

# Accessing your MTSO Email Account

## Web Browser (Outlook Web Access)

1. Point your browser to <https://mail.mtso.edu> You will need to allow pop-ups on this site for it to work correctly.
2. An authentication box will appear. Enter your username (first initial lastname) and password (Student Number located on your class schedule if this is the first time logging in or you have not changed your password). Click OK.

## Student Schedule

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<b>Student Name:</b> Test, Matthew	<b>Program Version:</b> Master					
<b>ID:</b> TESTM07453	<b>Academic Advisor:</b>					
<b>Weekday</b> <b>Start Time</b> <b>End Time</b> <b>Campus</b>	<b>Building</b> <b>Room #</b> <b>Course</b>					
<hr/>						
2007081FA	2007-08 Fall Parent					
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<b>Term:</b> 2007081 - 2007-08 Fall	<b>9.00 Credits</b>					
S	9:00 AM	4:00 PM	Methodist Theological School In Ohio	GH	G133	WM100

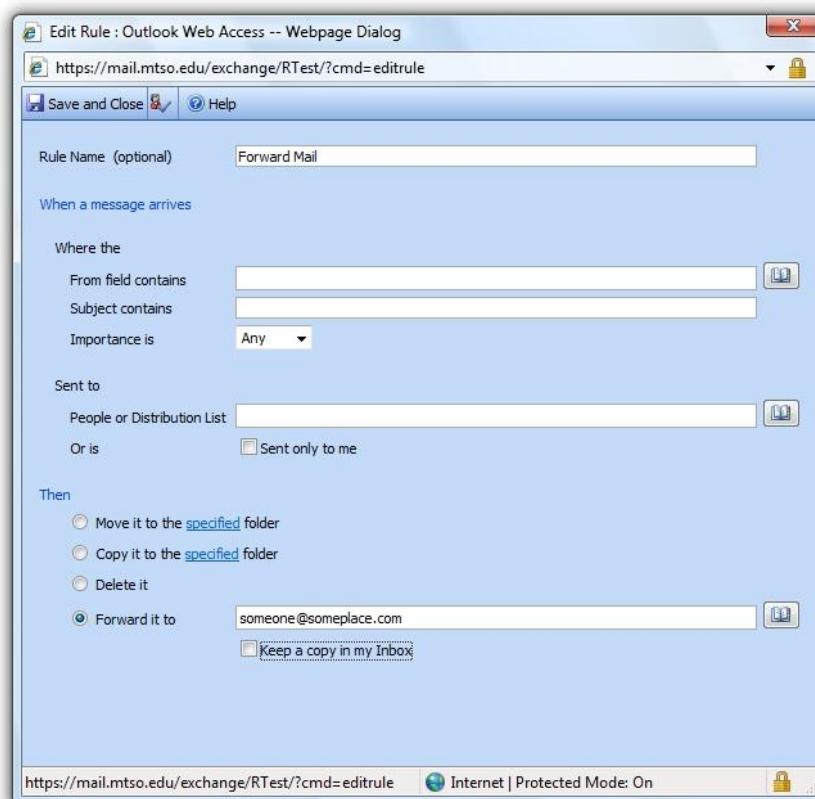


3. You have 50MB of storage space. Once at this capacity you will no longer be able to send and receive mail. A message from the System Administrator will be sent to your mailbox when the size is 45MB to inform you are close to the storage limit. The 50MB storage limit includes everything (Inbox, Sent Items, Deleted Items, etc. If you send or someone sends you a large attachment save it on your hard drive and permanently delete the message so the attachment is not taking up space in your mailbox.

4. Notice the options button on the lower left side of the screen. Here you can set preferences, including a change password option. PLEASE CHANGE YOUR PASSWORD TO INSURE MAILBOX SECURITY. (NOTE: When changing your password, you will be prompted for the domain. Enter METHESCO in this field.)



5. You can forward your mail to another account that you check more frequently by setting up a rule. Click the rule button in the lower left corner. Click New Rule.



Click the "Forward it to" radio button near the bottom of the window and enter your email address. Uncheck the box "Keep a copy in my inbox" otherwise your mailbox will fill up and mail will stop being delivered to the forwarding address. (If you forward mail, a copy is still saved in the deleted items folder. You will need to empty the deleted items periodically. It is also important to remember your username and password for the academics site.)



### Microsoft Office Outlook 2003 (Informational Only)

1. Start Microsoft Office Outlook 2003
2. Select Tool then E-mail Accounts from the menu bar
3. Select Add a new e-mail account then click next
4. Select Microsoft Exchange Server then click next
5. Enter exchange.ad.mtso.edu for Microsoft Exchange Server, check the box "use cached exchange mode", and enter your username
6. Click the "More settings" button then the connections tab. Check the box "Connect to my exchange mailbox using http".
7. Click the Exchange Proxy Settings button, enter mail.mtso.edu in the https:// field and select basic authentication under "Proxy Authentication Settings".
8. When you open outlook you will be prompted for username and password, you will need to enter your username in the format "METHESCO\username" (No quotes). This method allows you to use the Outlook Client from off-campus so you can sync handheld devices, etc. With this method you are "synchronizing" the mailbox on the server with mailbox on your machine so your mailbox is still limited to 50MB.