

## Windows Mobile 6.1 and JMU IMAP E-mail Configuration for Windows Mobile Phones & Devices

*Note: JMU Faculty & Staff have IMAP access to JMU e-mail; students may have IMAP accounts outside of JMU through google mail (gmail), Windows Live Hotmail and other e-mail providers*

1. Make sure your phone or PDA is turned on. See your device's user guide to see how to access e-mail account setup
2. Select "Setup E-mail"
3. Enter your e-mail address (e.g. [smith9z@jmu.edu](mailto:smith9z@jmu.edu) or [ssmith@gmail.com](mailto:ssmith@gmail.com)) and password for the e-mail account that you want to set up
4. If you want to enter your password each time you access this account, uncheck the Save password box. (If you want your password entered automatically, check this box.) *NOTE: For JMU e-mail, if you choose to save your password, remember to change it on your phone every time you change your e-ID password (every 90 days) to prevent locking out your password*
5. Press or tap Next
6. Uncheck the box "Try to get e-mail settings automatically from the Internet"
7. Press or tap Next
8. Select "Internet e-mail" as your e-mail provider.
9. Press or tap Next
10. Enter your name and a name that identifies this account, such as "JMU or Personal". (The account name appears on the Today screen along with the number of unread messages for this account)
11. Press or tap Next
12. Faculty and staff can setup access to their JMU e-mail following the steps below. *Note: Students that access other e-mail accounts outside of JMU should contact their e-mail provider ([google gmail](#) or [Windows Live Hotmail](#)) for e-mail setup instructions:*
  - a. Enter **imap.jmu.edu** as the incoming mail server
  - b. Select "**IMAP4**" as the account type. (The account name appears on the Today screen along with the number of unread messages for this account)
  - c. Press or tap **Next**
  - d. Enter **your e-ID** as your user name (e.g. smith9z)
  - e. Press or tap **Next**
  - f. Enter **smtp.jmu.edu** as your outgoing (SMTP) mail server
  - g. Check the box "**Outgoing server requires authentication**"
  - h. Check the box "**Use the same user name and password for sending e-mail**"
  - i. Select "**Advanced server settings**"
  - j. Check the box "**Require SSL for Incoming e-mail**"
  - k. Check the box "**Require SSL for Outgoing e-mail**"
  - l. Press or tap **Done**
  - m. Press or tap **Next**
  - n. (Optional) Automatic Send/Receive: Change the time interval for automatically downloading e-mail, from every five minutes to once a day. If you do not want to automatically download messages, select Manually
  - o. (Optional) Review all download settings: Select this link to change download settings

13. Press or tap **Next**

14. Press or tap **Finish**

15. If prompted, select **OK** to download messages for this account now