

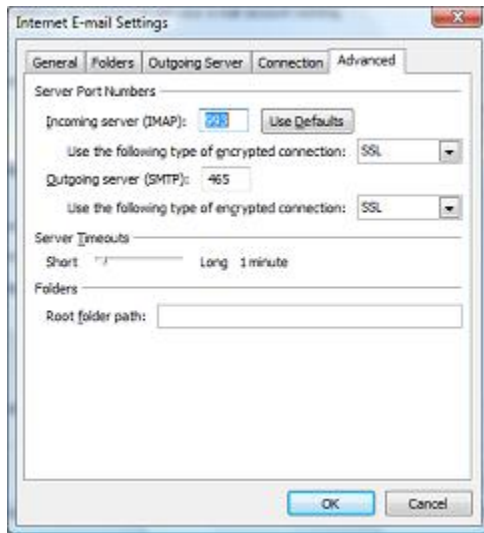
Duke Office of Information Technology

Outlook 2007 Secure Email Setup

1. Open Outlook 2007. If the Account Creation Wizard opens, click Cancel and return to the main Outlook screen.
2. At the top of the Outlook screen, click Tools.
3. Select Account Settings.
4. Select the E-mail tab. Click New.
5. At the bottom of the Add New E-mail Account window, check the box labelled Manually configure server settings or additional server types. Click Next.
6. Select Internet E-mail. Click Next.
7. In the Your Name field, enter your name.
8. In the E-mail Address field, enter your Duke email address in the format *netid@duke.edu*.
9. From the Account Type menu, select IMAP.
10. In the Incoming mail server field, enter *imap.duke.edu*.
11. In the Outgoing mail server field, enter *smtp.duke.edu*.
12. In the User Name field, enter your Duke NetID.

Configure your account to use SSL

13. Click More Settings.
14. In the Internet E-mail Settings window, select the Advanced tab.
15. For the Incoming mail (IMAP) server, select the box labeled This server requires a secure connection (SSL). For the Outgoing mail (SMTP)server, select the box labeled This server requires a secure connection (SSL) and than manually change the port to 465.



16. Click OK. Click Finish.

Duke Office of Information Technology - www.oit.duke.edu - (919) 684-2200 - help@oit.duke.edu