

ITS Resource Center Home

Configuring Windows Mail for HillConnect Mail

Contact Information

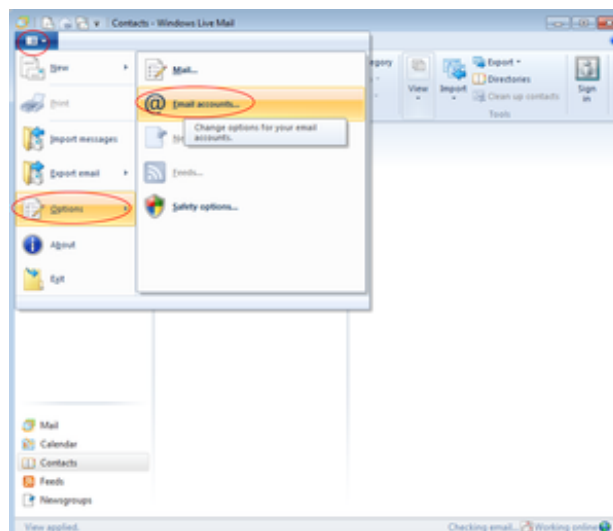
Help Desk & Training Services
315-859-4181
helpdesk@hamilton.edu

M-F 8 a.m. - 10 p.m.
Sa-Su 10 a.m. - 10 p.m.

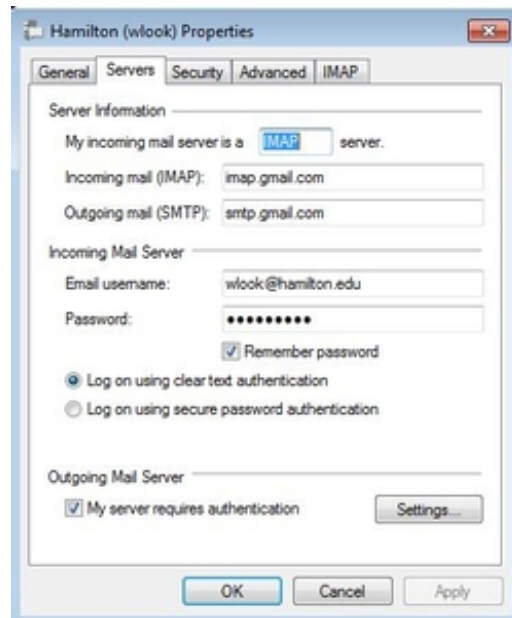
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Configure Settings for HillMail

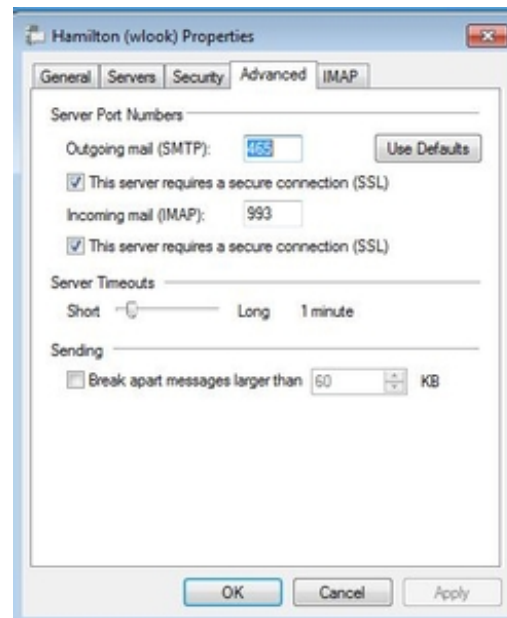
1. To change the incoming server settings, click the **Options** menu and then select **Email Accounts...**



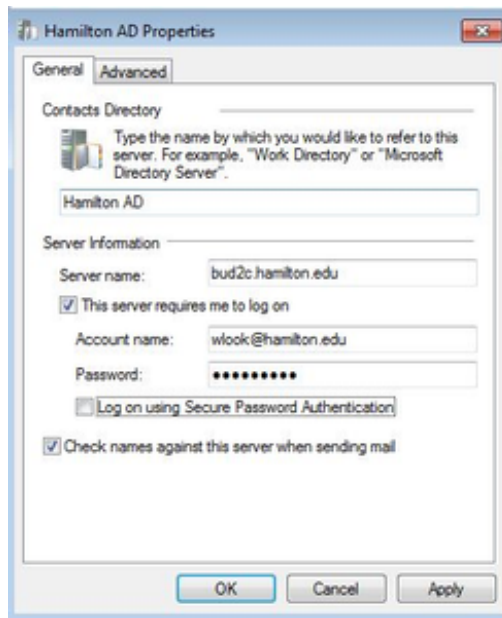
2. Click on your Hamilton Email account and select **Properties** then click the **Servers** tab.
 - a. Set **Incoming mail (IMAP)** to: **imap.gmail.com**
 - b. Set **Outgoing mail (SMTP)** to: **smtp.gmail.com**
 - c. Set **E-mail username** to: **username@hamilton.edu** where "username" is your e-mail ID
 - d. Set **User Name** to **username@hamilton.edu** where "username" is your e-mail ID.
 - e. Check the box that says: **My server requires authentication**



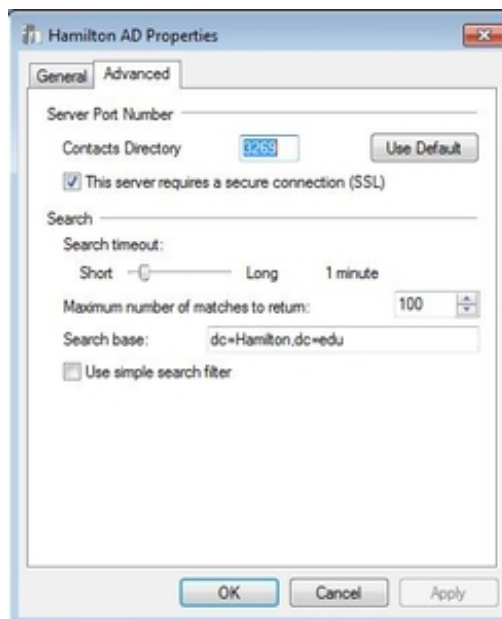
3. Click the **Advanced** tab.
 - a. Set the **Outgoing mail (SMTP) port** to: **465**
 - b. Check the box that says: **This server requires a secure connection (SSL)**
 - c. Set the **Incoming mail (IMAP) port** to: **993**
 - d. Check the box that says: **This server requires a secure connection (SSL)**
 - e. If a window pops up, *“Would you like to refresh your folder list?”*, click **Yes**



4. To change the Hamilton address book settings, click the **Options** menu and then select **Email Accounts...**. Under **Contacts Directory** select **Hamilton AD** and click **Properties**.
 - a. Set **Contacts Directory Account** to: **Hamilton AD**
 - b. Set **Server Name** to **bud2c.hamilton.edu**
 - c. Click the box that says: **This server requires me to log on**
 - d. Set **Account name:** to **username@hamilton.edu** where “username” is your e-mail ID.



- e. Click the **Advanced** tab.
- f. Set the port for **Contacts Directory (LDAP)**: to **3269**
- g. Click the box that says: **This server requires a secure connection (SSL)**.
- h. Set the **Search base** to: **dc=Hamilton,dc=edu** (no spaces).
- i. Click **OK** and then **Close**.



- j. Click the **Sync** icon and type in your e-mail password. Your mail folders should populate with your Hamilton e-mail.

Last Updated: December 21, 2011