This guide is for setting up Marist College Foxmail with Microsoft Outlook, Mozilla Thunderbird, and other E-mail management programs. The guide uses diagrams from Outlook, but you can use the same settings for other programs.

How To Setup Foxmail on an IMAP Client

1. Open the Microsoft Outlook program and click “Next.”

2. Select “Yes” to configure an E-mail account and click “Next.”
3. Check the box for “Manually configure server settings or additional server types” and click “Next.”

4. Select “Internet E-mail” to connect with an IMAP server and click “Next.”
5. In the User Information fields enter your name and Marist E-mail address. For the Server Information fields click the drop down box for Account Type and select “IMAP.” Enter mail.marist.edu for the Incoming mail server and mailout.it.marist.edu for the Outgoing mail server (SMTP). The user name and password for the Logon Information must be your Alpha account (Alpha accounts can be obtained from the help desk at x4357). Check the box for “Remember password” and click “More Settings.”

6. The Internet E-mail Settings will open. At the top select the “Outgoing Server” tab.
7. The Outgoing Server tab will open. Check the box for “My outgoing server (SMTP) requires authentication.” Select “Use same settings as my incoming mail server” and click the “Advanced” tab.

8. The Advanced tab will open. Change the server port for the Outgoing server (SMTP) to “587” and click “OK.”
9. The Internet E-mail Settings box for more settings will close and click “Next.”

10. When the congratulations box appears click “Finish.” The application will open and you are ready to use Microsoft Outlook with your Foxmail account.