

Using Outlook Express for Carroll E-Mail

To setup your Carroll Mail in Outlook Express:

1. Open **Outlook Express**
2. Under **Tools**, Select **Accounts**
3. Click **Add**, then select **Mail**
4. Enter your **Display Name**; click Next
5. Enter your **Email Address** e.g. jsmith@carroll.edu
6. Click Next
7. Select your desired **Server** type
 - **POP 3** will download all messages and *store* them on your computer. They are removed from the mail server and will be accessible only on your computer.
 - **IMAP** will synchronize your folders and store mail both on your computer and on the mail server. This allows you to access your mail from any computer with an Internet connection via web mail and keep a copy of your mail on your personal computer.
Enter **judе.carroll.edu** for both your incoming mail and outgoing mail server
8. Click Next
9. Enter your Email Address and Password
Make sure **Logon using Secure Password Authentication** is unchecked
11. Click Next; Click Finish
12. In the **Accounts** window, select **judе.carroll.edu** and click **Properties**
13. Click the **Servers** tab
14. Under **Outgoing Mail Server**, check **My Server Requires Authentication**
15. Click **Apply**; **Ok**

Printing to Lab from your Dorm Room

- Step 1: Log on to **CC ResNet**
- Step 2: Connect to the print server by
- 2-1: Open **My Computer**
 - 2-2: Click on the **Tools** menu and select Map **Network Drive**
 - 2-3: In the Folder box, type [\\john.carroll.edu\ccresnet\\$](http://john.carroll.edu/ccresnet$) then click **Finish**
 - 2-4: In the **Connect As** box, type your **email address** e.g. jdoe@carroll.edu
 - 2-5: In the **password box**, type your **password** then click OK
- Step 3: Connect to your dorm lab printer by
- 3-1: Click **start**, go into **Settings**, and click on **Printers**
 - 3-2: Double-click **Add Printer**

3-3: Click **Next**, then click **Next** again

3-4: Type in the path to your dorm lab printer:

For Guadalupe: [\\john.carroll.edu\quadlab](http://john.carroll.edu\quadlab)

For Borromeo: [\\john.carroll.edu\borrolab](http://john.carroll.edu\borrolab)

For St. Charles: [\\john.carroll.edu\charlab](http://john.carroll.edu\charlab)

For Trinity (SouthHall): [\\john.carroll.edu\southlab](http://john.carroll.edu\southlab)

Click Next

3-5: Do you want to use this printer as your default printer? It's up to you, select **yes or no**, click **Next**

3-6: Click **Finish**

You can now print to your dorm lab printer from your dorm room. **What's the catch?**

Simple, before you can print, you will need to connect to the print server as described in step 2. Do I need to connect to the printer server before I print each paper, or just once for the day? You can connect once for the day, or just at those times you need to print something. As long as you do not disconnect from the ResNet network, you should be able print all day long. When you disconnect from the ResNet network, all your connections are removed.

Tip: Once you have successfully mapped the network drive, the next time you need to map it, the path should be in the drop-down list for the Folder box, so you shouldn't need to type it in every time.