

HOW TO: Send/Receive Rice Email from Your Home ISP

Summary

For security reasons, Rice requires that you use your own Internet Service Provider's (ISP) mail servers when sending email from your home Internet connection. This document describes how to configure Microsoft Outlook to send and receive email from your home.

Prerequisites

Before executing this procedure, you must obtain the SMTP server address for your ISP. You can usually get this information from your ISP's support web site or technical support staff. Some ISPs require authentication when sending email. You must obtain the username and password required for SMTP authentication. Some common ISP SMTP server addresses include:

ISP	SMTP Server Address
SBC Yahoo! DSL (sbcglobal.net):	smtp.sbcglobal.yahoo.com
RoadRunner:	smtp-server.houston.rr.com
EarthLink:	smtp.earthlink.net

Configuring Microsoft Outlook

1. Launch Microsoft Outlook. On the Tools menu, click **Email Accounts**.
2. Select **Add a new email account**, click **Next**.
3. Select **POP3**, click **Next**.
4. In **Internet Email Settings**, enter the following information:

User Information

Your Name: *Enter your name as you wish for it to appear in the From field in email messages.*
Email Address: *Enter your Rice email address (youremailaddress@rice.edu).*

Server Information

Incoming mail server (POP3): *pop.mail.rice.edu*
Outgoing mail server (SMTP): *Enter the SMTP server address for your home ISP (see prerequisite).*

Logon Information

User Name: *Enter your Rice email address (youremailaddress@rice.edu).*

Leave all other fields blank. Click **More Settings**.

Mail Account: *Enter a name for this account such as Home ISP so that you will know it is your home email account.*

Organization: *Jones Graduate School of Management*
Reply E-mail: *Enter your Rice email address (youremailaddress@rice.edu).*

*Note: If your ISP requires authentication to send email follow this additional step. Otherwise Click **OK** and continue with step 5.*

Click the **Outgoing Server** tab.
Check **My outgoing server (SMTP) requires authentication**.
Select **Log on using** and enter the **User Name** that your ISP requires for authentication.
Click **OK**.

5. Click **Next**. There should be two accounts in this menu: Rice and the account you just created (Home ISP). Click **Finish**.
6. On the Tools menu, click **Send/Receive Settings, Define Send/Receive Groups**.

7. Click the group named **All Accounts** and click **Edit**. On the left side of the **Send/Receive Settings** window you will see your two email accounts your Rice account and the Home ISP account you created. Click the Home ISP account.
8. Uncheck **Receive mail items**. This will prevent you from downloading your Rice email twice. Click **OK**. Click **Close**.
9. Test your email settings. Compose a new message to yourself (youremailaddress@rice.edu). To the right of the **Send** button should be an **Accounts** button with a drop-down arrow. Microsoft Outlook should always default to your Rice account when sending messages, so when you are on campus there is no need to change this setting. However, when you are at home, select the Home ISP account you created from the **Accounts** drop-down menu. Send your email. Verify that you receive your test email message.