

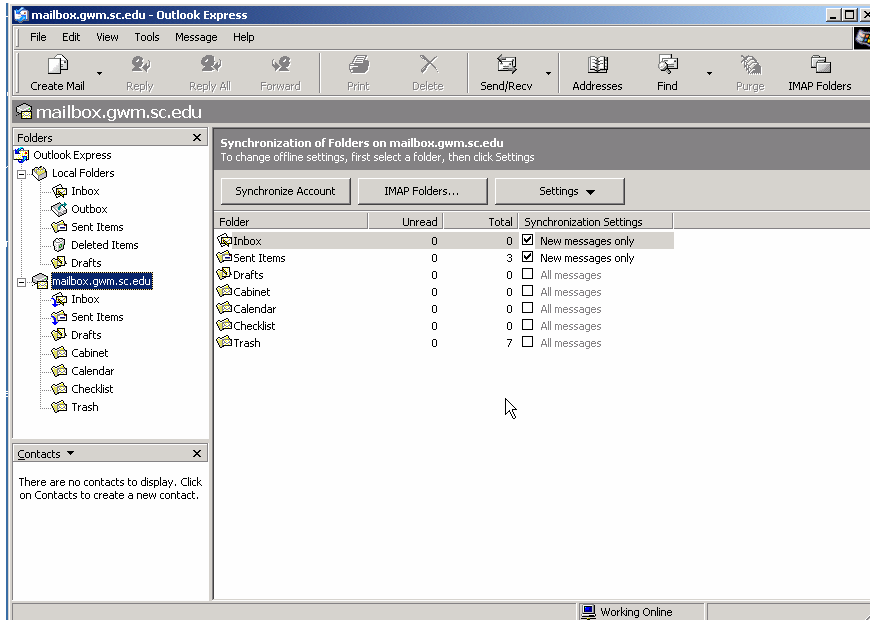
Using Outlook Express to access your GroupWise Email via IMAP

There are three basic steps to setting up Outlook Express to manage your GroupWise account:

1. Configure Outlook Express to IMAP your GroupWise Account — This will allow you to use Outlook Express to retrieve and manage your GroupWise account.
2. Configure Outlook Express to read the GroupWise LDAP Address Book — The GroupWise LDAP address book is a replica of the USC Novell GroupWise System Address Book. The LDAP Address book makes it easy to locate people and address items to people in the GroupWise Address Book.
3. Locate people and address email using the GroupWise LDAP Address Book — You can search for people in the GroupWise Address Book and send mail to them.

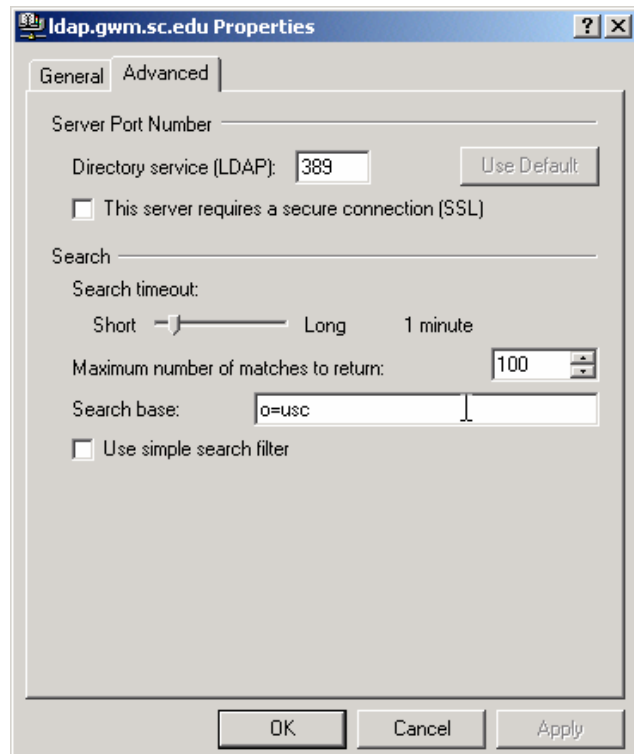
Configuring Outlook Express to IMAP your GroupWise Account

1. From within Outlook Express, choose **Tools**, then **Accounts**.
2. Click on **Add** and choose **Mail**.
3. Follow the wizard prompts entering your name and GroupWise email address.
4. Choose **IMAP** for the Incoming Mail Server type and enter **mailbox.gwm.sc.edu** as the incoming mail server.
5. For the outgoing mail server, enter **smtp.sc.edu** if you are on the USC campus. If you are off campus, you must enter the smtp server of your ISP.
6. Complete the wizard.
7. To retrieve your GroupWise mail, select **mailbox.gwm.sc.edu** from the folder list and choose **Synchronize Account**.



Configuring Outlook Express to access the GroupWise LDAP Address Book

1. Choose **Tools**, then **Accounts**.
2. Press **Add** and choose **Directory Service**.
3. The Internet directory (LDAP) server name is **ldap.gwm.sc.edu**.
4. Press **Next** twice and then click **Finish**.
5. Highlight **ldap.gwm.sc.edu** from the Internet Accounts dialog box.
6. Choose **Properties**.
7. Click on the **Advanced** tab.
8. In the Search Base field, enter **o=usc** (all alpha characters, all lowercase).
9. Click **OK**.
10. Click on **Yes** when prompted to download folders from the mail server.



Using the GroupWise LDAP Address Book to Locate People and Address Email

1. From within a new message, click on the address book icon beside the To field.
2. Press **Find**.
3. Choose **ldap.gwm.sc.edu** from the Look In drop-down box.
4. Type a name in the Name field.
5. Press **Find Now**.
6. From the entries found, select the desired address and click on the **To:>** button.
7. Press **OK** and continue your message.

Computer Services

<https://cshelpdesk.csd.sc.edu>

<http://www.csd.sc.edu/groupwise/>

803-777-1800