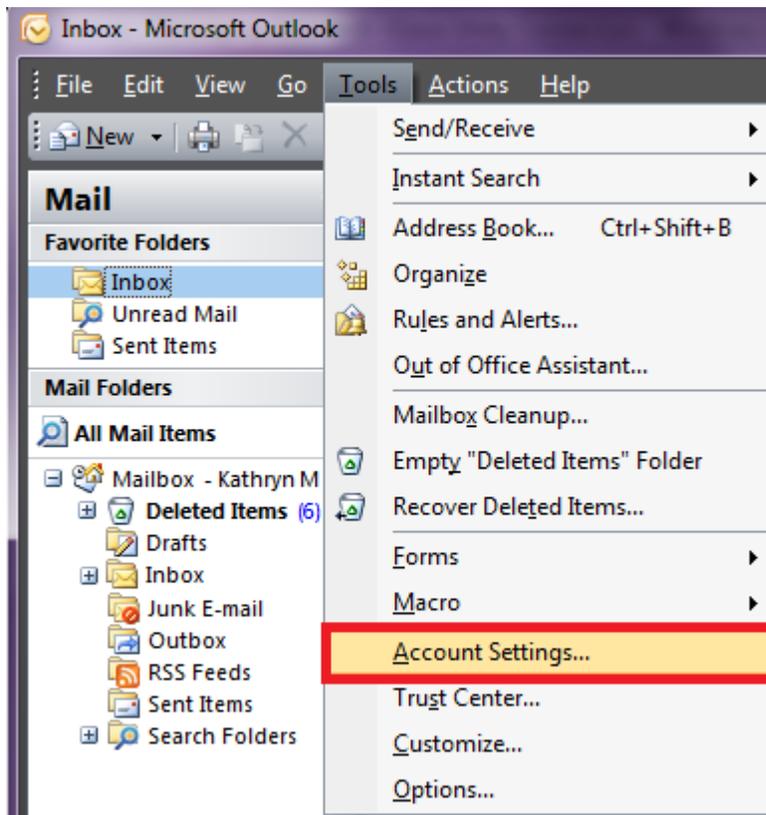


IMAP – Outlook 2007

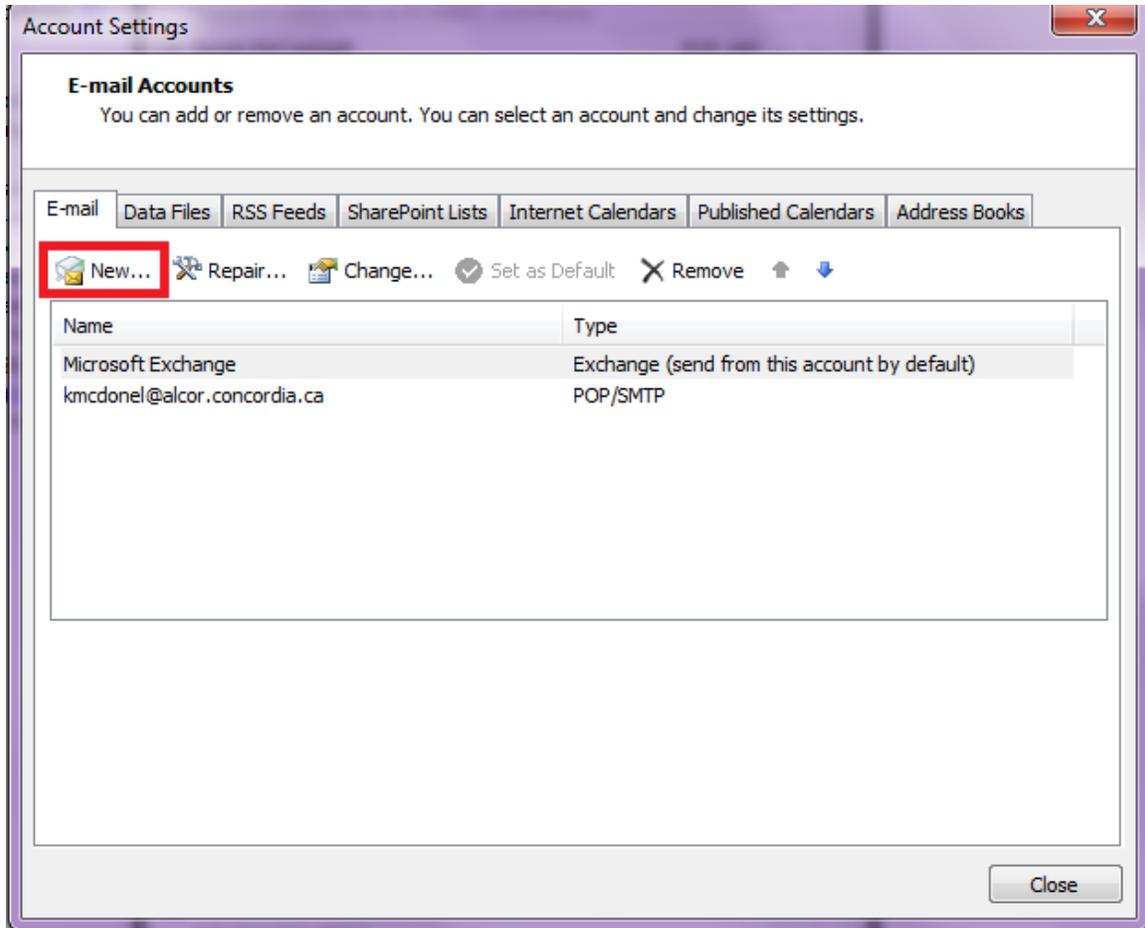
If you install the Internet Message Access Protocol IMAP service, voice-mail will appear as a sound file attached to an email message, but in a separate IMAP folder in your email client. The red light indicator on your phone will indicate a new voice-mail message in your IMAP. If you delete a voice-mail message from your IMAP folder, the message will also be deleted from the voice-mail on your telephone. You can still access the *new* voice-mail from your **telephone** once you install the IMAP service. Using the telephone, you will be prompted to enter your **PIN** instead of your voice-mail password. The **PIN** is your voice-mail password. You can access your voice-mail entirely through your telephone if you so choose.

For additional assistance with setting up IMAP in Outlook 2007, please contact the IITS Helpline at help@concordia.ca or extension 7613.

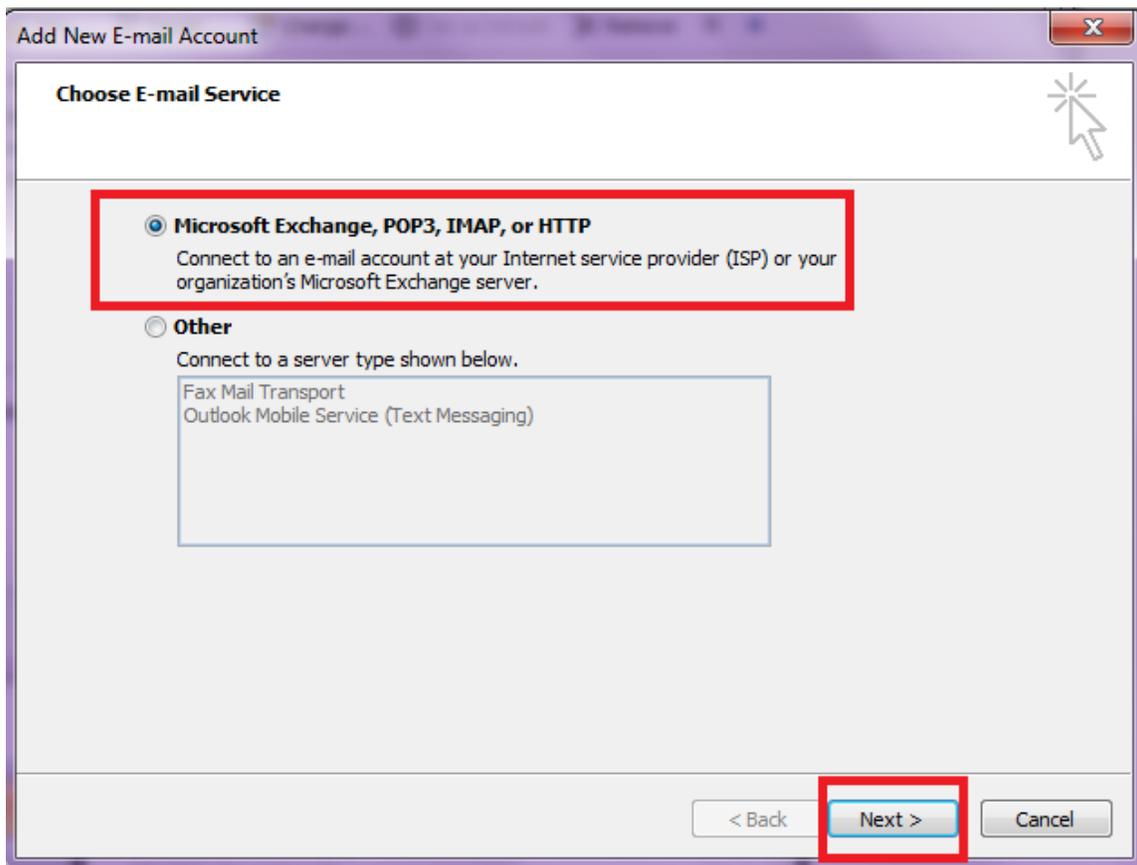
- Open Outlook 2007
- Click on **Tools** > **Account Settings**



- Click on **NEW** to add a new email account



- Select **Microsoft Exchange, POP3, IMAP or HTTP** to create a new **IMAP** account
- Click **NEXT**



- Check off **Manually configure server settings or additional server types**
- Click **Next**

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

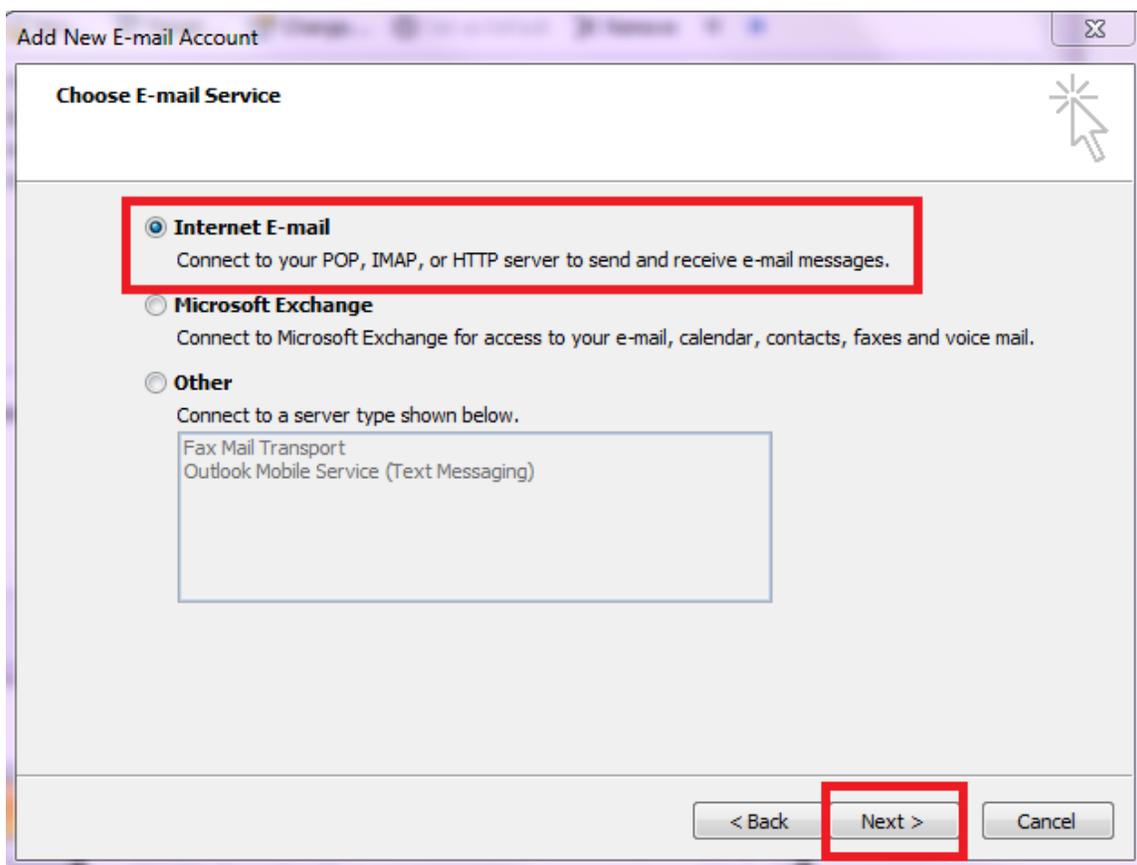
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

- Click **Internet E-mail**
- Click **Next**



Enter the following credentials:

Your Name	First and Last name
Email Address	netname@vmail.concordia.ca (netname is your MyConcordia portal netname)
Account Type:	IMAP
Incoming mail server:	10.100.1.28
Outgoing mail server:	smtp.concordia.ca
User Name:	MyConcordia portal netname
Password	MyConcordia portal password

- Check off **Remember Password**
- Do **not** check off the "Require logon using Secure Password Authentication (SPA)"
- If you do not know your MyConcordia portal netname and password, please contact the IITS Helpline at help@concordia.ca or extension 7613
- Click on **MORE SETTINGS**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Kathryn McDonell
E-mail Address: kmcdonel@vmail.concordia.ca

Server Information

Account Type: IMAP
Incoming mail server: 10.100.1.28
Outgoing mail server (SMTP): smtp.concordia.ca

Logon Information

User Name: kmcdonel
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

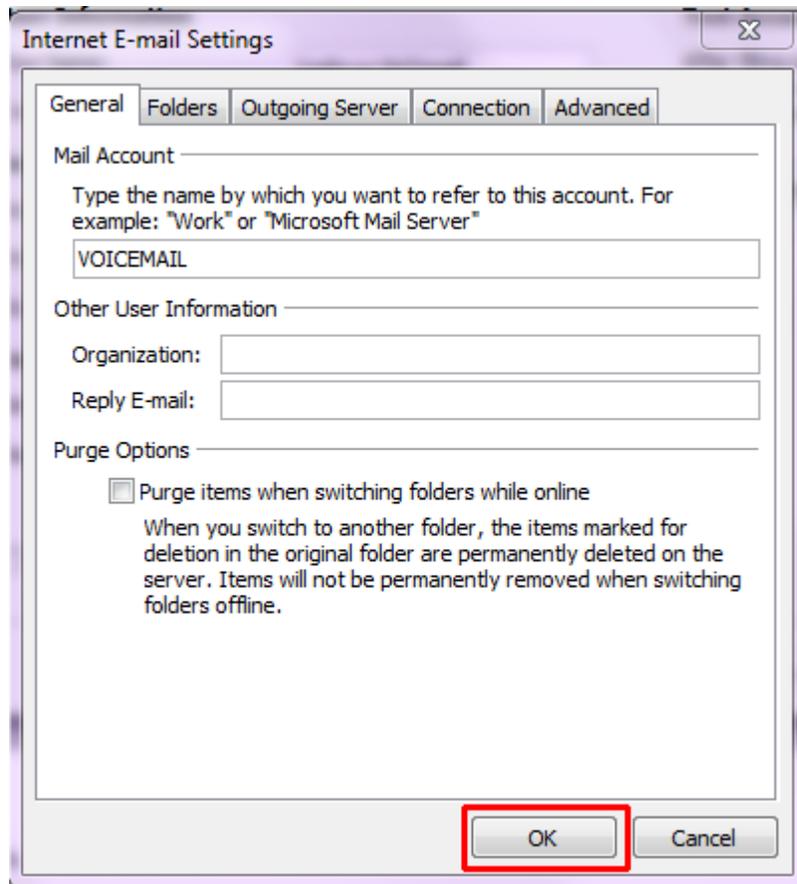
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

- Under the GENERAL tab, change the Mail Account to read **VOICEMAIL**
- Click **OK** > **NEXT** > **FINISH**



The screenshot shows the "Internet E-mail Settings" dialog box with the "General" tab selected. The "Mail Account" field contains the text "VOICEMAIL". Below it, the "Other User Information" section has empty fields for "Organization:" and "Reply E-mail:". The "Purge Options" section has a checkbox labeled "Purge items when switching folders while online" which is currently unchecked. The "OK" button at the bottom right is highlighted with a red rectangle.

Internet E-mail Settings

General Folders Outgoing Server Connection Advanced

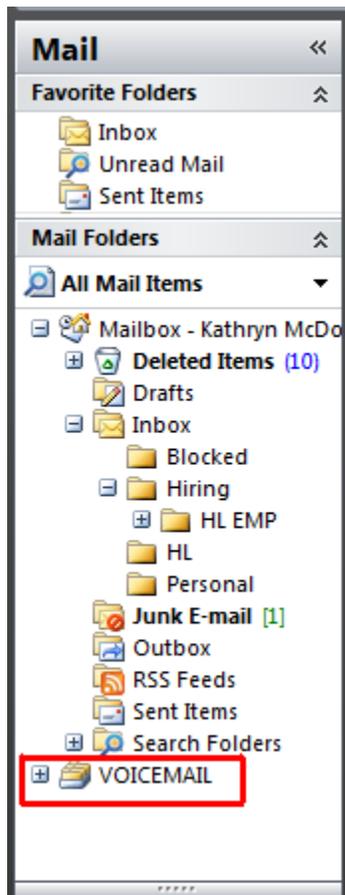
Mail Account _____
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"
VOICEMAIL

Other User Information _____
Organization: _____
Reply E-mail: _____

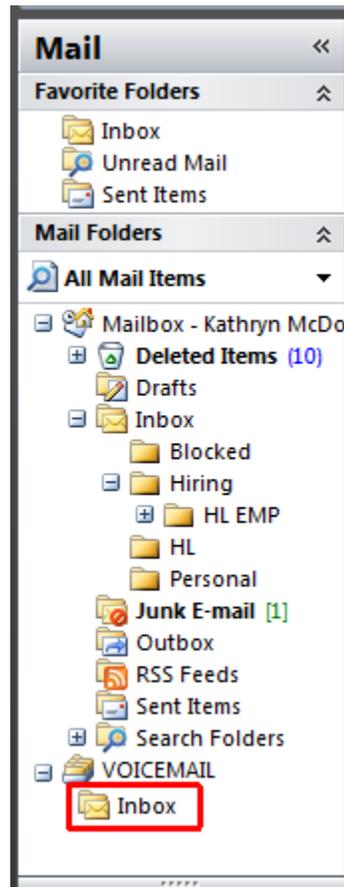
Purge Options _____
 Purge items when switching folders while online
When you switch to another folder, the items marked for deletion in the original folder are permanently deleted on the server. Items will not be permanently removed when switching folders offline.

OK Cancel

- If you don't see the folder right away, log out of Outlook and then log back in again for the changes to appear
- The IMAP will create a folder called **VOICEMAIL**
- It will be at the bottom of the folder list in Outlook

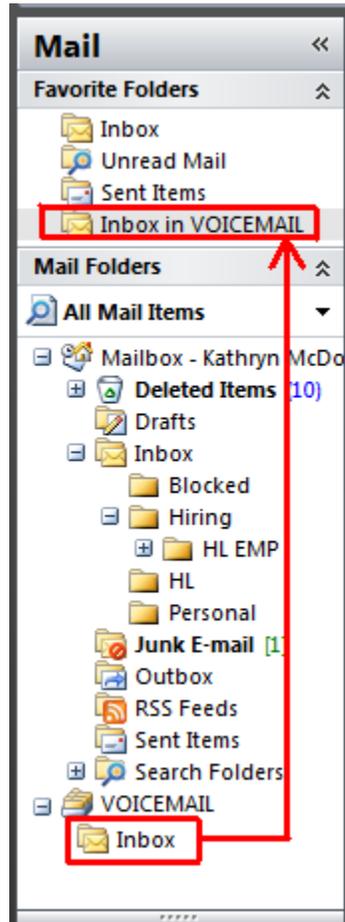


- Click on the plus sign (+) next to the folder for **VOICEMAIL** to view the **Inbox** sub folder.
- From there, the voice-mail messages will be available

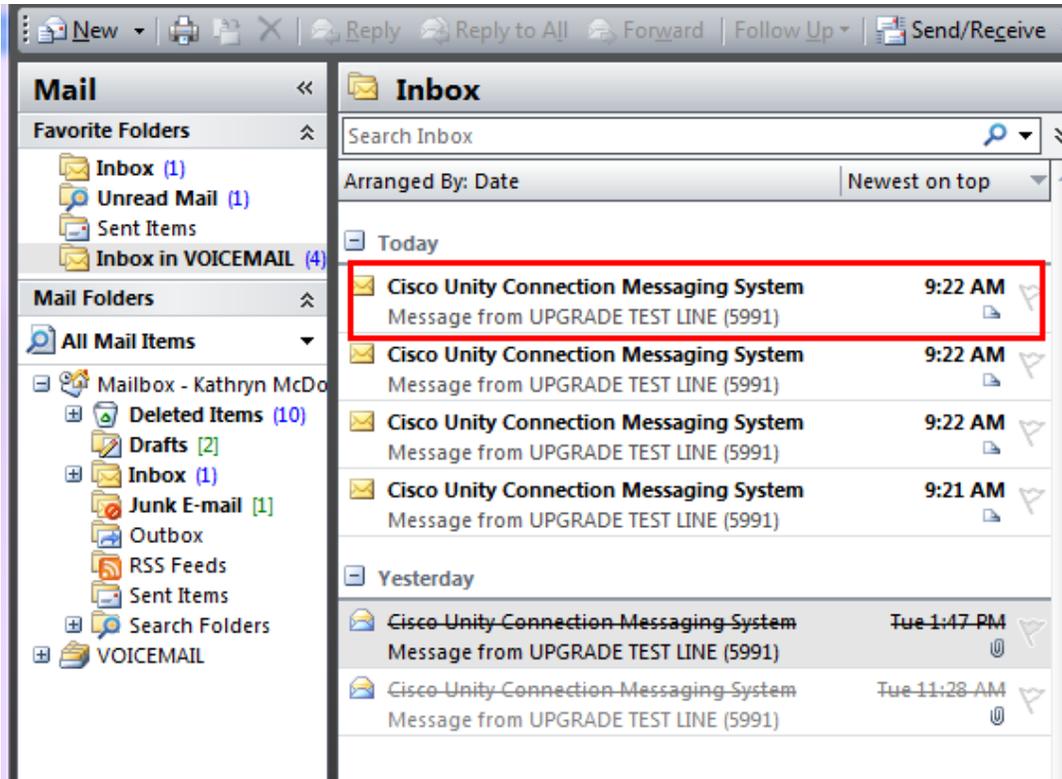


- We recommend dragging and dropping a copy of the **VOICEMAIL** Inbox sub folder to the Favorite Folders
- This will make the folder more visible and easier to access

Note: Drag the **Inbox subfolder, **NOT** the VOICEMAIL folder.*



- Highlight or click on the email with the voicemail attachment



- To listen to the voice-mail message, double click on the VoiceMessage.wav attachment in the email message.
- The message should play on Windows Media Player or the default Media player on your computer

Message from UPGRADE TEST LINE (5991)

Cisco Unity Connection Messaging System [unityconnection@unity.concordia.ca]

To: Kathryn McDonell

Attachments:  VoiceMessage.wav (18 KB)

DELETING VOICE-MAIL MESSAGES IN IMAP:

You can delete your voice-mail messages from the IMAP folder VOICEMAIL the same way you delete email messages. However, deleted voice messages are displayed with gray strike-through text. Deleted voice messages remain in your voice message folder until Cisco Unity Connection purges them. You can also manually purge your deleted messages.

- Highlight the **VOICEMAIL** folder
- From the **Edit Menu**, click on **Purge**
- Select **Purge Marked Items in VOICEMAIL**
- **DO NOT PURGE MARKED ITEMS IN "INBOX"**

IMPORTANT TO NOTE:

*If you delete a message from your **VOICEMAIL** folder, you also delete the voice-mail message from the phone. The two are connected.*

