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Set up UNO Exchange via IMAP on Nook Tablet

1. On the Nook Tablet, select **Email** from the dock on the bottom of the home screen.

2. On the "Welcome!" screen, enter in the following information:

- Username: **Your UNO email address** (e.g. username@my.uno.edu)
- Password: **Your UNO password** (email/webstar password)

Then select **Next**.

3. Under **Choose an account type:** select **IMAP**.

Then select **OK**.

4. Enter in the following incoming server information:

- Username: **Your UNO email username with the @ suffix** (e.g. username@uno.edu)
- Password: **Your UNO password** (email password)
- IMAP server: **pod51008.outlook.com**
- Security type: **SSL**
- Port: **993**
- IMAP path prefix: **leave blank**

Username

> username@uno.edu ✕

Password

> • • • • • • • • ✕

IMAP server

> pod51008.outlook.com ✕

Security type

> SSL ▼

Port

> 993 ✕

IMAP path prefix

>

Cancel   Next

q w e r t y u i o p

a s d f g h j k l

⇧ z x c v b n m ! ⌫

?123   ␣   ? Return

11:26

Then select **Next**.

5. Enter in the following outgoing server information
   - SMTP server: **SMTP.UNO.EDU**
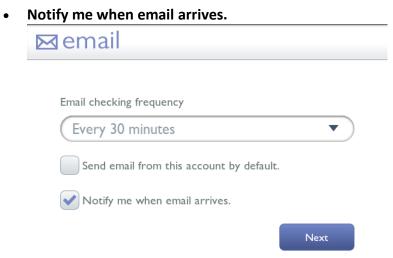   - Security type: **SSL**
   - Port: **587**
   - Require sign-in: ✅
   - Username: **Your UNO email username without the @ suffix** (e.g. username)
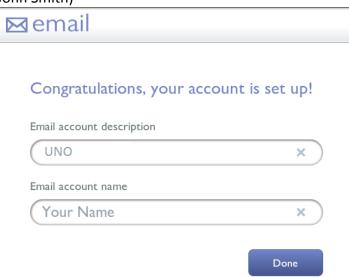   - Password: **Your UNO password** (email password)

Then select **Next**.

6. Select how often the Nook Tablet should check your email. If battery longevity is a concern, we suggest either **Hourly** or **Manually**. Also review the following options:

- **Send email from this account by default.** If this is your primary email account on this device, then check this option.
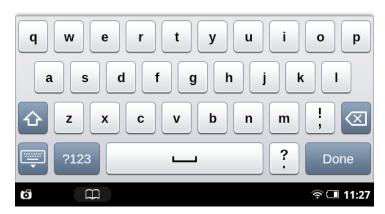- **Notify me when email arrives.**

Then select **Next**.

7. Enter in the following information
   - Email account description: **If you have multiple email accounts, a unique account name will differentiate it from the others** (e.g. UNO Email)
   - Email account name: **This is how your name displays on outgoing messages** (e.g. John Smith)
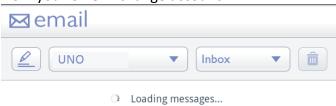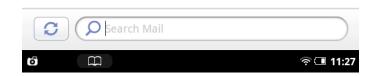

Then select **Done**.

8. Assuming all of the above settings were correct, the Nook Tablet will now retrieve email from your UNO Exchange account.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.

UCC Help Desk
helpdesk@uno.edu

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