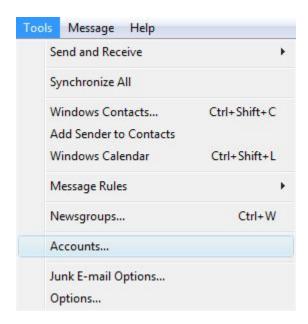
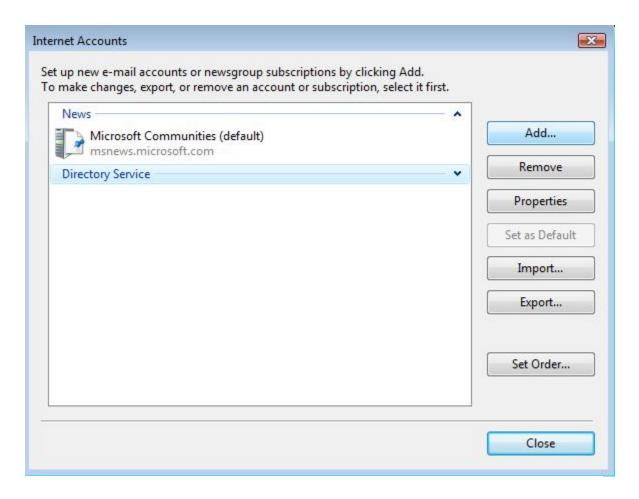
Windows Mail

Windows Mail is a new email client which is replacing the former Windows client Microsoft Outlook Express. The program is included in all installations of Windows Vista and can be downloaded for Windows XP as well. Below are instructions on how to configure Windows Mail to work with your Brock email account.

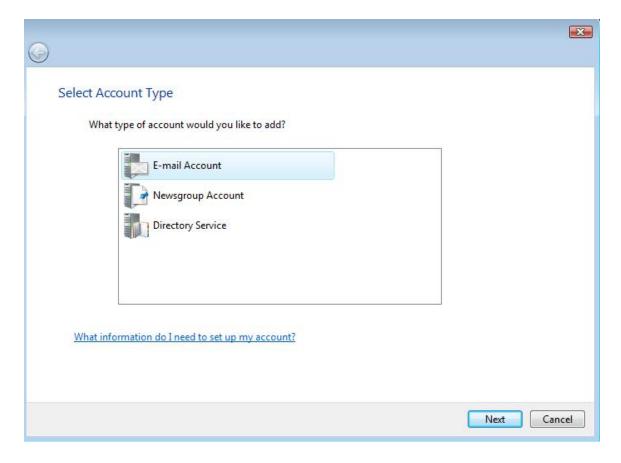
Go to the Tools menu and left click on Accounts



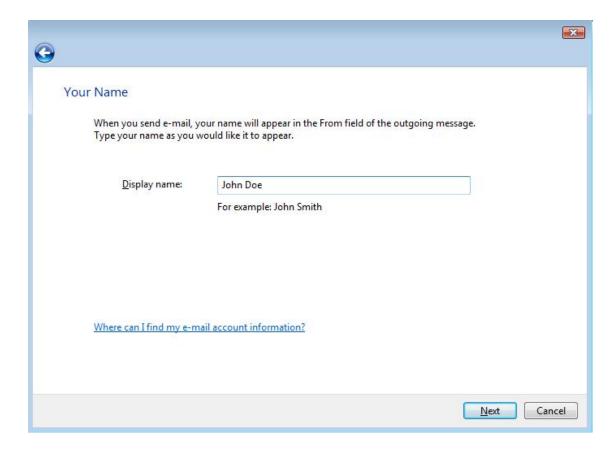
When the Internet Accounts dialog box appears, left click on Add on the right side of the window.



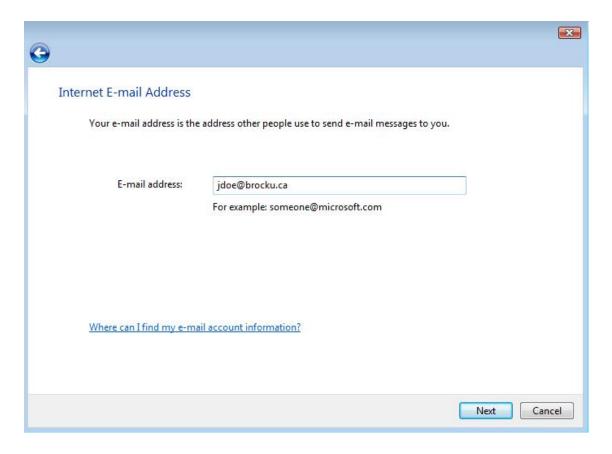
When prompted to Select Account Type, be sure that 'E-mail Account' is highlighted and left click on the Next button.



Enter your display name and left click on Next.



Enter your email address and left click on Next.

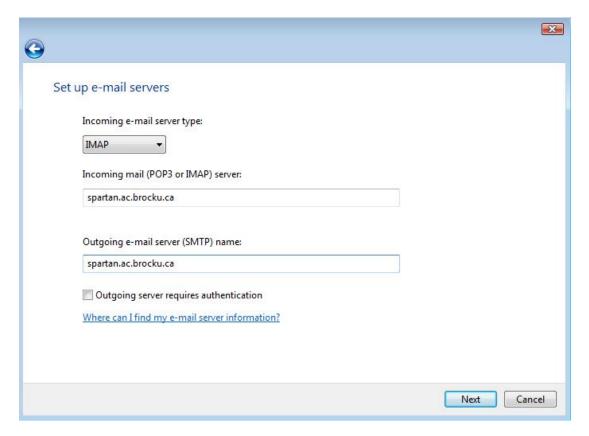


Change the 'Incoming e-mail server type' to IMAP and enter the appropriate Incoming and Outgoing mail servers

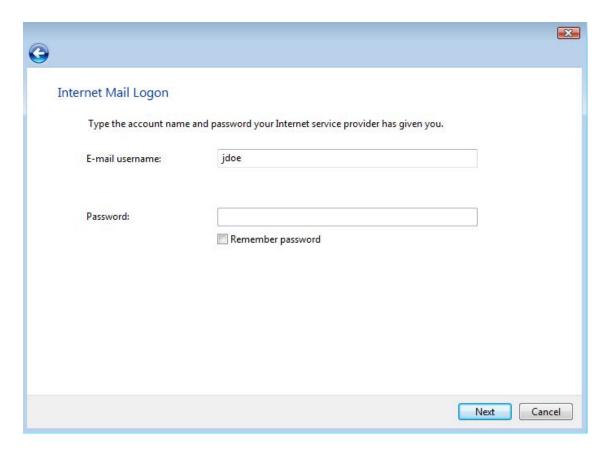
Faculty and staff will most likely have Spartan email accounts and will setup their account as shown in the image below. If you are unaware of the email server you are on, please contact the HelpDesk at 905-688-5550 x4357. If you are setting up your email client off campus (at home for example), you will need to change the outgoing e-mail server (SMTP) to that of your Internet service provider (Cogeco, Bell Sympatico, etc.). Click here for a list of local ISP outgoing SMTP server addresses.

Students are on the Badger email server and will put 'badger.ac.brocku.ca' as both their incoming and outgoing mail servers. Again, this setup is for users on the Brock network, if you are planning to use this client off campus, you will be required to know the

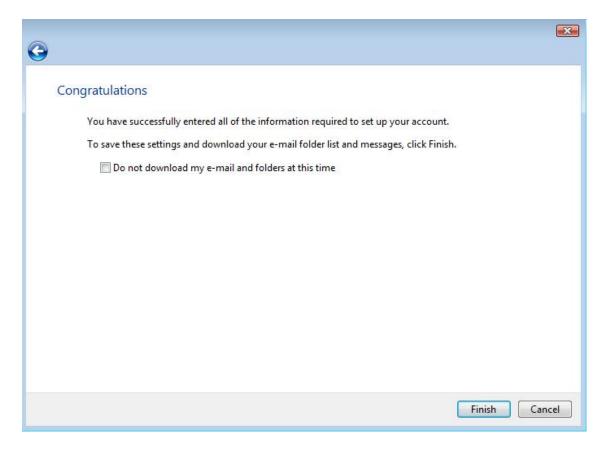
outgoing mail server (SMTP) of the Internet service provider you are using.



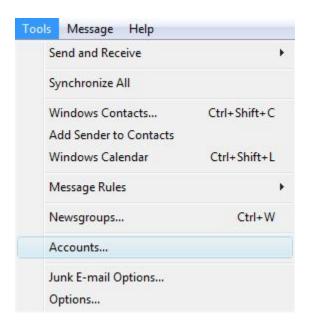
When prompted with screen Internet Mail Logon, enter your username and password (optional). Left click on Next to continue.



You will now see the Congratulations dialog screen, click Finish, you will be required to complete one more step before finishing

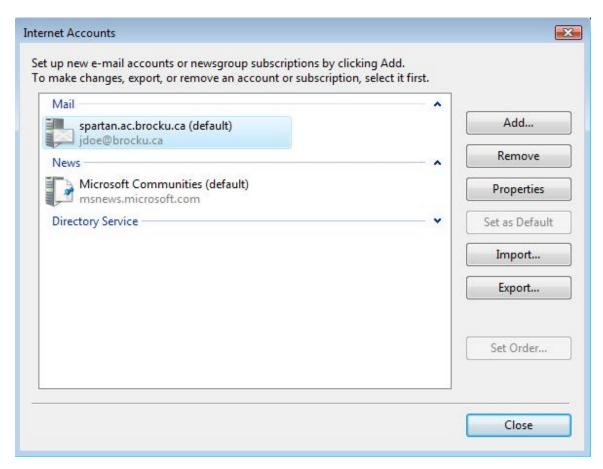


Go to the Tools menu and click on Accounts again.



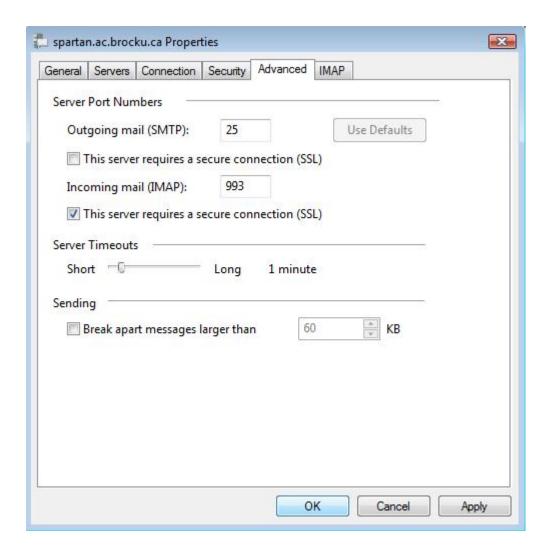


Double left click on your account under the Mail heading to open the properties for your account.



Go to the Advanced tab, under the title 'Incomfing Mail (IMAP): 'make sure the check box is checked that says 'This server requires secure connection (SSL)'. Click OK after this and then Close.





The setup is complete. Login to your email using the appropriate password.