**Important: email nomenclature**

One thing is the electronic address that is of the form `nombre.apellido@uv.es` (or in the case of students `usuario@alumni.uv.es`) and another is the mail user that indicated as `userID`.

For example:

- **My name and surnames** are: Manolo García García
- **In post my email address** is `Manolo.Garcia@uv.es` and **my userID** is `mgarcia`, and the incoming mail server (POP3 / IMAP) and outgoing (SMTP) is `post.uv.es`
- If I were a student **my email address** would be `magargar@alumni.uv.es` and **my userID would be** `magargar` and the incoming and outgoing mail server would be `postal.uv.es`

**The Microsoft Outlook (of the Office) Castilian (Mail, Fax)**

Microsoft Office brings an application called Microsoft Outlook, which should not be confused with the Outlook Express that Microsoft Internet Explorer brings. This Office Microsoft Outlook is based on the old Microsoft Exchange of Windows 95, and it is used for Fax and Electronic Mail, although for the latter it is advisable to use Outlook Express.

If in spite of this, you want to use the Outlook of the Office for the electronic mail (I do not advise it) you will have to do this:

1. Start Microsoft Outlook
2. Choose Tools - Services
3. Press Add, choose Internet Mail, press OK
4. Fill the General window (I would put):
   a. Full name: Manolo García García
   b. Email address: Manolo.Garcia@uv.es
   c. Internet Mail Server: `post.uv.es`
   d. Account name: mgarcia
   e. Password: ******
5. In the Connection window, choose whether you are at work (network) or house (modem / adsl / cable), Press Apply and Accept
6. Close the windows, close the Outlook
8. Open the Outlook and make Tools - Search for new mail

**Netscape Communicator 6.2**

We describe the configuration to use outgoing mail server authentication and the protected connection (SSL), necessary to use `post.uv.es` as an outgoing mail server even from a PC located outside the university network.

1. Start the mail program by: Start-Programs-Netscape6.2-Mail
2. An "Account Wizard" appears
3. New account settings
4. Choose 'ISP or email provider'
5. Press Next
   a. Your name: Manolo García García
   b. Email address: Manolo.Garcia@uv.es
6. Press Next
   a. Select the type of input server you are using, choose IMAP
   b. Input server name: `post.uv.es`
   c. Output server name (SMTP): `post.uv.es`, click Next
7. Username: mgarcia, click Next
8. Account name: `University` (for example), click Next, click Finish
9. Open the mail program, go to "Edit-Mail Account Settings"
10. In the section "Copies and folders", choose the option "Other" in the respective drop-down boxes choose in all of them 'Local folders':
   a. To send messages, local folder Sent
   b. For drafts, local folder Drafts
   c. For templates, local folder Templates
11. In the section "Exit server (SMTP)", check the box 'Use name and password' and put in 'User name' the username (in our example it would be mgarcia). Choose 'Use protected connection (SSL)' with the option 'Always', click OK
12. The first time we send a message, we see a message that talks about a problem with a certificate of `post.uv.es`, mark: 'Remember this certificate permanently' and press 'Continue'.

El SIUV respon

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