



Updating a Current IMAP Connection - Outlook 2007

If you have any questions, or need help determining which options are right for you, please call the Help Desk at x7440 (610-526-7440) or email help@brynmawr.edu to contact a technician who can advise you.

Outlook 2007:

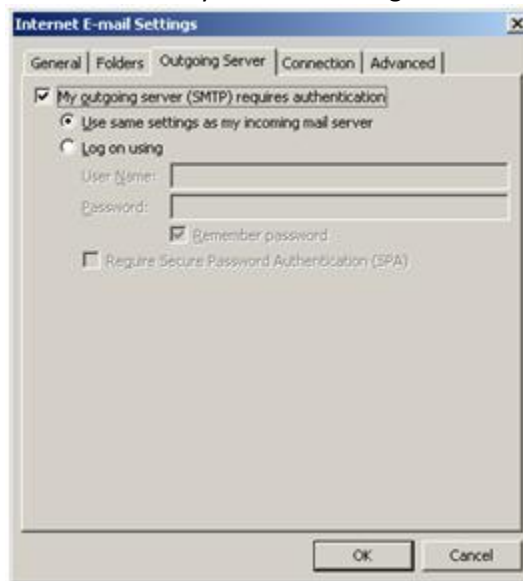
[\(Choose another email client\)](#)

1. Open Microsoft Outlook 2007 and click on the *Tools* menu. Select "Account Settings."
2. Select your Bryn Mawr email account and click on the *Change* button.
3. Change\Check the settings in this window to match with the screenshot below:

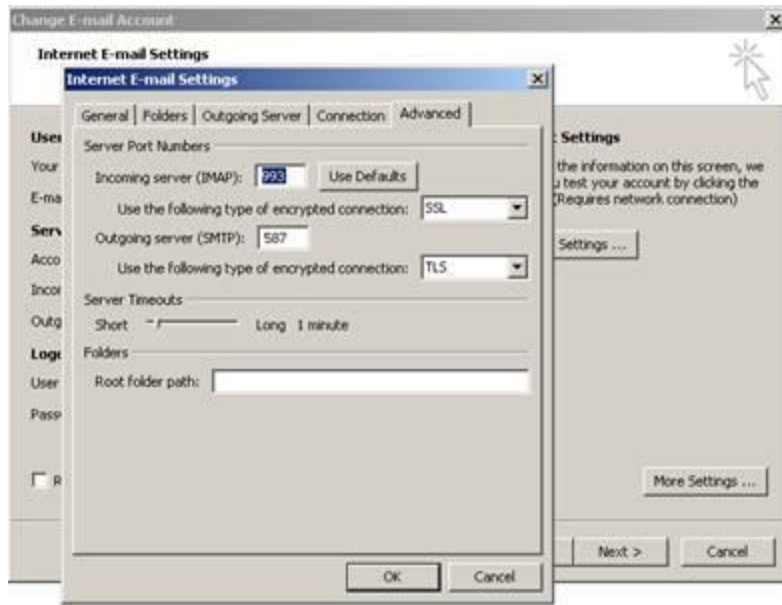
1. *Name*: Your desired display name (i.e. Jane Smith)
2. *Email*: Your email address (i.e. jsmith@brynmawr.edu)
3. *Account Type*: This option is not be changeable, and should be set to IMAP. **If this is set to any other type, call the Help Desk at 610-526-7440 for further instructions.**
4. Verify or change the following server settings:
 1. **Incoming Mail Server Settings:**
 1. *Server*: mail.brynmawr.edu

2. **Outgoing Mail Server Settings:**

1. If you are using your home ISP mail server (i.e. Verizon, Comcast, Earthlink), you can continue to use this, or choose to make the changes below
2. On-Campus Desktop:
 1. *Server:* smtp.brynmawr.edu, and you do not need to make any further changes
3. If you are at home, or using a laptop that is sometimes off-campus:
 1. *Server:* auth-mail.brynmawr.edu
 2. *Username:* This is your login name (i.e. jsmith). Do not put “@brynmawr.edu” at the end.
 3. *Password:* If you decide to have Outlook remember your password, enter it in this field.
 4. *More Settings:* Click on the *More Settings* tab then click on the *Outgoing Server* tab. Verify that the settings match the screenshot below.



1. Check the first box to have outgoing mail be authenticated
2. Check the first radio button to have the outgoing mail authentication use the same settings as incoming mail.
5. *Advanced Settings:* Click on the *Advanced* tab. Verify that the settings to match the screenshot below.



1. *Incoming Server Port: 993*
2. *Type of Encryption Connection: SSL*
3. *Outgoing Server Port: 587*
4. *Type of Encryption Connection: TLS*
6. Click *OK*.
5. Click on the *Test Account Settings* button. If both receiving and sending mail is completed successfully, your account has been correctly updated. If you receive an error at this point, it is very important to double check your information.