Introduction to Mail Server Options

In setting up an email program, such as Outlook Express or Netscape Mail, an important consideration is which mail protocol you decide to use. This choice has an influence on how and where your mail messages are stored. The two options available to you here on campus are described below.

1. Mail Server Protocols

There are two common mail server protocols. The older one of these is known as POP (Post Office Protocol) and the newer as IMAP (Internet Message Access Protocol). Each has advantages and disadvantages depending on how and where you need to access and read mail, as well as how you want to store your email.

On campus, email is received remotely (delivered to) one of the computers running a mail server program, such as Gemini, TTUMIS, or Atlas. You can then login via a terminal emulation program such as WinQVT or via a graphical mail program, such as Outlook Express or Netscape Mail, and read your mail. As mentioned above, there are two ways in which the mail program on your PC can interact with the mail server program.

**POP:** In this method, when you start your mail program, the mail protocol (POP3) will transfer your mail to your PC and delete it from the central mail server (Gemini, TTUMIS, or Atlas). This approach saves space on the central mail server, but means that you can only refer back to your messages from one PC. All the mail processing you do is then done on that PC.

*You may want to choose this method if:*

1) You read and process your email from one machine.

2) Your storage space is limited on the central mail server.

3) You have a PC with enough storage space.

**IMAP:** In this method, the mail is stored on the central mail server machine (Gemini, TTUMIS, or Atlas) until you explicitly move it to your PC. This arrangement allows you to read and refer back to your mail messages from different computers in different locations since the messages are stored on the mail server machine and are accessed remotely by your mail program.
You may want to choose this method if:
1) You want to be able to read and refer back to messages from different PCs at different locations.
2) There is enough space on the central mail server.
3) You want to have more control over creating folders, on both your PC and the server, in which to file and store messages.

Your choice of POP or IMAP protocols only affects how you read mail sent to you—it does not affect mail you send to others. On campus, sending mail is accomplished through the Simple Mail Transfer Protocol (SMTP) on all central mail servers.

2. Setting up Mail Server Options in Outlook Express

1) To open Outlook Express:
   Double click on the **Outlook Express icon** on your screen, or select
   **Start → Programs → Internet (Explorer) → Outlook Express**

2) To set up your email account, select **Tools → Accounts**

3) Select the Mail tab, click on the Add button and select Mail from the pulldown menu. This will start up a “wizard” program to help you set up Outlook Express with the information needed.

4) Type your name as you would like it to appear on your email messages and then click on **Next>**.
5) Type your full internet email address, such as abc1234@tntech.edu and then click on Next>.

6) In the pull down menu choose which method you would like to use for your incoming mail. In this example, IMAP is chosen.

Your incoming mail server will either be gemini.tntech.edu, ttumis.tntech.edu, atlas.tntech.edu, or eagle.tntech.edu

All outgoing mail is handled through SMTP, so type smtp.tntech.edu as your outgoing mail server and click on Next>.

7) Type your login account name and then your password and click on Next>.
8) Choose any name you like to for mail from this account and click on Next.

9) On campus choose: Connect using my local area network (LAN) and click on Next.

10) Click Finish to complete the wizard program.

11) If you selected POP as your mail protocol you are finished and your mail will appear in the Outlook Express Inbox.

If you selected IMAP as your mail protocol, you must continue with the next two steps to create your personal inbox folders.

12) For IMAP: The program will want to download the necessary mail program information from your central mail account. Click Yes to download the folder list.

13) You will see flying paper as the folders are downloaded from your mail server.

14) When this is complete, if you do not see all of your mail folders, right click on your new folder name, e.g. My Mail on Gemini, and select Subscribe all folders. This will cause all of your mail folders to be listed.

15) You are now ready to send and receive mail in Outlook Express. Please see the handout Introduction to Outlook Express for more information on using this mail program.