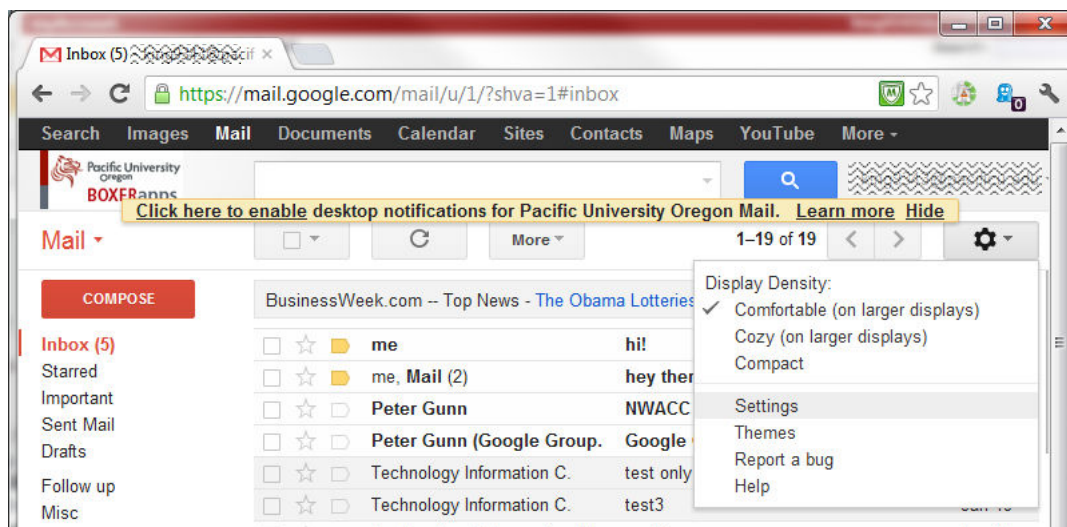


Importing BoxerMail into Windows Mail

BoxerMail Users with Windows Vista

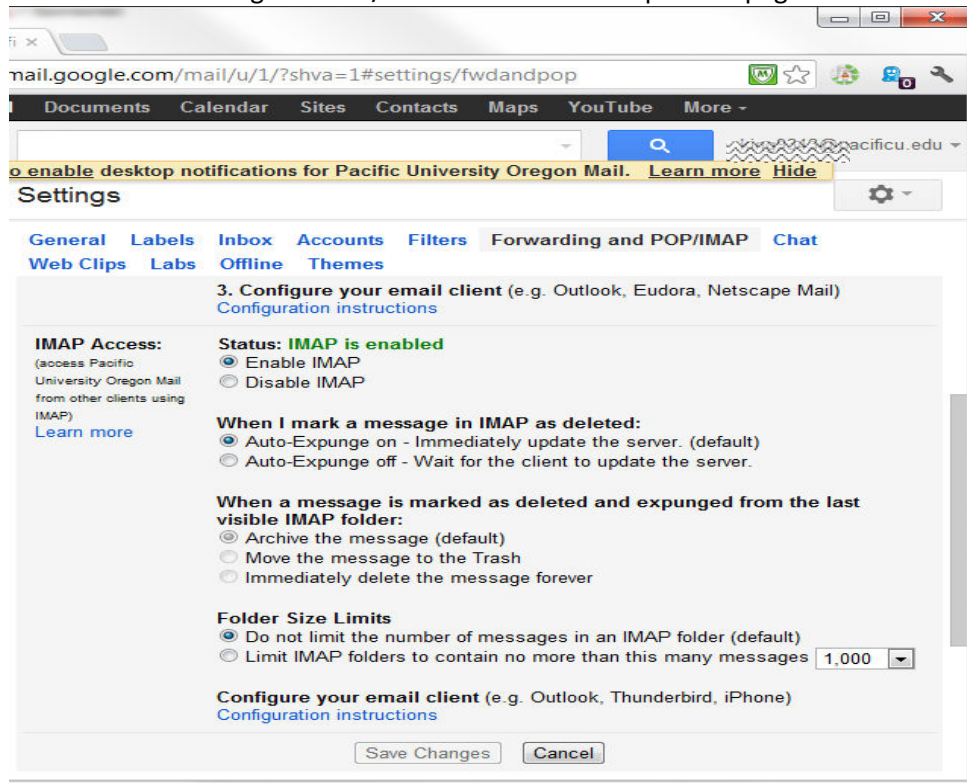
To Import Mail

Log on to your BoxerMail account, then click on the gear icon in the upper right and choose settings.



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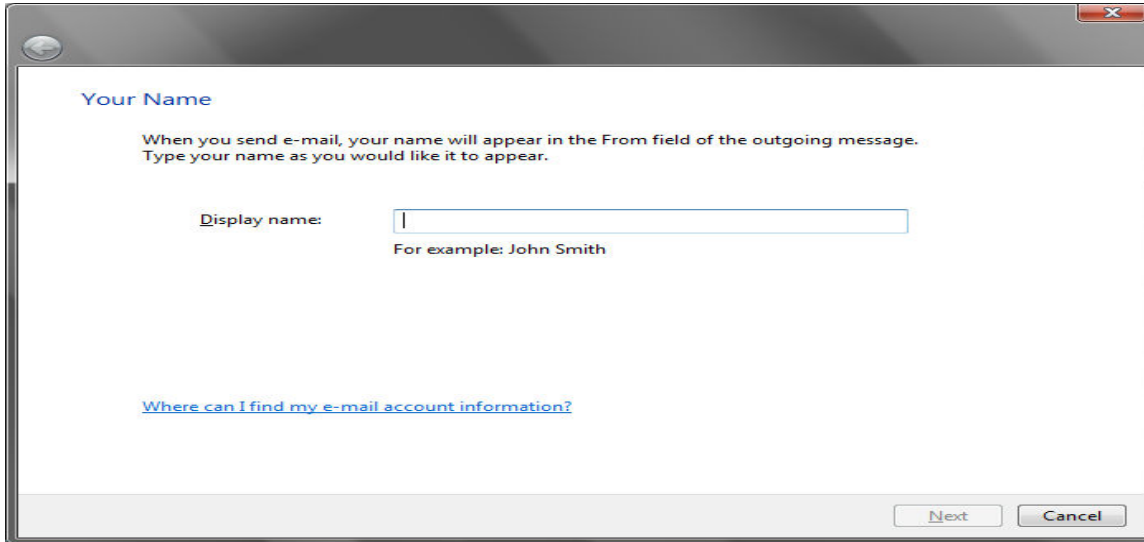
Go to the Forwarding and POP/IMAP button at the top of the page. Scroll down to the IMAP access section.



Make sure "Enable IMAP" is chosen and click Save Changes at the bottom.

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Start Windows Mail (can be found via the Windows start menu search bar). Enter your name and click Next:



Your Name

When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

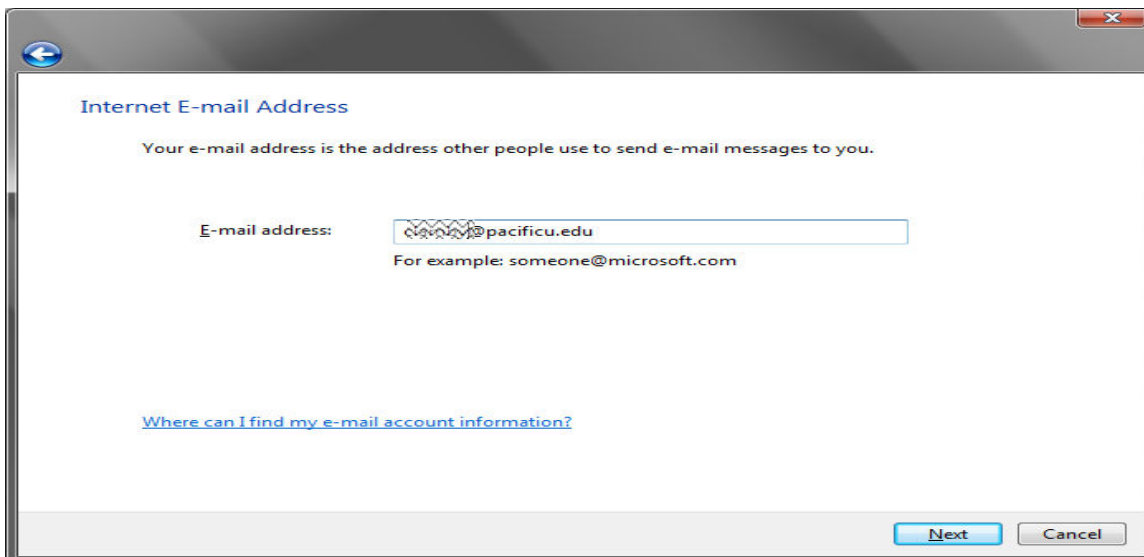
Display name:

For example: John Smith

[Where can I find my e-mail account information?](#)

Next Cancel

Enter your Pacific email address and click Next:



Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

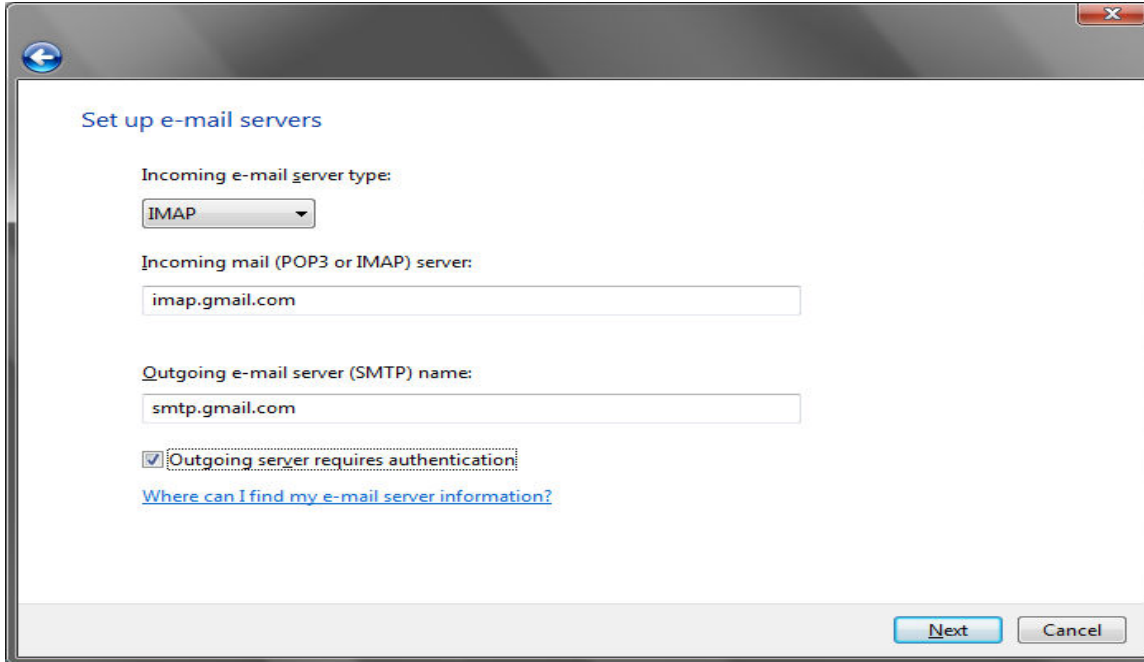
For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

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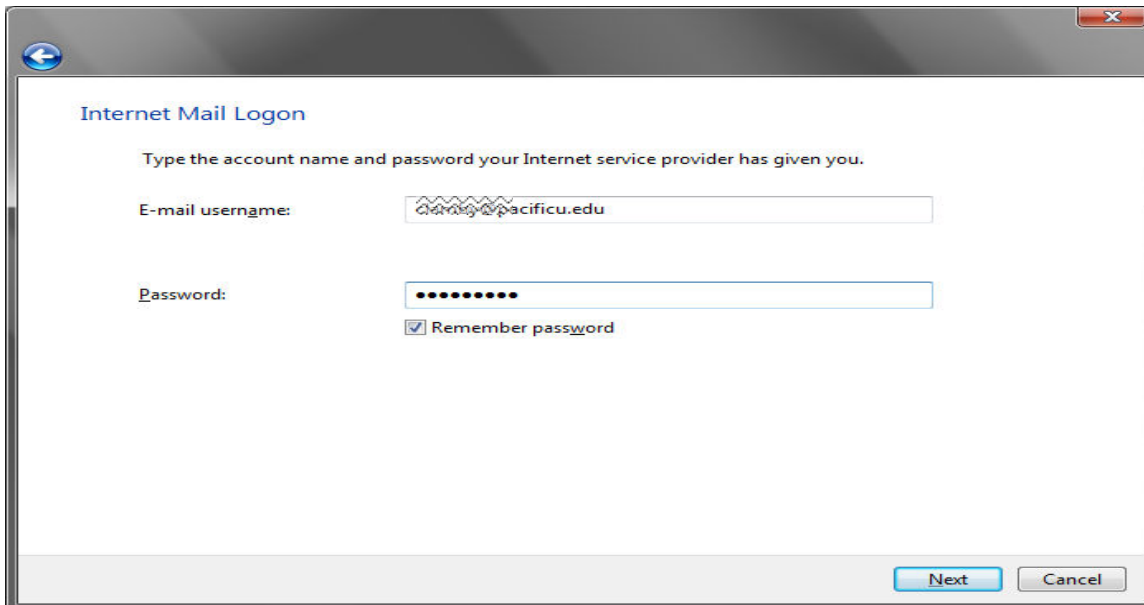
Enter information as follows and click Next:



The screenshot shows a window titled "Set up e-mail servers". It contains the following fields and options:

- Incoming e-mail server type:** A dropdown menu with "IMAP" selected.
- Incoming mail (POP3 or IMAP) server:** A text box containing "imap.gmail.com".
- Outgoing e-mail server (SMTP) name:** A text box containing "smtp.gmail.com".
- Outgoing server requires authentication:** A checked checkbox.
- [Where can I find my e-mail server information?](#) A blue hyperlink.
- Next** and **Cancel** buttons at the bottom right.

Enter your PUnetID@pacificu.edu and your password:



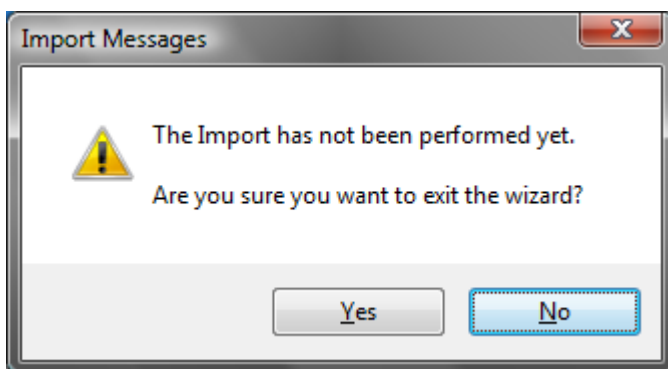
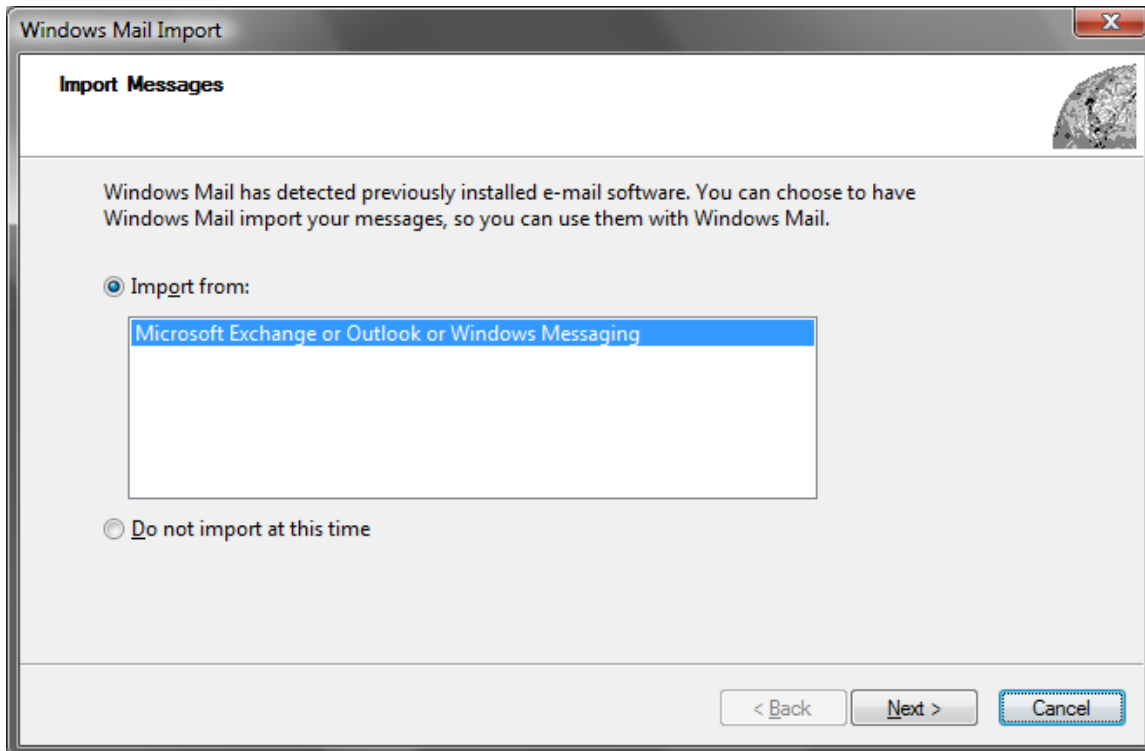
The screenshot shows a window titled "Internet Mail Logon". It contains the following fields and options:

- Type the account name and password your Internet service provider has given you.** Instructional text.
- E-mail username:** A text box containing "PUnetID@pacificu.edu".
- Password:** A text box with masked characters (dots).
- Remember password:** A checked checkbox.
- Next** and **Cancel** buttons at the bottom right.

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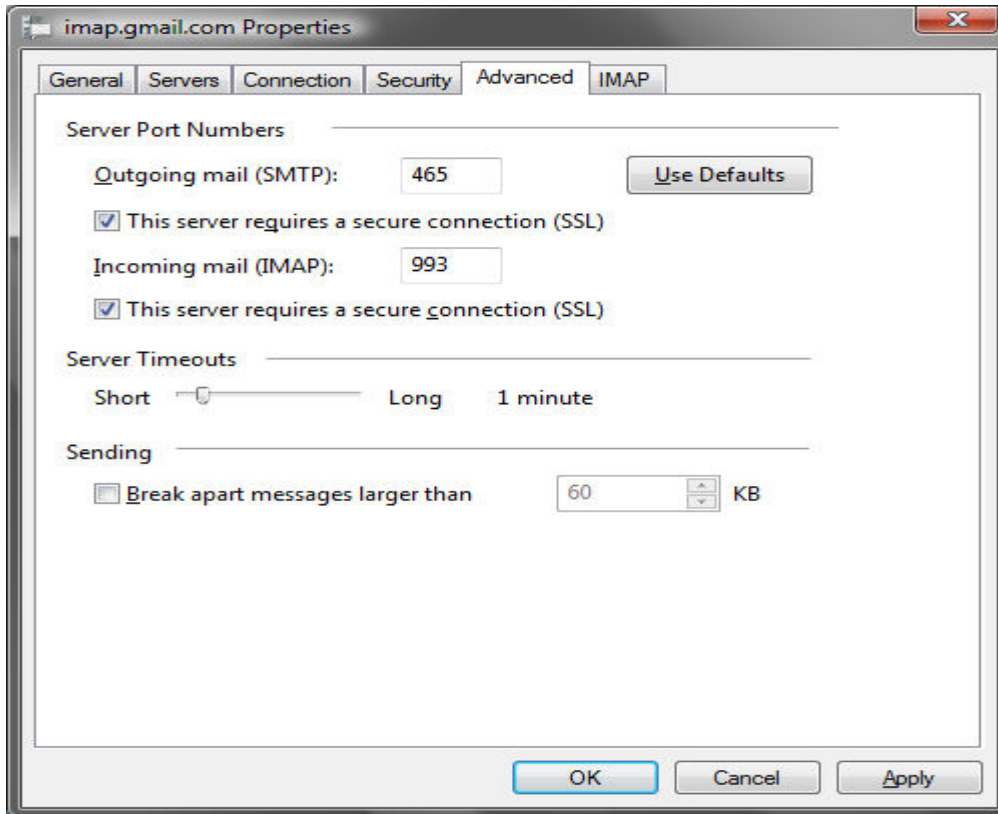
Click Next and Finish.

Cancel the step to Import Messages:

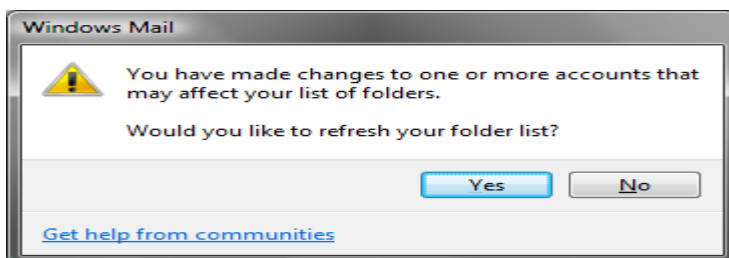


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Go to Tools -> Accounts -> Doubleclick on the imap.gmail.com account and go to the Advanced tab. Set the following:



Choose OK, Close and Yes:



Click the Send/Receive button to get all your email.

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