

## Technology Services - Help and Information

### Email

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## Switching to Campus Post Office (CP) after retirement

### I. Introduction:

After retirement, Technology Services generally moves accounts to a different server. Whether your account was an Exchange account (that you accessed via Outlook) or a POP mail account, we seek to make the transition as painless as possible for you and as transparent as possible to your email correspondents.

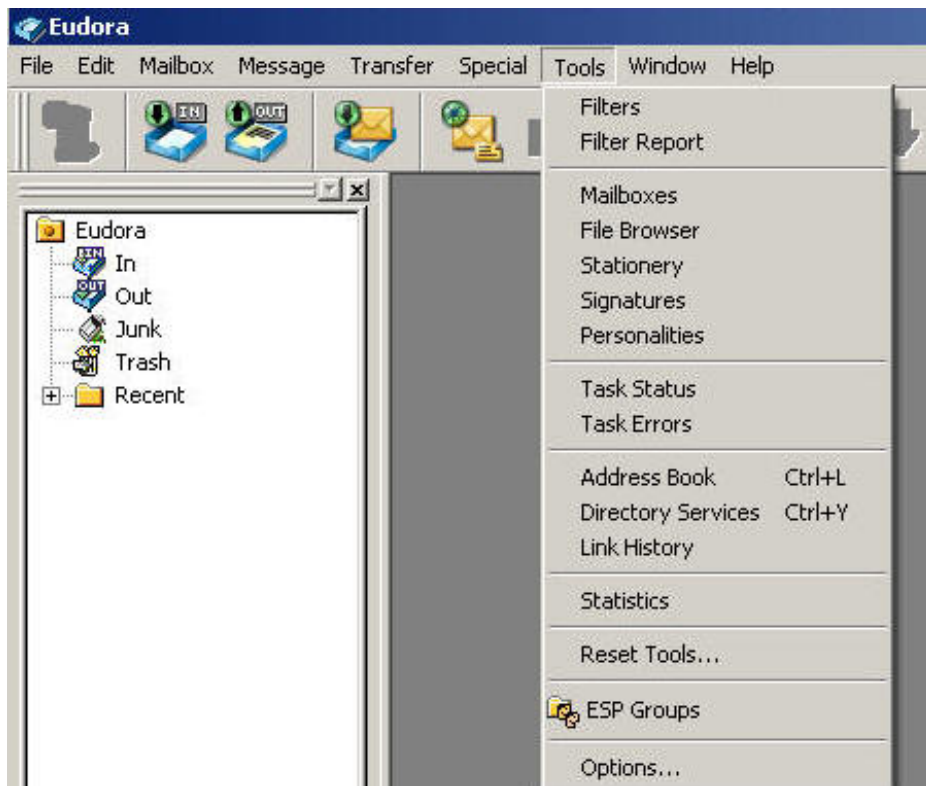
In order to access your mail on the new server, you will need to make some changes to your current email set up. If you have not been accessing your email at home or you have been using webmail, please see instructions on the [main email page](#) for help setting up your account.

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### II. If you're using Eudora:

#### 1. *Open the Options dialogue.*

On the **Tools** menu, click **Options**



## 2. Enter the account information.

- a. Click the **Getting Started** icon.
- b. Your email address should not change. It will usually be [FirstName\\_LastName@tamu-commerce.edu](mailto:FirstName_LastName@tamu-commerce.edu).
- c. Type cp.TAMU-Commerce.edu as your incoming mail server.
- d. Change the name in the **Login Name** box. It may be different than it used to be (for example, if Sam Jones worked for the Literature and Languages department, his username was probably litsj. It will likely change to retsj).
- e. The outgoing server will generally be the same as the one you've been using: smtp.tamu-commerce.edu. DO NOT select smtp authentication or allow authentication.
  - o NOTE: If you have a high speed Internet connection (DSL or Cable Internet), you will need to contact your Internet Service Provider (such as Embarq, Geus, AOL, etc) for outgoing mail server settings. They will likely block any outgoing mail server not their own, so you would be unable to send mail.
- f. Click **OK**.

## III. If you're using Outlook Express:

### **1. Start Outlook Express**

Start Outlook Express by clicking **Start** then **Programs** or **All Programs** and selecting **Outlook Express**

### **2. Open the Accounts applet.**

From the **Tools** menu, select **Accounts**.

### **3. Enter the account information.**

- Click the **Mail** tab.
- Highlight your email account.
- Select **Properties**.

On the **Servers** tab, change the Incoming mail server to cp.tamu-commerce.edu. If you are NOT using TAMU-Commerce dial-up (TACACS) to connect to the Internet, you may need to contact your Internet Service Provider for the outgoing (SMTP) server name.

Click **Apply**, then **OK**.

## **III. If you're using Outlook:**

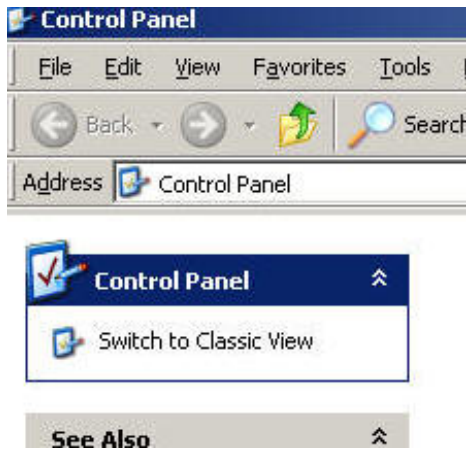
### **1. Open the Control Panel.**

Click **Start**, then **Run**.



**2. Open the Mail applet.**

In the Control Panel, click **Switch to Classic View**.



**3. Enter the account information.**

*a. Begin the Email Account Wizard.*

A. Click **View or Change Existing Accounts** and click **Next**. (note: you may have to select Email Accounts first.)

**E-mail**

- Add a new e-mail account
- View or change existing e-mail accounts**

**Directory**

- Add a new directory or address book
- View or change existing directories or address boo



***b. Update the account information.***

Change the incoming mail server to cp.tamu-commerce.edu.

Change the user name if necessary. In general it will be the part of your email address BEFORE the @ sign.

**4. Test your settings.**

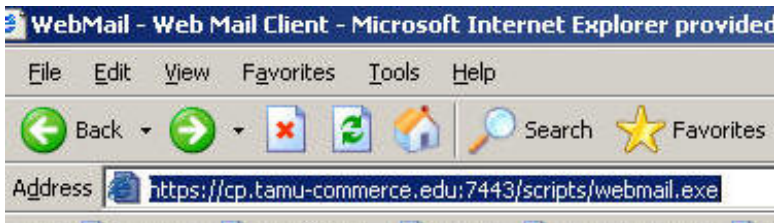
Click the **Test Account Settings** button to make sure your account is properly set up.



## IV. If you're using WebMail

### 1. Logon to the Campus Post Office site:

Using your web browser (such as Internet Explorer or FireFox) and go to <https://cp.tamu-commerce.edu:7443/scripts/webmail.exe>



### 2. Open the Inbox

If this is the first time you logged onto Campus Post Office email, you may see this screen:



### 3. Access your email.

Open email by clicking on the subject line or the sender name. Delete a message by clicking in the **Select** box to the left of the username and clicking the trashcan icon.

Select	From	Subject
<input type="checkbox"/>	Darnell Goldstein	And that's what the

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