EMAIL INSTRUCTIONS

OUTLOOK 2007
For campus or desktop use

STEP 1
Launch Outlook 2007 and click on Tools, Account Settings and New...
If it is a new Outlook setup, you will be prompted for this by default.

STEP 2
Choose Microsoft Exchange, POP3, IMAP or HTTP, Manually configure server settings and then Internet E-mail

STEP 3
1. Fill in your Name and E-mail address
2. Account type: IMAP
   a. Incoming mail server: mailhost.utsc.utoronto.ca
   b. Outgoing mail server: postbox.utsc.utoronto.ca
3. User Name: UTSCid and Password
   Click on Next and Finish

STEP 4
Click on Tools, and Account Settings. Choose your UTSC account and click Change. You will be back at the Internet E-mail Settings window.

Now click on More Settings...
4. Click on the Folders tab
   a. Choose Choose an existing folder...
   b. Select the desired sent folder location
   Now click OK. Next and Finish.