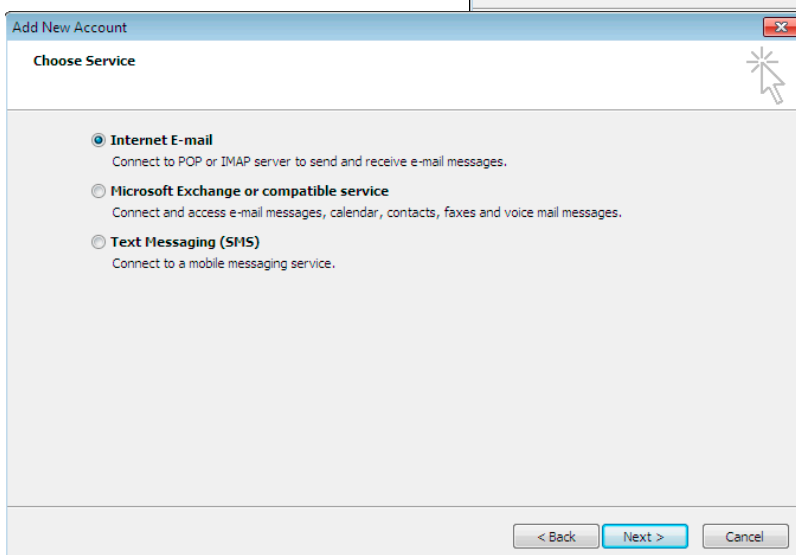
If you are launching outlook for the first time, you will be greeted by the 'Add New Account' wizard. Otherwise, go into the FILE tab (the Windows icon for 2007), and click 'Add Account' to launch the wizard.

**Alternatively, you can open this wizard via the Mail preference in Windows 7.

- 1) Select the *Manually configure* radio button, and click *Next*



The screenshot shows the 'Add New Account' wizard window. The title bar reads 'Add New Account'. Below the title bar, the text 'Auto Account Setup' is displayed, followed by the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the radio buttons, there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:' with the instruction 'Type the password your Internet service provider has given you.' At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'Add New Account' wizard window. The title bar reads 'Add New Account'. Below the title bar, the text 'Choose Service' is displayed. There are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Internet E-mail' option is selected. Below the radio buttons, there are three sub-headers with descriptions: 'Internet E-mail' (Connect to POP or IMAP server to send and receive e-mail messages.), 'Microsoft Exchange or compatible service' (Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.), and 'Text Messaging (SMS)' (Connect to a mobile messaging service.). At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 2) Choose *Internet E-mail* and click *Next*

- 3) Enter your name, E-mail address
- 4) Choose either POP or IMAP for your email. If you do not know the difference, feel free to ask James, Jared or Prashant and we'll explain it.
- 5) Enter the following settings:

-Incoming Mail server:
imap.em.ucla.edu
-Outgoing mail server (SMTP): mail.ucla.edu

- 6) For Username, enter: ad

\Your_UCLA_Logon_ID\Your_AOS_ID

- 7) Click the *More Settings* button
 - 8) Under the *Advanced* tab, use the drop-down menu for encryption to select SSL for both Incoming & Outgoing.
 - 9) Edit the port numbers if needed.
- IMAP SSL: 993
-POP SSL: 995
-Outgoing Mail: 465 (IMAP)

- 10) Under the Outgoing Server tab, check the box that requires authentication
- 11) Enter your UCLA_ID (also known as your BOL ID) and password
- 12) Click OK.
- 13) Click Next, then Finish.

