Quick Tips

For Using IMAP/POP3

Please Note: Westminster College does not support other email clients. These instructions are provided as a guide only. Please do not call the Support Phone with IMAP/POP3 client questions. If you are unable to get IMAP/POP3 clients to work for you, please refer to the email clients HELP files.

This QuickTip provides basic, unsupported instructions for using your own email client to access your Westminster GroupWise email via IMAP/POP3 protocol. POP3 is short for “Post Office Protocol” and is used to retrieve e-mail from a mail server. IMAP is short for “Internet Message Access Protocol”. Most e-mail clients are capable of using the IMAP/POP3 protocol.

Following QuickTip provides the important information you must know to set-up an IMAP/POP3. Again if you have specific question please refer to the email clients HELP files.

Important Information:

- Incoming Mail Server: pop.westminstercollege.edu
- Outgoing Mail Server: pop.westminstercollege.edu
- Account ID: The Novell username
- Email Address: This is your Westminster email
- Password: This is the password you use to sign into the computer, your email, WebCT, and WebAdvisor
- The last item is that you need to type or check the box that says “My server requires authentication” or “My SMTP requires authentication”