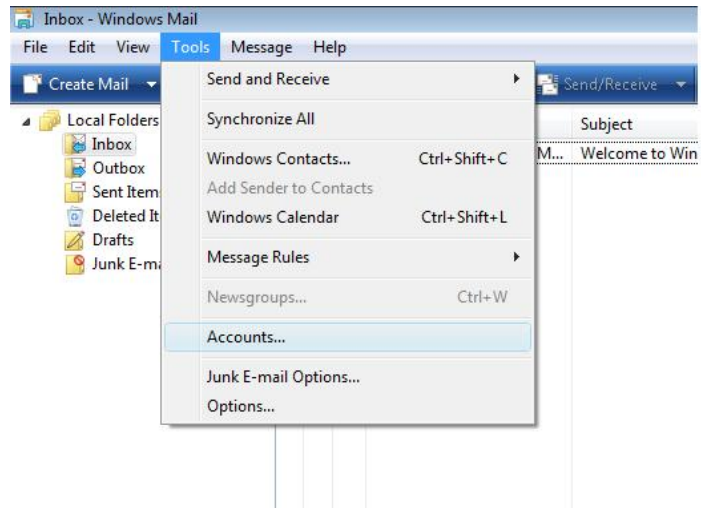


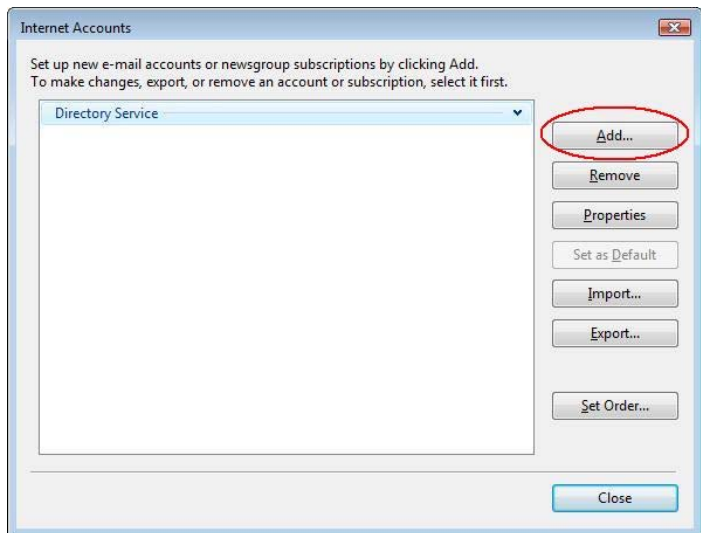
SMTP Authentication at UNL

Windows Mail (Vista) – New configuration

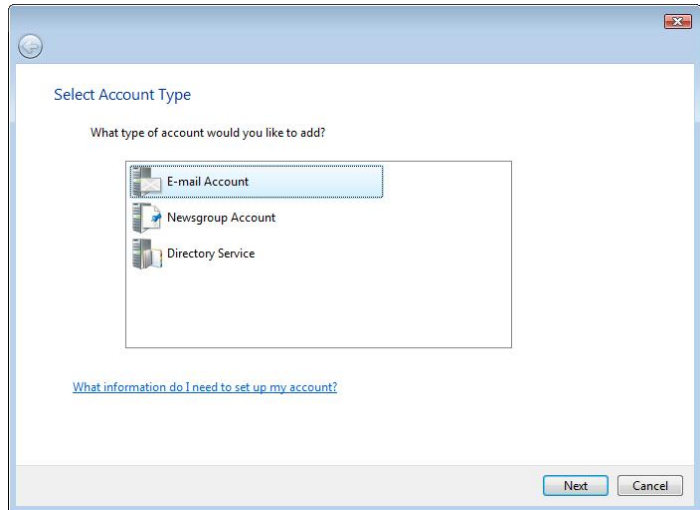
On the menu bar, click “Tools, Accounts”.



Click the “Add” button to begin setup.

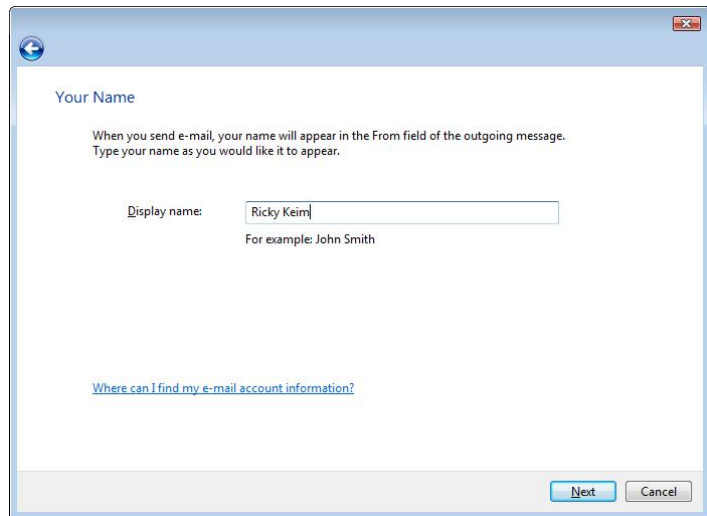


Select "E-mail Account" and click "Next".

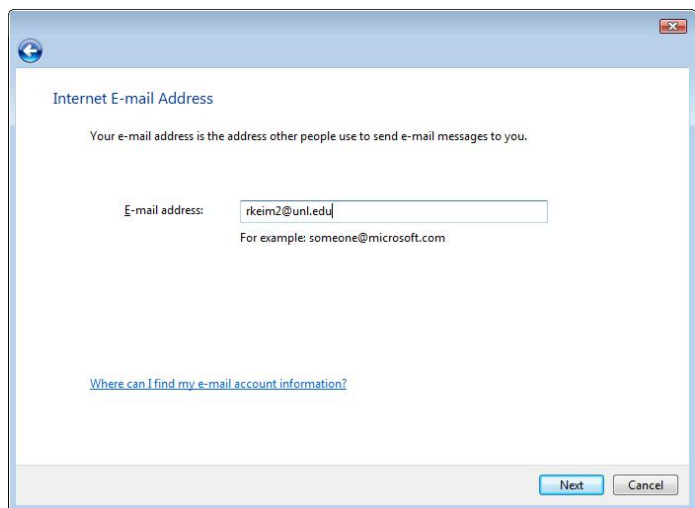


Enter your name how you would like it to display in your outgoing mail.

Click "Next".



Enter your e-mail address how you would like it to display in your outgoing mail.



Select "POP3" for the Incoming e-mail server type. For incoming mail server use the server that your mail file resides on.

For Outgoing e-mail server (SMTP) name use "smtp.unl.edu".

Check the box "Outgoing server requires authentication".

Click "Next" to continue.

Set up e-mail servers

Incoming e-mail server type:
POP3

Incoming mail (POP3 or IMAP) server:
unlnotes02.unl.edu

Outgoing e-mail server (SMTP) name:
smtp.unl.edu

Outgoing server requires authentication
[Where can I find my e-mail server information?](#)

Next Cancel

On the Internet Mail Logon screen, enter your e-mail account user name and password.

Click "Next" to continue.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username: rkeim2

Password: ●●●●●●●●

Remember password

Next Cancel

Click "Finish" on the next screen. We must now enter the advanced settings for the outgoing server.

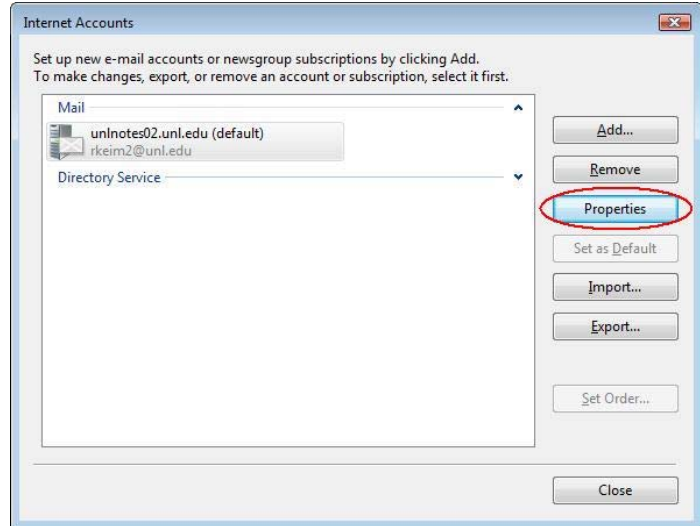
Congratulations

You have successfully entered all of the information required to set up your account.
To save these settings and download your e-mail, click Finish.

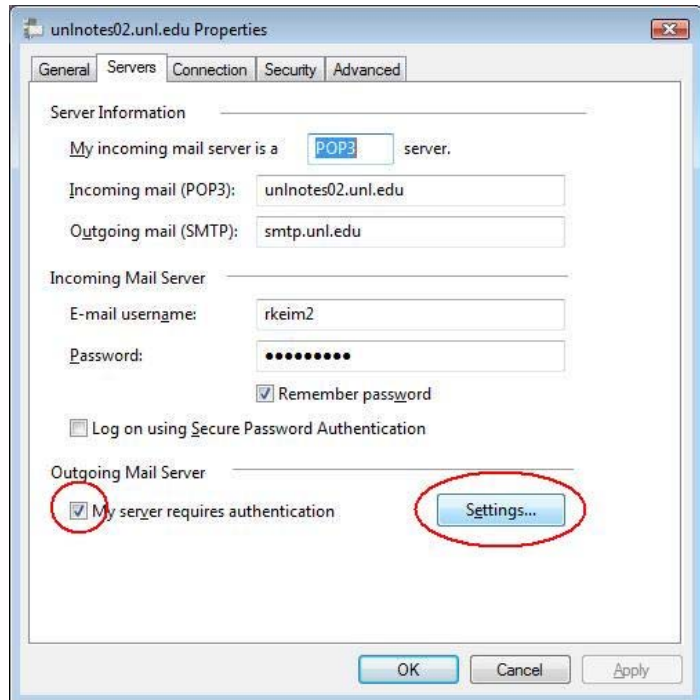
Do not download my e-mail at this time

Finish Cancel

Go to “Tools, Accounts” again and select the account you just created. Click “Properties”.



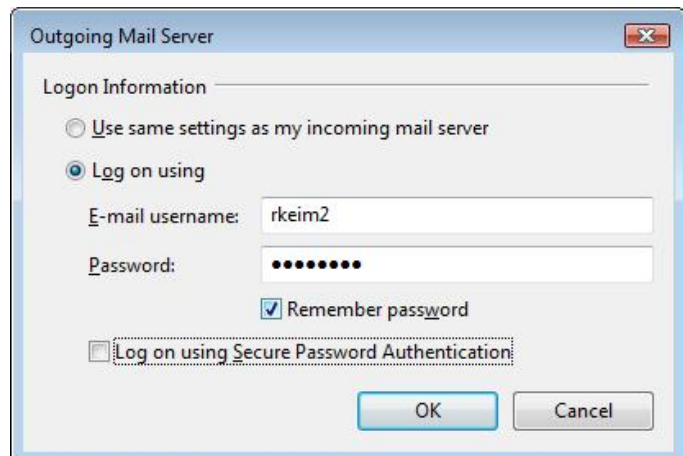
Check the box next to “My server requires authentication”. Then click the “Settings” box.



Select “Log on using” and enter your **UNL Blackboard** user name and password.

Click “OK” to close the window.

Don't know your UNL Blackboard username or password? Go to <http://blackboard.unl.edu/> and click the “forgot password” to have it resent to you.



Under Outgoing mail (SMTP), check the box next to “This server requires a secure connection (SSL).”

Click “OK” to close the window and then click “Close” to save your settings.

