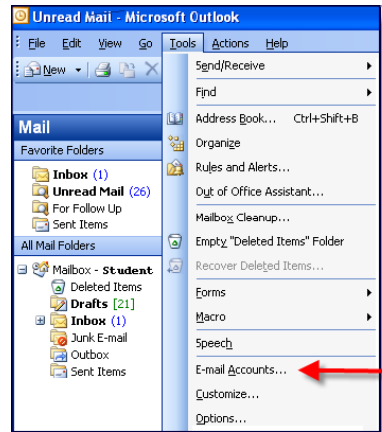


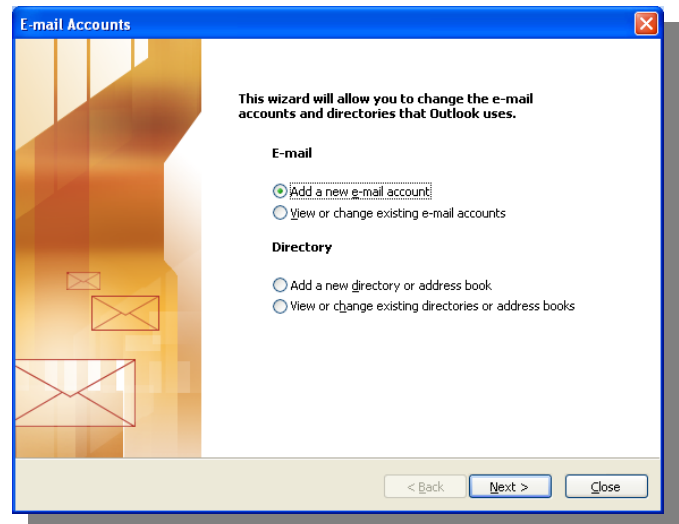
Popping GrizMail Using Outlook 2003

Open MS Outlook

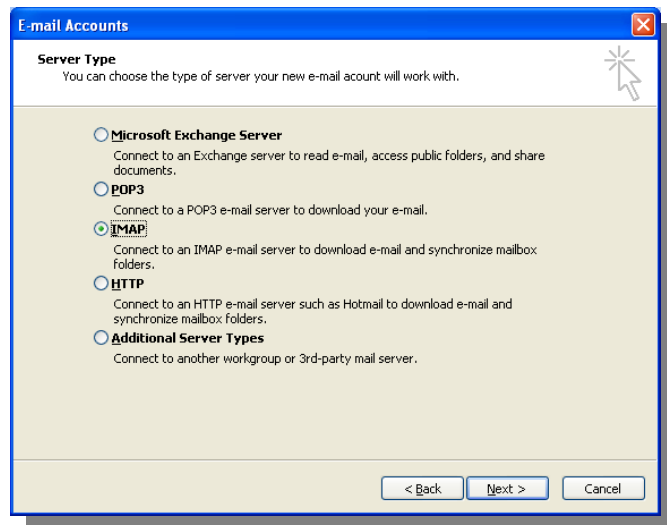
Click Tools, Email Accounts.



Select **Add a new email account**. Click **Next**.



Select **IMAP** as your Server Type.



User Information:

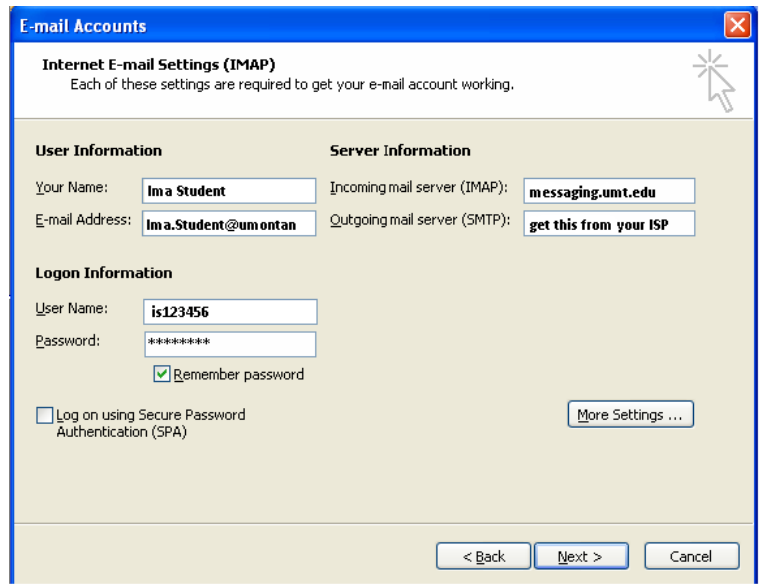
Provide your name and the return address that will show up in the From line.

Server Information:

Incoming Mail server is:
messaging.umd.edu
Outgoing mail server is:
get this from your ISP

Logon Information:

This is your GrizMail information. Provide your NetID and password. If you do not want to type in your password every time the system checks for email, check the Remember password box.



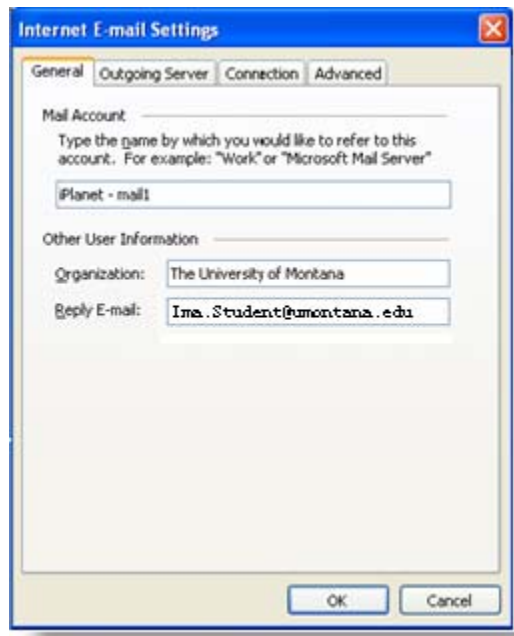
More Settings:

Mail Account:

Provide a name that will identify this service as your GrizMail account

Reply E-mail:

This is the email address that will be used when someone replies to your message.



Congratulations!

Click Finish to complete the process

