



THE JOHN MARSHALL LAW SCHOOL

INFORMATION TECHNOLOGY SERVICES

Third-Party Email Client Settings

The ITS Department has provided the proper setting to setup your email client, which are detailed below.

- **User name** Enter your JMLS user name (for example, jsmith@law.jmls.edu)
- **Password** Enter your JMLS email password
- **Authentication** Use the same user name and password to authenticate with the incoming or outgoing (sending) e-mail server. Don't use "Secure Password Authentication"

- **POP Server** pop.exchangelabs.com
- **IMAP Server** imap.exchangelabs.com
- **SMTP Server** smtp.exchangelabs.com

- **Outgoing/ SMTP port number**

Enter 587 to replace the default port number, which is set to 25

- **SSL and TLS for encryption**

Select Secure Sockets Layer (SSL) for incoming POP and IMAP connections. For outgoing SMTP connections, select Transport Layer Security (TLS) encryption.

SSL and TLS are methods to help secure communications between your computer and the e-mail server. Some e-mail programs refer to SSL or TLS as "encryption".

In most e-mail programs, you need to open an "Advanced" setting or tab to set SSL for POP and IMAP connections and TLS for SMTP connections. Make sure you don't confuse SSL with "authenticating connections". Some e-mail programs include a check box for setting up authentication the first time you set up your account.