The College of Engineering maintains an email infrastructure which is available for use by all Engineering faculty/staff. The infrastructure provides an unlimited disk quota for receiving and archiving email. It also provides inbound spam and virus filtering, an unlimited attachment size limit for email sent within the infrastructure, remote webmail access, and remote access via full featured email clients such as Mozilla Thunderbird and MS Outlook.

If you would like to have an Engineering email account created or need your existing Engineering email account password reset, please contact ATS.

Mozilla Thunderbird for Windows, MacOS, and Linux can be downloaded from http://www.mozilla.com/en-US/thunderbird/

MS Outlook 2007, included as part of the MS Office suite, can be installed on WSU owned Windows based desktops and notebooks by contacting your departmental technician.

The following procedures apply to Mozilla Thunderbird 2.0 and MS Outlook 2007.

**Mozilla Thunderbird 2.0**

If not already installed, download and install Thunderbird via the web link noted above. After installation, the first time Thunderbird is opened the Account Wizard will start.

Select “Email Account”:

![Account Wizard](image)

In order to receive messages, you first need to set up a Mail or News group account.

This Wizard will collect the information necessary to set up a Mail or News group account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- Email account
- RSS News & blogs
- Gmail
- News group account
Enter your name and Engineering email address:

**Account Wizard**

**Identity**

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name: Brian Thompson

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address: brian@eng.wayne.edu

Select "IMAP" and enter "coemail.eng.wayne.edu" for both the Incoming Server and the Outgoing Server:

**Account Wizard**

**Server Information**

Select the type of incoming server you are using.

- [ ] POP
- [x] IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server: coemail.eng.wayne.edu

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server: coemail.eng.wayne.edu
Enter your Engineering email account username:

**Account Wizard**

**User Names**

Enter the incoming user name given to you by your email provider (for example, "smith").

Incoming User Name: **brian**

Your outgoing (SMTP) server, "coemail.eng.wayne.edu", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Then click Finish on the next page. There are additional steps necessary (as follows) if the Thunderbird installation will need to be used outside of the College, for example on a notebook or home desktop.

Enter your Engineering email address:

**Account Wizard**

**Account Name**

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name: **brian@eng.wayne.edu**
To enable the ability in Thunderbird to send email while off campus, go to the “Tools” pull-down menu → “Account Settings”. On the left side select “Outgoing Server (SMTP)” and then on the right side select “Edit”:

**SMTP Server:**
- Verify that the Server Name is “coemail.eng.wayne.edu”
- Change the Port number to “587”
- Verify that “Use name and password” is checked
- Verify that your Engineering email username is correct
- Select Use secure connection “TLS”:

At this point the basic configuration is complete. Click OK to exit back to the main screen.
If you would also like to enable Address Book name lookups for WSU people and WSU AccessIDs, go to the Tools pull-down menu ➔ Address Book:

Select File ➔ New ➔ LDAP Directory
- Enter the name “WSU Directory”
- Enter the hostname “ldap.wayne.edu”
- Enter the Base DN “ou=people, dc=wayne, dc=edu”
- Verify that the port number is 389

Click OK and exit out of the Address Book

At this point when sending email you should be able to start typing a WSU person’s name and see their full name and email address complete automatically.
If not already installed, contact your departmental technician to have the MS Office 2007 suite installed. After installation, the first time Outlook is opened the Outlook 2007 Startup Wizard will start. Click “Next” to continue:

![Outlook 2007 Startup]

**Outlook 2007 Startup**

Welcome to the Outlook 2007 Startup Wizard, which will guide you through the process of configuring Outlook 2007.

**Configure an email account: “Yes”**

![Account Configuration]

You can configure Outlook to connect to Internet Email, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account?

- Yes
- No
Click the checkbox to "Manually configure server settings or additional server types":

Select "Internet E-Mail":

- **Internet E-Mail**
  Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

- **Microsoft Exchange**
  Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

- **Other**
  Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)
Internet E-mail Settings:
- Enter your full name
- Enter your Engineering email address
- Account Type: IMAP
- Incoming mail server: coemail.eng.wayne.edu
- Outgoing mail server: coemail.eng.wayne.edu
- Enter your Engineering username
- Enter your password if you would like Outlook to remember it for you. If not, deselect the “Remember password” checkbox.
- Verify that the “Require logon using Secure Password Authentication (SPA)” checkbox is unchecked.

If this Outlook installation will be used outside of the College, for example on a notebook or home desktop, click on the “More Settings” button and follow the next step. If this Outlook installation will only be used on campus, for example on an office desktop PC, simply click “Next” and then “Finish” on the next page.

<table>
<thead>
<tr>
<th>Internet E-mail Settings</th>
<th>Test Account Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each of these settings are required to get your e-mail account working.</td>
<td>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</td>
</tr>
</tbody>
</table>

### User Information
- Your Name: Brian Thompson
- E-mail Address: brian@eng.wayne.edu

### Server Information
- Account Type: IMAP
- Incoming mail server: coemail.eng.wayne.edu
- Outgoing mail server (SMTP): coemail.eng.wayne.edu

### Logon Information
- User Name: brian
- Password: ********
- Remember password
- Require logon using Secure Password Authentication (SPA)
In order to enable the ability to send email while off campus, after clicking “More Settings” in the step above, go to the “Advanced” tab and change the “Outgoing server (SMTP)” port number from 25 to 587 and select “TLS” for the outgoing encryption type. Once those settings are changed, click “OK” and then Next and Finish as in the previous step.

At this point the basic configuration is complete.
If you would also like to enable Address Book name lookups for WSU people and WSU AccessIDs, from the main Outlook screen go to the Tools pull-down menu→Account Settings, click on the “Address Books” tab, and then click on “New...”:
Select "Internet Directory Service (LDAP)"

Enter "ldap.wayne.edu" for the Server Name, verify that the Logon checkbox is unchecked, and then click "More Settings...".
Go to the “Search” tab, change the Search Base to “Custom”, enter “ou=people, dc=wayne, dc=edu” for the Search Base, and click “OK”.

Then click “Next” and “Finish” to complete the address book configuration. You must exit and restart Outlook for the address book configuration changes to take effect. To look up names when composing an email, click “To…”, select “ldap.wayne.edu” as the address book, type the name of the person that you would like to look up, and click “Go”.

If you have any questions regarding any information contained within this document or other general email questions, please contact us via phone: 313.577.3824 or via email: ats@eng.wayne.edu