

Setting up Sun Connector for Outlook and Sun Communication Express

Checking Your SMTP Server Configuration

Ensure that your Outlook account is set up to connect to the new mail server:

1. Open up the Windows Control Panel by choosing Start/Control Panel
2. Double click on Mail (Note: If your machine is set to view in XP mode, then you will need to click on User Accounts and then Mail)
3. Choose Show Profiles
4. Click on Properties
5. Click on E-Mail Accounts
6. Make sure the View or change existing e-mail accounts option is checked and click Next
7. If the name of the Pop/SMTP (or IMAP/SMTP) server does not read "mailhost.kettering.edu" then choose Change
8. Under Server Information change the Incoming and Outgoing mail servers to read mailhost.kettering.edu
9. Click on More Settings
10. Under Mail Account change the name to Username Email (e.g. jdoe Email)
11. Click OK
12. Click Next
13. Click Finish
14. Click Close
15. Click OK

Install New Synchronization Tool

To install the new synchronization tool that will be used to sync mail from between the new server and your Outlook:

16. Make sure Outlook is closed and point your browser at <http://www.kettering.edu/it>
17. Click on the appropriate Sun Connector download link (in the Outlook Users section) and save the file to your desktop.
18. When prompted, click on Run to begin the install of Sun Connector (Note: if you are not prompted to Run the executable, simply double-click on the icon on the Desktop. If you are not a Power User or Administrator on your computer you will receive a message stating this. Please call the Helpdesk at ext. 8324 for assistance.)
19. When prompted type in your full name, e-mail address, your user name, and your password for email, e.g.:
Full name: John Doe
E-Mail Account: jdoe@kettering.edu
User name: jdoe
Password: Enter email/ldap password
20. Click Next
21. After the mail has been synced to the new server, click Exit
22. Open Outlook

Moving Local Mail Messages to New Email Server

You now have a new Inbox where all the mail that you have left on the mail server prior to the upgrade is shown. Your previous local mailboxes are listed under Personal Folders. To move any mail messages from those folders that do not exist in the new Inbox, simply drag and drop those mail messages to the new Inbox. Remember you have a 2 GB quota so you can leave most of your incoming email messages on the new server. To move any mail you saved to your local hard drive (prior to July 9, 2007) to the new email server:

23. Click on Mail in left pane of Outlook
24. Under All Mail Folders, scroll down to find the old Inbox or other mail folder
25. Click on the mail folder where the mail you want on the new mail server is located
26. Drag each of the mail messages you want to move to the new mail server into the Inbox under Folders – Your Name (e.g. Folders – John Doe)
27. After moving all the mail messages to the Inbox, click on Send/Receive at the top of Outlook