

GRADUATING SENIORS

INSTRUCTIONS TO TAKE YOUR E-MAIL WITH YOU

To “take” your e-mail from the Union e-mail server when you graduate, you will need to download it to a mail application on your computer such as Outlook Express (PC) or Mac Mail (Macintosh) or import it into a web-based application such as Gmail. The table below provides the information you need to configure your mail application and download messages. If you only have mail in your Inbox that you want to “take,” you should use a POP configuration. If you need messages from mail folders other than your Inbox (Sent Items or additional folders you have created), you will need to use an IMAP configuration. Enter your Union username and password where indicated in setting up either type of account. Please note that you will NOT be able to send e-mail with these settings; they will only let you download messages sent to your Union College e-mail address.

****Your e-mail will be available to download until *September 30, 2010*****

REQUIRED INFORMATION		POP ACCOUNT (INBOX)	IMAP ACCOUNT (OTHER FOLDERS)
<i>Incoming Mail Server</i>	Type	POP (POP3)	IMAP
	Server name	secpop.union.edu	secimap.union.edu
	Use secure connection (SSL)?	YES	YES
	Authentication (Mac)	Password	Password
	Port number	995	993
<i>Outgoing Mail Server</i>	Server name	noemail.union.edu	noemail.union.edu
	Use secure connection (SSL)?	NO	NO
	Port number	25	25
	Use authentication?	NO	NO
<i>Advanced Settings</i>	Server Timeouts	short (1 min)	short (1 min)
	Break messages?	NO	NO
	Leave a copy of messages on server?	NO	NO

For more detailed instructions referencing specific mail applications, please see below.

Gmail

NOTE: this procedure will download only the messages from your UMAIL Inbox.

At this time Gmail does not support importing subfolders or “Sent Items”.

1. Log in to your Gmail account and click on the **Settings** link. Click **Accounts and Import** tab.
2. In the **Check mail using POP3**: section, click **Add POP3 email account**. Provide your union email address and click **Next Step**
3. Provide your username and password. For **POP server** enter: *secpop.union.edu* and select the **Always use a secure connection (SSL)** checkbox. Click **Add Account**. On the next page select **No** and click **Finish**.

Please note it can take a while before all the contents of your UMAIL Inbox show up in your Gmail account under **All Mail**.

Once all email is transferred go back to **Settings** -> **Accounts and Import** and delete your union account from **Check mail using POP3** section.

Windows Mail Applications

Outlook Express

1. Open Outlook Express. If this is the first time you have used the program for e-mail, the internet Connection Wizard will open automatically. Otherwise select **Accounts** under the **Tools** menu. Click on **Add** and select **Mail**.
2. Fill in the required information as prompted. Do not check the box for “Log on using Secure Password Authentication (SPA)”.
3. Click **Finish** to exit the Internet Connection Wizard.
4. In the Internet Accounts window, select the **Mail** tab.
5. Select the account you just created, click on **Properties** and go to the **Advanced Settings** tab.
6. Fill in the required information. Remember that the Outgoing Mail Sever DOES NOT require a secure connection (SSL), but the Incoming Mail Server DOES. You do not need to break messages of any size, and you should not leave your mail on the server.
7. Click **OK** and close the Internet Accounts window.

Windows Mail

1. Open Windows Mail. If this is your first time using Windows Mail, a window titled “Your Name” should appear. Otherwise, select **Accounts** under the **Tools** menu and click on **Add**. Select **E-mail Account** and click on **Next**.
2. Fill in the required information as prompted. Do not check the box to download your e-mail at this time.
3. Click **Finish** to exit the initial setup.
4. In the Internet Accounts window, select the **Mail** tab.
5. Select the account you just created, click on **Properties** and go to the **Advanced Settings** tab.
6. Fill in the required information. Remember that the Outgoing Mail Sever DOES NOT require a secure connection (SSL), but the Incoming Mail Server DOES. You do not need to break messages of any size, and you should not leave your mail on the server.
7. Click **OK** and close the Internet Accounts window.

Macintosh Mail Applications

Mac Mail

1. Open Mac Mail. If this is your first time using the program, a New Account Wizard will launch (go to step #2). Otherwise, select **Preferences** under the **Mail** tab and change your account information as needed. Click on **Server Settings** to set up the Outgoing Mail server. Under the **Advanced** tab, make sure that Use SSL is checked for incoming mail and select Password Authentication. You can then exit the setup.
2. In the New Account Wizard, click on **Continue** and enter the required information as prompted. If error messages appear stating “The POP server secpop.union.edu is not responding,” simply click on **Continue**.
3. Remember that Incoming Mail requires Secure Sockets layer (SSL). Outgoing Mail does not require Authentication or SSL. Leave the Username and Password fields blank.
4. Click on **Done** to exit the New Account Wizard.

Entourage

1. Open Entourage. Select **Account Settings** from the **Entourage** menu. Click on **New** and select **Mail**.
2. Fill in the required information. The Account ID is your username. Receiving mail references the incoming mail server, and sending mail refers to the outgoing mail server.
3. Under **Receiving Mail**, click on the button for advanced receiving options, and select the box indicating that the server requires a secure connection (SSL).
4. In the Edit Account window, click **OK** and then close the window.