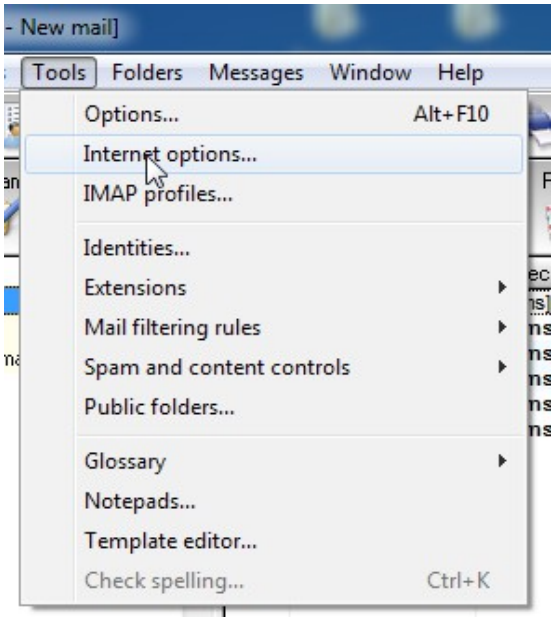
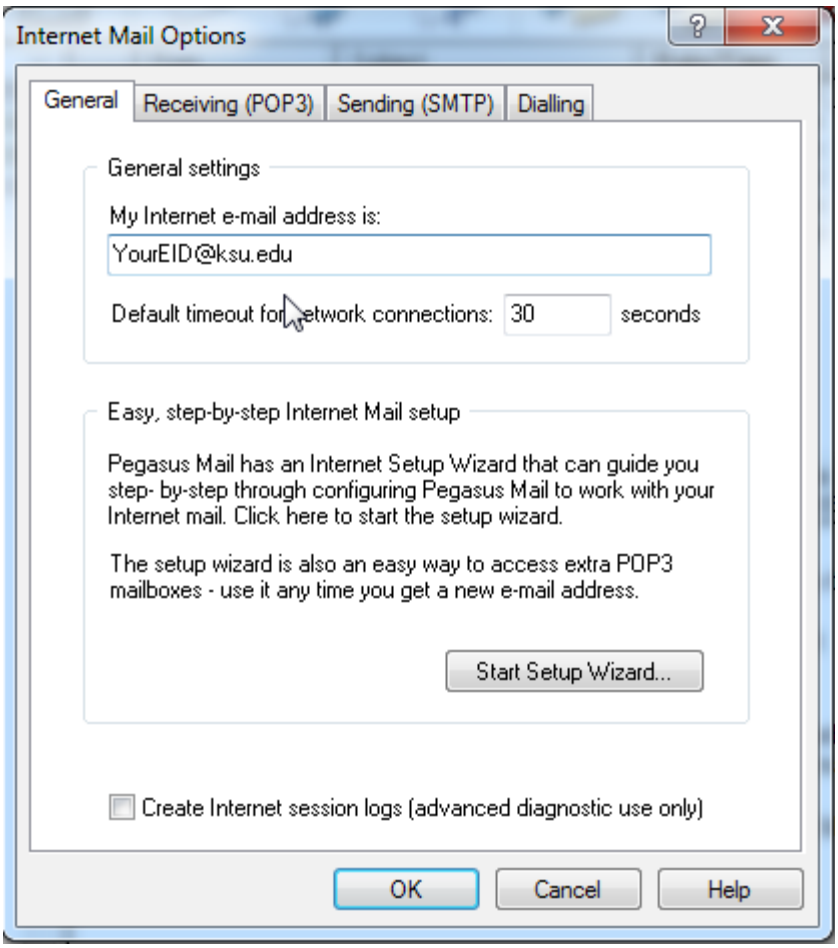
Changing the Internet and IMAP settings in Pegasus Mail for use with Office 365

With Pegasus Mail running click the **Tools** menu then **Internet options**.



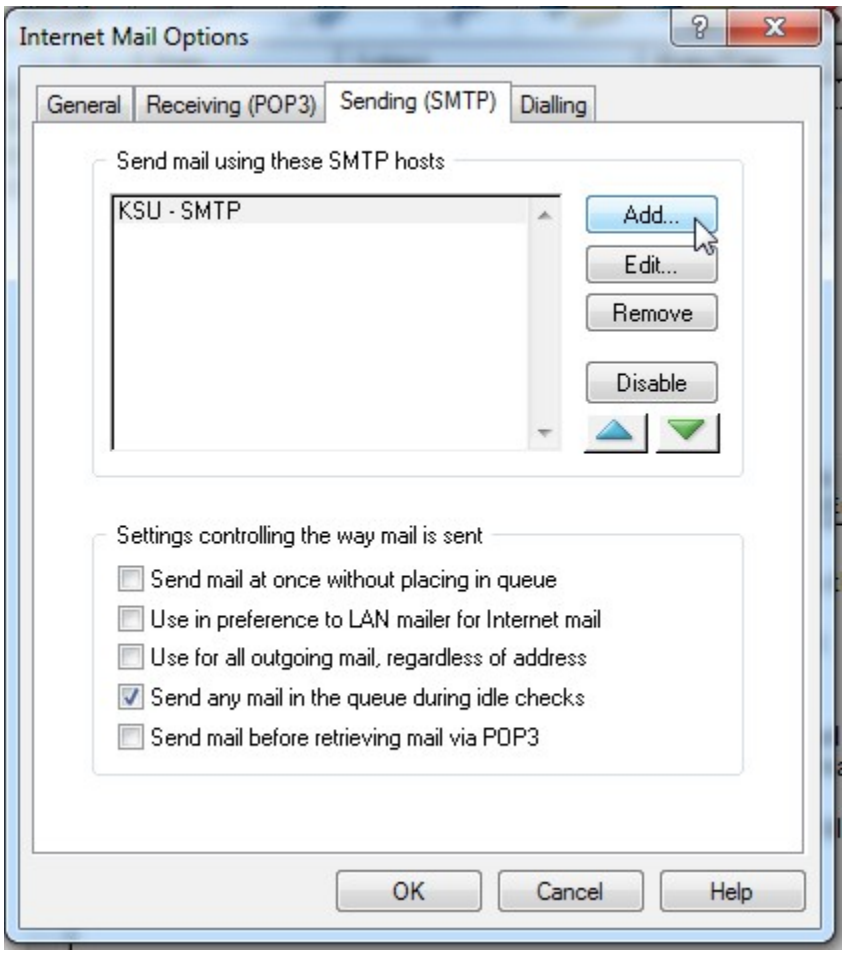
On the **General** tab of Internet Mail Options make sure your email address is correct. Replace "YourEID" in the example with your K-State eID.

Don't use the **Start Setup Wizard** button.

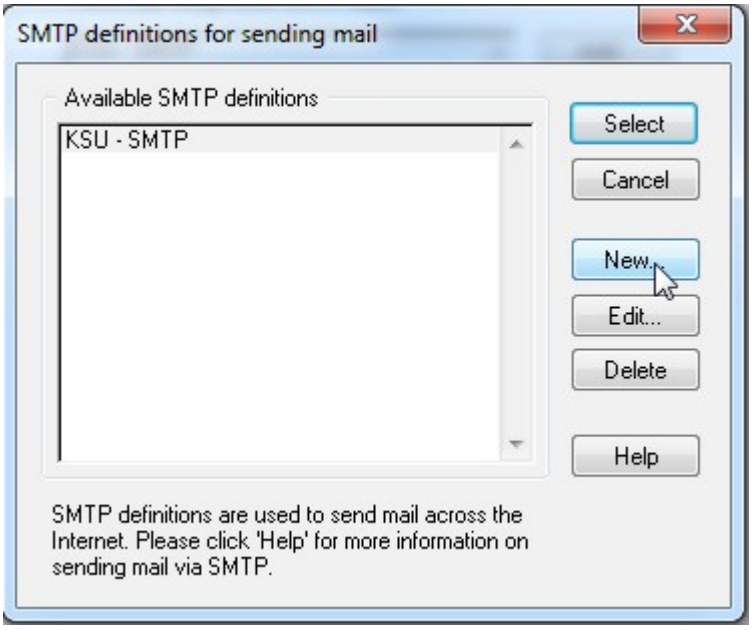


Now click the **Sending (SMTP)** tab in the **Internet Mail Options** menu.

Click on the **Add** button



In the **SMTP definitions for sending mail** menu click on the **New** button.

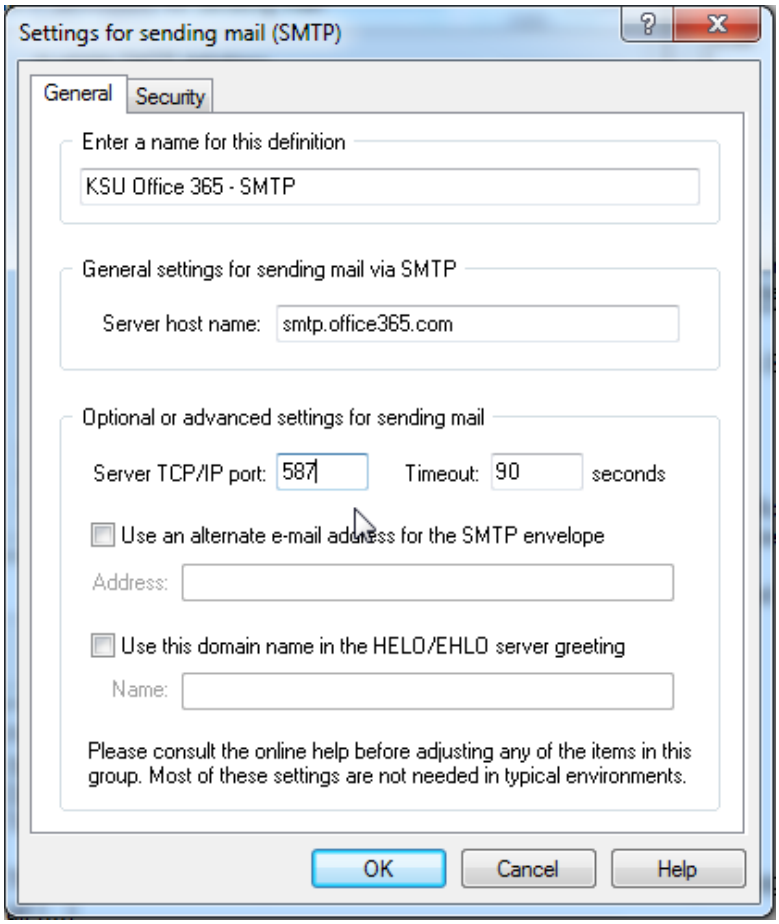


In the **Settings for Sending Mail (SMTP)** menu on the **General** tab fill in the **Enter a Name for this definition** with
"KSU Office 365 – SMTP".

Fill in the **Server host name** with "smtp.office365.com"

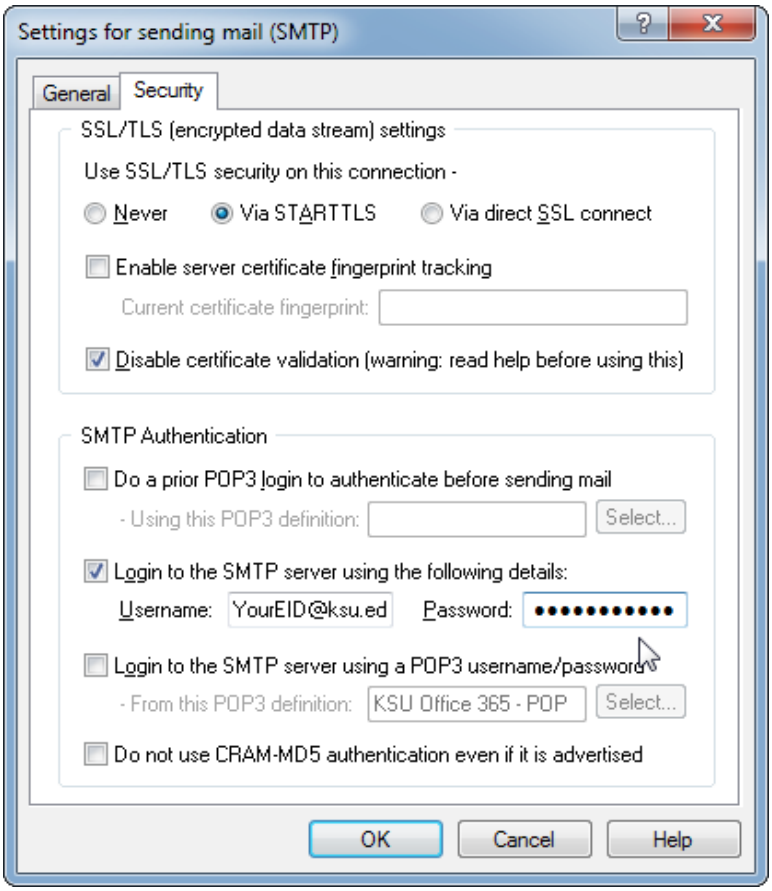
Fill in the **Server TCP/IP port** with "587".

Set **Timeout** to 90 seconds.

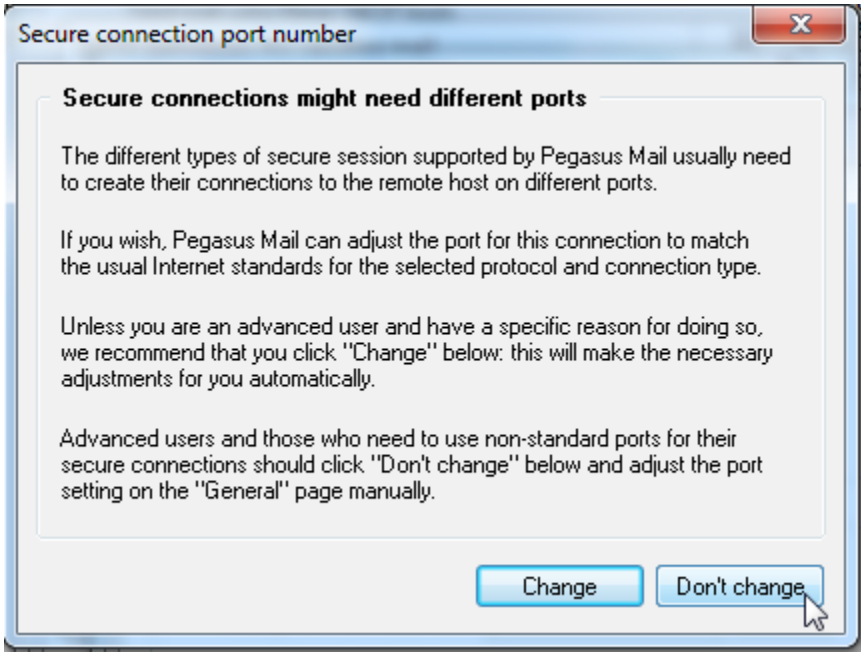


Click on the **Security** tab and then click on the **Via STARTTLS** button.

The following warning will pop up.



Click the **Don't change** button on the warning screen.



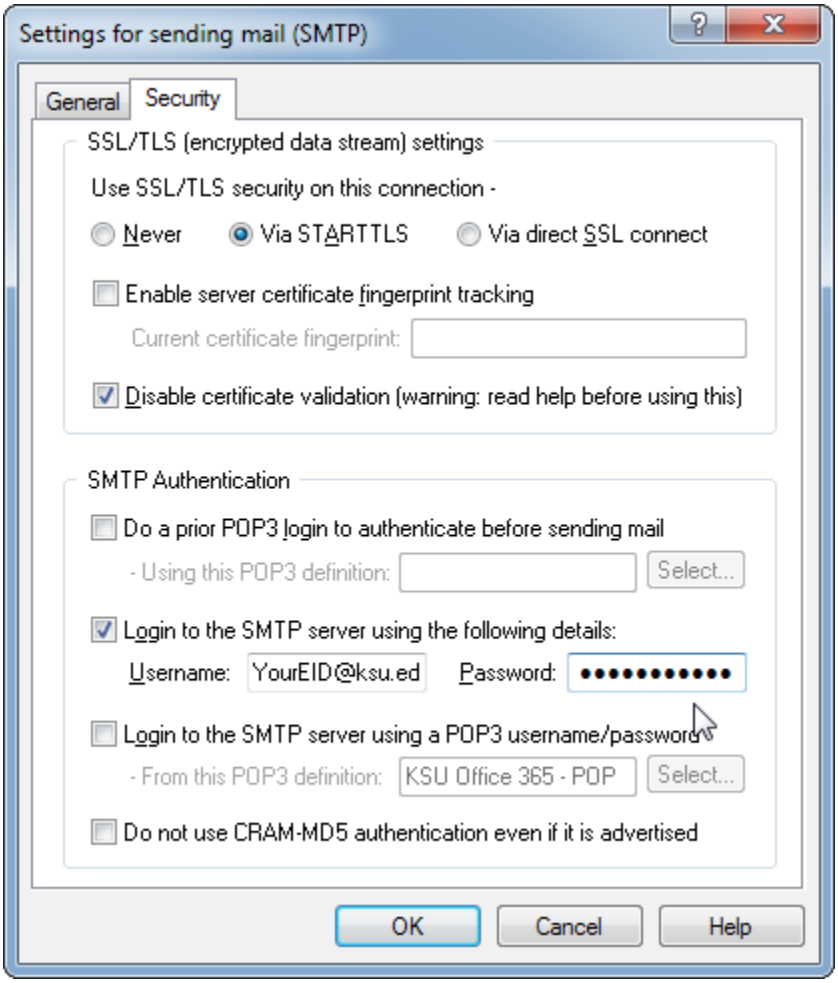
Click **Disable certificate validation**.

Now click the check box next to **Login to the SMTP server using The following details.**

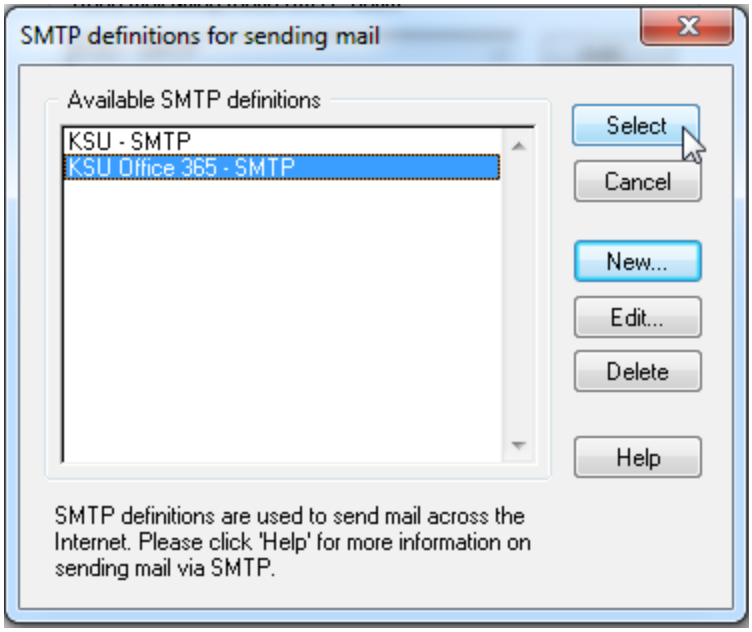
Type in your email address for the **Username** box, i.e.: "YourEID@ksu.edu" (Do not use the "@k-state.edu version of the email address or your email will fail).

Type in your eID password in the **Password** box.

Now click the **OK** button.



In the **SMTP definitions for sending mail** window click on **KSU Office 365 – SMTP** and then click the **Select** button.

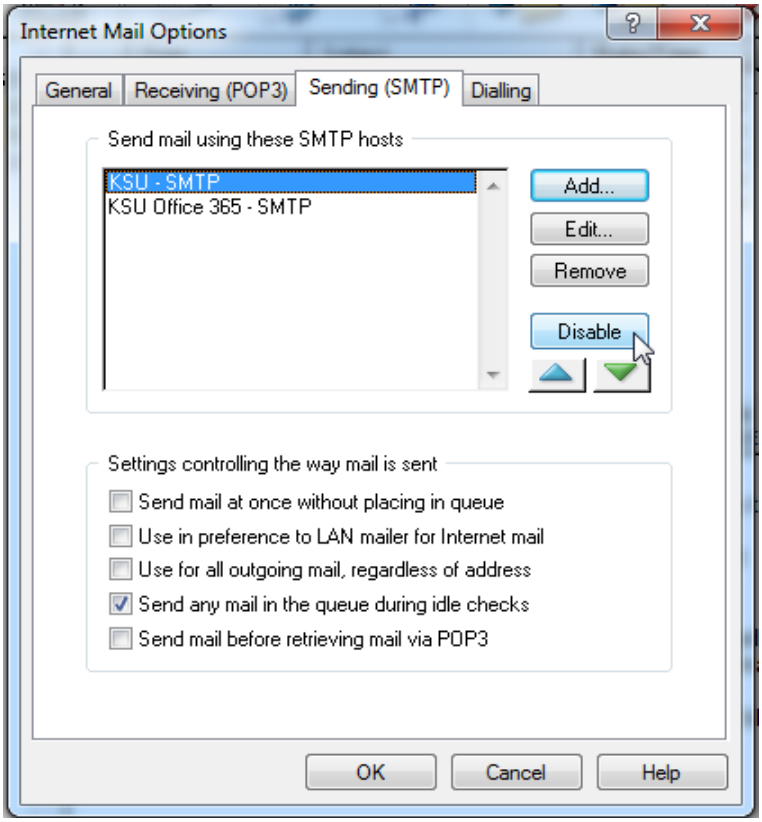


Click the **Sending (SMTP)** tab in the **Internet Mail Options** menu.

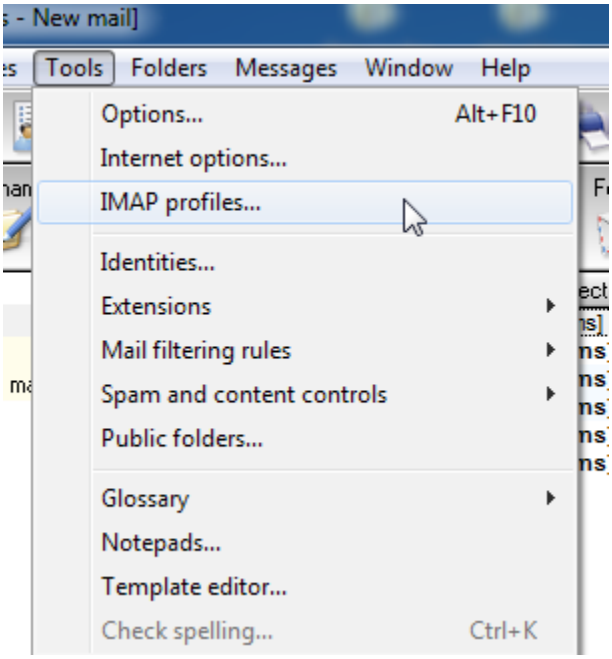
Highlight your old SMTP settings and click the **Disable** button.

Do not remove the old settings at this time.

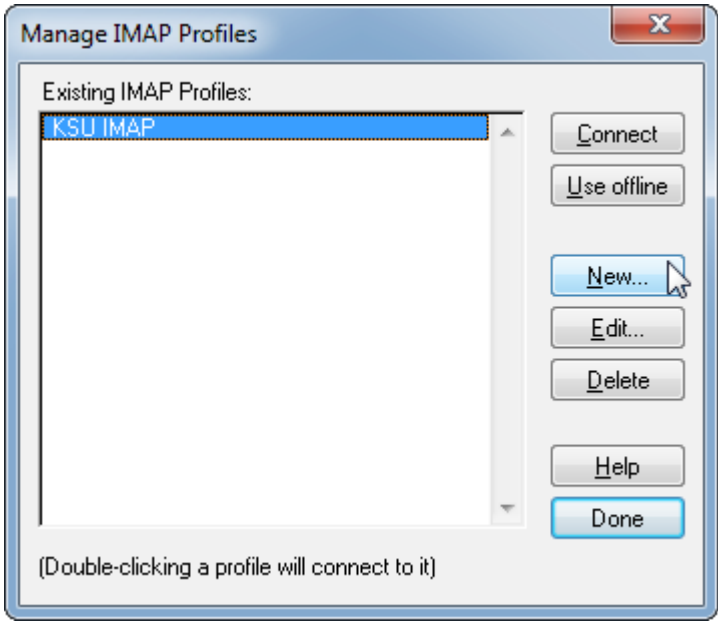
Click **OK** to close the menu.



Click on the **Tools** menu on top of Pegasus Mail and pick **IMAP Profiles**.



Click the **New** button.



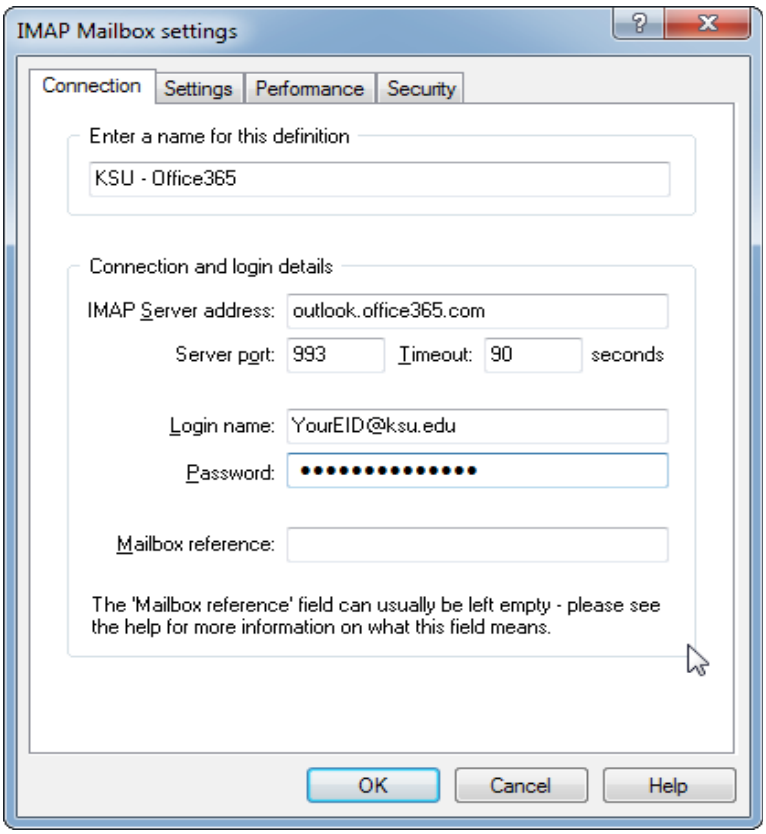
Fill in the the Enter name for this definition box with “KSU – Office365”

Fill in the **IMAP Server address** with “outlook.office365.com”.

Set the **Server port** to “993” and set the **Timeout** to “90”.

Put your email address in the **Login name** box using the format, “YourEID@ksu.edu”.

Fill in your password in the **Password** box.

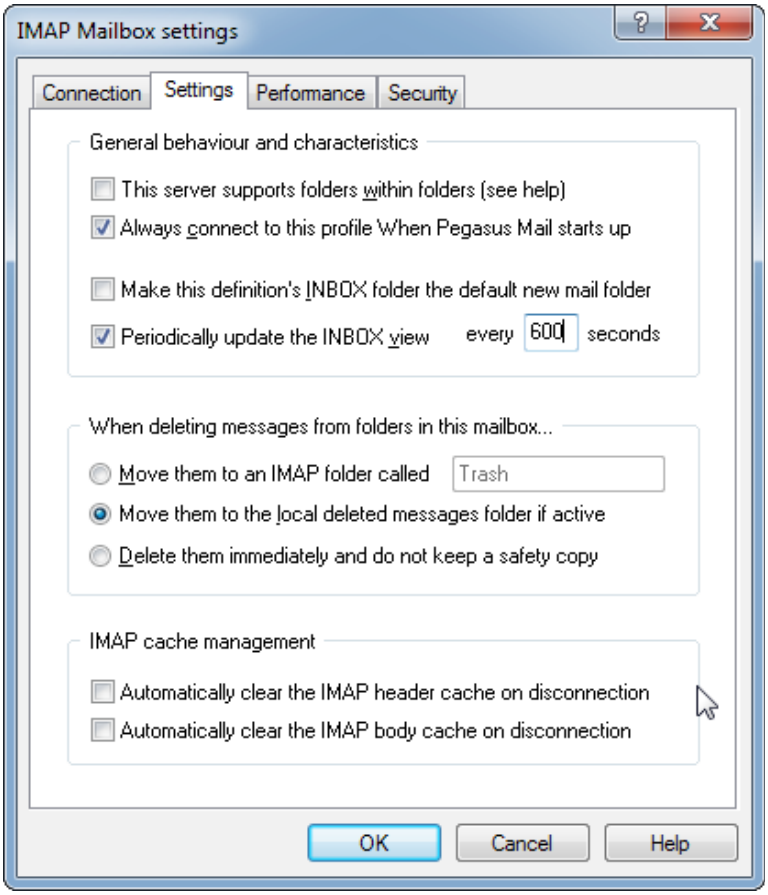


Click the **Settings** tab.

Click **Always connect to this profile When Pegasus Mail starts up**.

Click **Periodically update the INBOX view**.

Set the **every** box to 600 seconds.

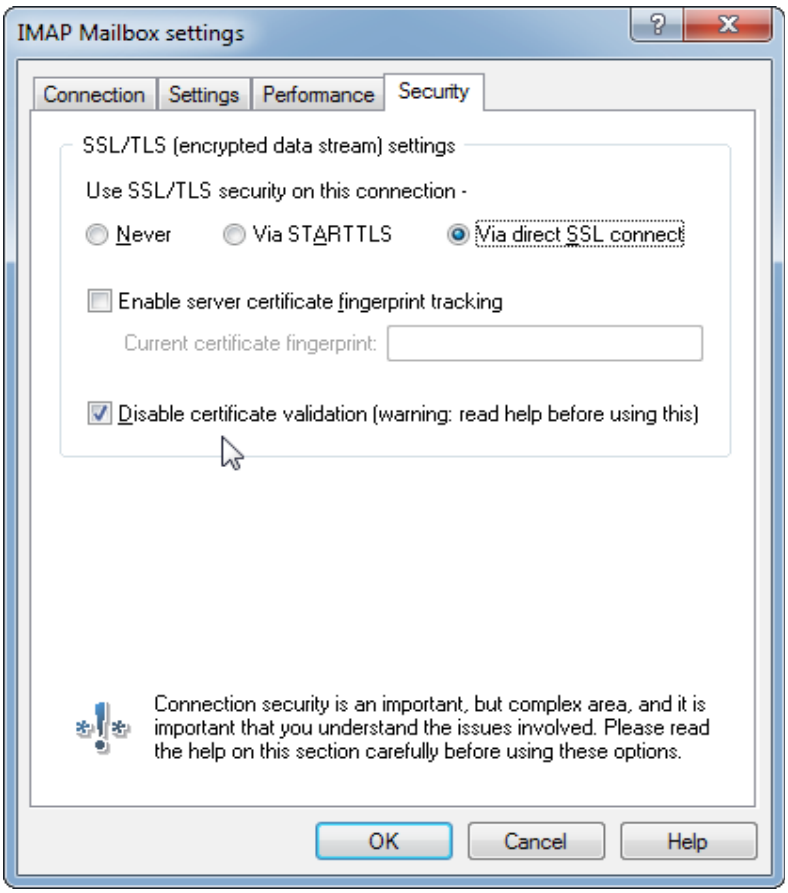


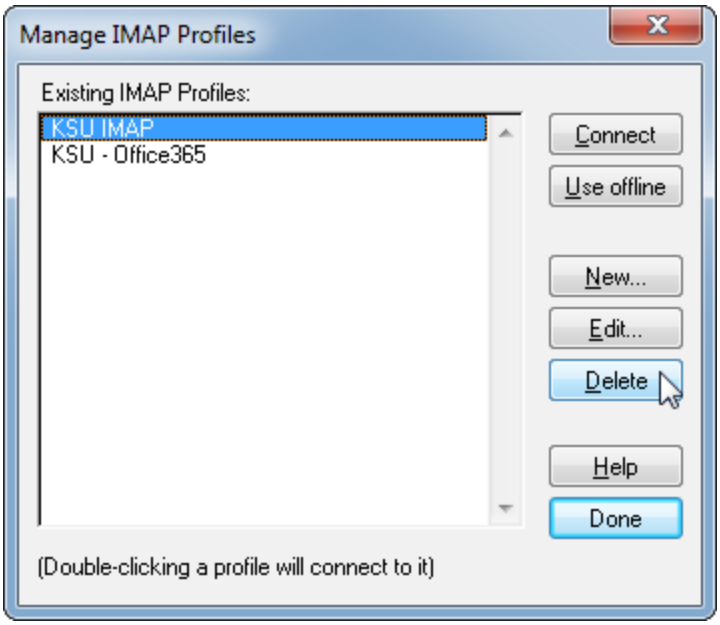
Click the **Security** tab.

Click the **Via direct SSL connect** radio button.

Click **Disable certificate validation**.

Click the **OK** button.



Highlight your old IMAP profile name and then click delete leaving only the "KSU – Office365" profile in the window.

You are now finished setting up Pegasus Mail for Office365.