

Changing your home email for the new mail.psy.utexas.edu server

Eudora

On Macs - From the **Special** menu, select **Settings**, then **Getting Started**.

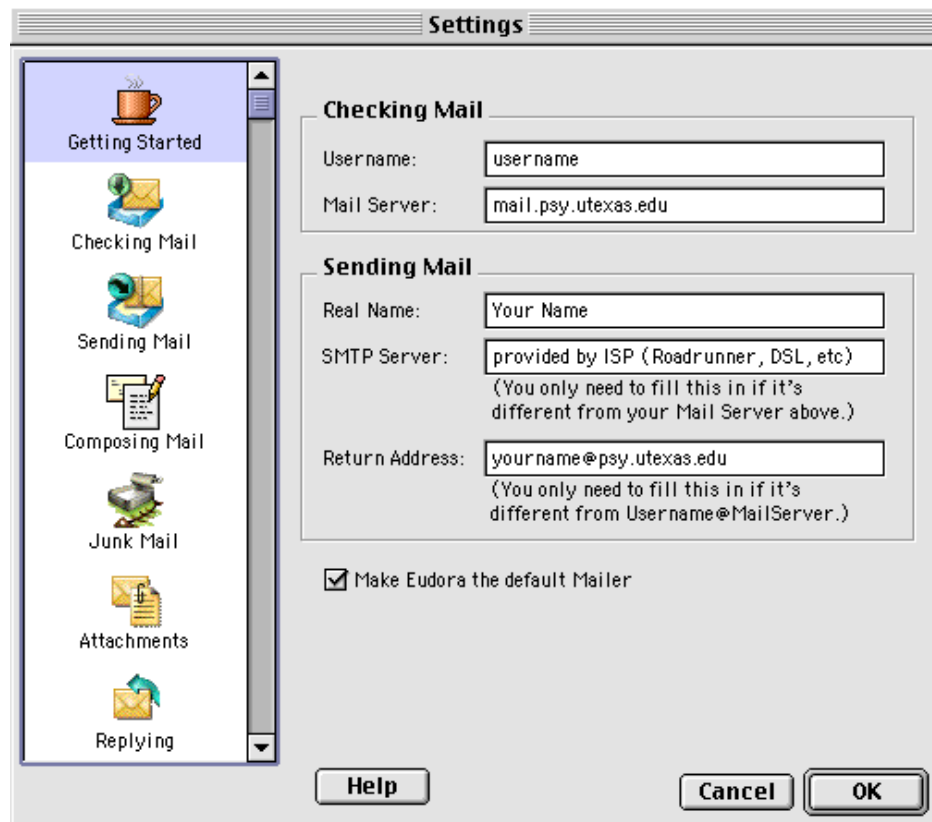
On PC's - From the **Tools** menu, select **Options**, then **Getting Started**.

Change the incoming **Mail Server** setting (also called **POP** server in some versions) to "mail.psy.utexas.edu".

The **SMTP Server** setting (for outgoing email) is probably already set to an address provided by your internet service provider (ie., Roadrunner, SBC/DSL), which is just fine. However, if you want to use the PSY email server for outgoing mail, then you will have to configure it for added security. Instructions are more involved and can be found at:

<http://www.utexas.edu/its/umbs/find-client.html>

The password for your new email is the same as your regular PSY Dept password, which should end in "01".



NOTE: The new MAIL.PSY email server allows you to **Leave mail on server**. (Under the **Checking Mail** submenu.) If unselected, mail in your server mailbox will be purged once it arrives on your computer. Generally, this is exactly what you want, to prevent your mailbox from filling up. If selected, Eudora will leave a duplicate copy of messages in your mailbox and will fetch those same messages each time it checks for mail. If you are temporarily using a different machine, it can be useful to save mail on the server until you return home.

Microsoft Outlook

XP and 2003

1. From the **Tools** menu, select **E-Mail Accounts**.
2. Select **View or change existing e-mail accounts**, and click **Next**.
3. Select your e-mail account and click **Change**.
4. Change the **POP (Incoming) Mail Server** to "mail.psy.utexas.edu".

Outlook 2000

1. From the **Tools** menu, select **Accounts**.
2. Select your e-mail account and click **Properties**.
3. Select the **Servers** tab.
4. Change the **POP (Incoming) Mail Server** to "mail.psy.utexas.edu".

Webmail

For many users, Webmail access to your email from home or abroad may be sufficient. To access your email account using a web browser, connect to <http://webmail.utexas.edu>, and under CUSTOM LOGIN enter your email user name, email password and "mail.psy.utexas.edu" for Server.

Welcome to Mail

There are now 2 ways to log into Webmail. Please use the Express Login form if you are using one of our major mail servers listed in the pull-down menu. If you wish to log into a different mail server (i.e. a departmental mail server), please use the Standard Login form.

Express Login		Custom Login	
Username	<input type="text"/>	Username	<input type="text" value="username"/>
Password	<input type="password"/>	Password	<input type="password" value="●●●"/>
Server	Choose a mail server: ▾	Server	mail.psy.utexas.edu 993 IMAP over SSL (self-signed) ▾
	<input type="button" value="Log in"/>	Folder Prefix	<input type="text"/>
		Language	English (US) ▾
			<input type="button" value="Log in"/>