

# Configuring 3<sup>rd</sup> Party Client Software to Read Your Campus Pipeline Email

Reading your email can now be done either through the web interface by clicking the Campus Pipeline button on the campus homepage (<http://www.mona.uwi.edu>) or by using a 3<sup>rd</sup> party email client software such as Microsoft Outlook, Outlook Express, Eudora and so on.

Similar to our old email system, users are allowed to use the Post Office Protocol (POP). It is very simple and users have the options of

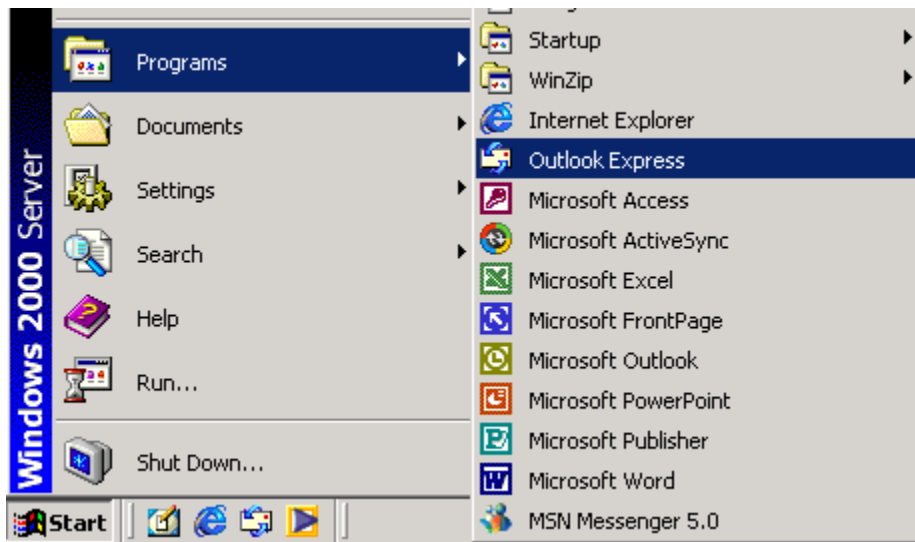
- a) Downloading your emails from the mail server to your local computers. This allows you to always have your emails including your old mails at your disposal, and your email quota will never be at risk.
- b) Downloading your emails to your local computer and at the same time, leaving a copy on the web server for a specified period of time. This allows you some amount of flexibility especially when you are traveling as you will be able to check your newer mails through the web interface while still having them available for downloading to your computer.

This document presents you with step-by-step guide to configure your 3<sup>rd</sup> party client software to pull your mail using POP. The illustrations were created using Microsoft's Outlook Express but the steps are generally the same regardless of which software you choose to use. **BEFORE COMMENCING THE PROCESS, PLEASE USE THE [CAMPUS PIPELINE WEB INTERFACE](#) TO VERIFY YOUR EMAIL ADDRESS. USE THE INTERFACE TO CHANGE YOUR PASSWORD TOO.**

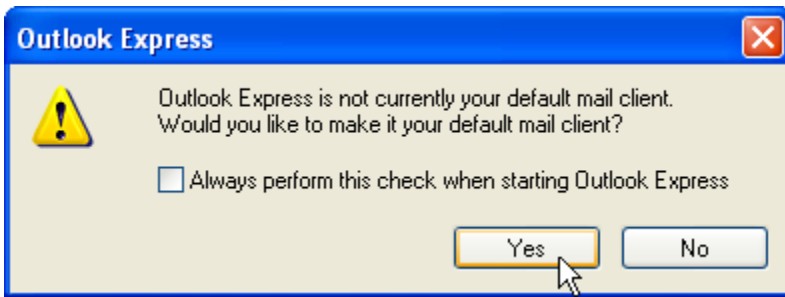
You may access Campus Pipeline on the web at <http://cp.uwimona.edu.jm>

## Lets Get Started

1. Start your application of choice by clicking *Start >> Programs*

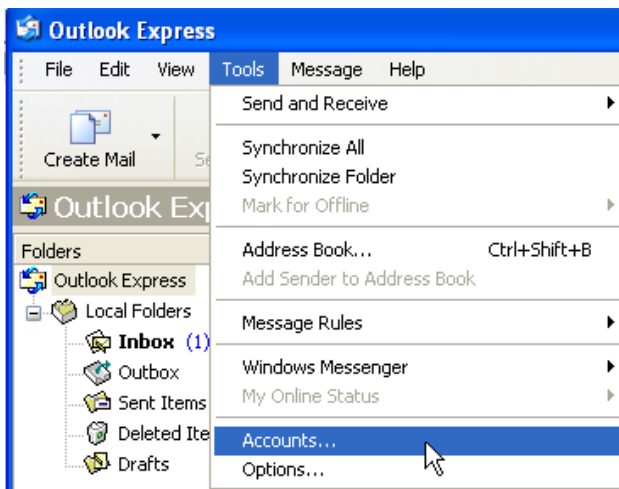


2. When your application starts for the first time, it will ask whether you wish for it to become your default mail client. Deselect the option to “Always perform this check when starting..”, then Click the **YES** button.

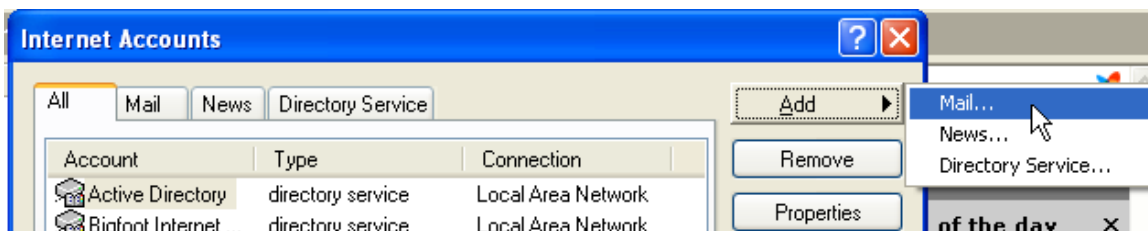


If the “Internet Connection Wizard” starts, click the “Cancel” button.

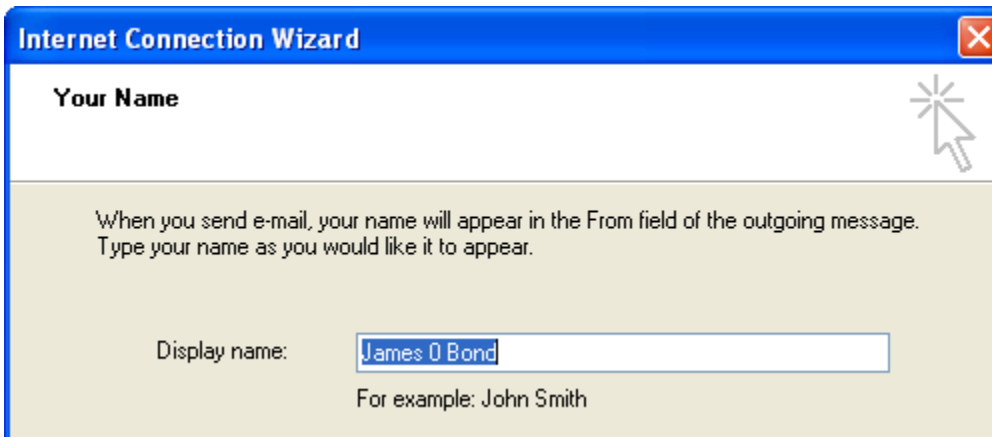
3. On the menu bar, click on **Tools >> Accounts**

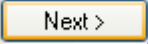


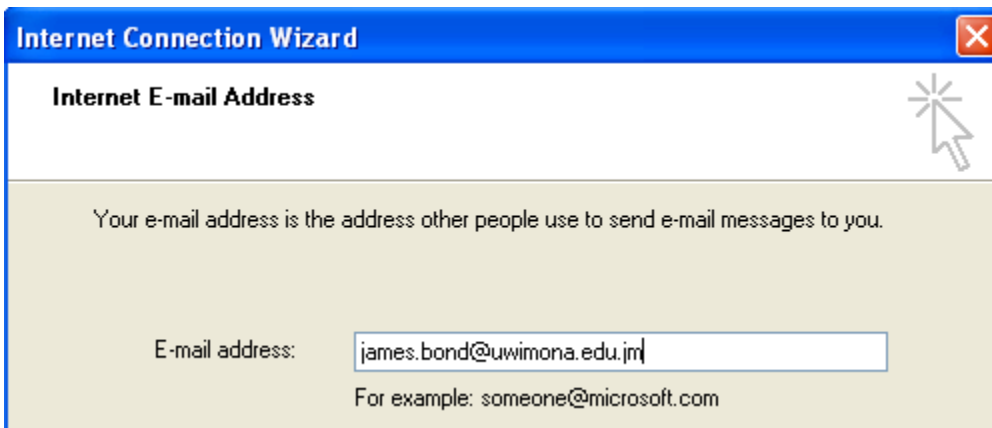
4. On the “Internet Accounts” window, click the Add button then choose the Mail option on the pop up window.



5. In the “Internet Connection Wizard” type your name. The name you type here will be displayed in the header of persons who receive mail from you. When you are through, click **Next >**



6. After verifying your email address through the Campus Pipeline web interface, enter your email address in this dialogue box, then click on .



7. In this step you will choose your mail protocol as well as enter the incoming and outgoing mail server names. **NOTE: POP.**

	<b>POP</b>
<b>Incoming Mail Server</b>	pop.uwimona.edu.jm
<b>Outgoing Mail Server</b>	outmail.uwimona.edu.jm

**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

- Enter your account name and your password. Your account name is your 8-digit ID number for both staff and students. Your password is initially set to your date of birth in the format YYYYMMDD. **To change your password**, you must log into the [Campus Pipeline web interface](#). In this step you also have the option of saving your password or not.

**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

Leave all other options deselected then click . A congratulations screen will appear, click . The screen will then revert to the “Internet Accounts” window. Click on .

### **Keeping copies of your mails on the mail server**

By default, your mails will be removed from the mail server and stored on your local computer. To keep a copy of your mails on the mail server,

On the menu bar, click on Tools >> Accounts

1. On the “Internet Accounts” window,
  - a) click the Mail tab
  - b) Click the name of your mail account
  - c) Click the Properties button to the right of the screen.
2. On the “Mail Account Properties” window,
  - a) click the “Advanced” Tab
  - b) at the lower section of the window, select “Leave a copy of messages on server”
  - c) specify the length of time (days) for which the messages should be kept. We do NOT recommend that you make this setting more than 3 days.
3. click the “Advanced” Tab

### **Setting Mail Options.**

You are advised to set mail options to go to your inbox when starting and more importantly to enable automatic spell checking. To do these

1. From the menu bar, choose Tools >> Options
2. On the “General” tab, select the option to go to your inbox when starting
3. On the “Spelling” tab, select the option to ‘always check spelling before sending’