

## **Generic Instructions for using a POP3 mail client for sending and receiving University email:**

Account Type: POP Mail  
(aka "POP3 Mail Account")

### **Full Name**

Your full name, such as John Smith.

*This will be used to represent your name in the "From field" on any email you send from this account. This name field is also used by many popular email clients to represent your email address in the recipient's "Frequent Contacts" list.*

### **Email Address:**

Your fully qualified email address, such as: username@depaul.edu

### **Incoming Mail Server**

*(aka "pop server" or "pop3 server")*  
exchangepop3.depaul.edu

### **Outgoing Mail Server**

*(aka "smtp server")*  
smtp.depaul.edu

*Do not use authentication under the "Outgoing Mail Server" settings. DePaul's smtp server system already has restrictions that do not allow you to send mail when outside of the DePaul University network.*

*You will be prompted for a password to retrieve incoming email, and in many popular email client software, you can choose to have the program save that password for automatic retrieval of email, or choose to prompt you for a password every time you start the application.*

## **Generic Instructions for using an IMAP mail client for sending and receiving University email:**

Account Type: IMAP Mail  
(aka "IMAP4 Mail Account")

### **Full Name**

Your full name, such as John Smith.

*This will be used to represent your name in the "From field" on any email you send from this account. This name field is also used by many popular email clients to represent your email address in the recipient's "Frequent Contacts" list.*

### **Email Address:**

Your fully qualified email address, such as: username@depaul.edu

### **Incoming Mail Server**

(aka "IMAP server" or "IMAP4 server")  
exchangeimap4.depaul.edu

### **Outgoing Mail Server**

(aka "smtp server")  
smtp.depaul.edu

*Do not use authentication under the "Outgoing Mail Server" settings. DePaul's smtp server system already has restrictions that do not allow you to send mail when outside of the DePaul University network.*

*You will be prompted for a password to retrieve incoming email, and in many popular email client software, you can choose to have the program save that password for automatic retrieval of email, or choose to prompt you for a password every time you start the application.*