



## Email configurator

### Generic Mail Settings

If you cannot find any appropriate documentation for your mail client then the following settings should provide sufficient information to configure any IMAP capable mail client to use Staffmail:

| Setting                                                | What to set it to                                                            |
|--------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Username</b>                                        | Your University Username (UUN)                                               |
| <b>Password</b>                                        | Your EASE password                                                           |
| <b>Address</b>                                         | Your email address i.e. J.Soap@ed.ac.uk                                      |
| <b>Server type or Account type</b>                     | IMAP                                                                         |
| <b>Incoming mail server or IMAP server</b>             | imap.staffmail.ed.ac.uk                                                      |
| <b>Incoming mail server encryption/Use SSL</b>         | Use SSL or TLS or STARTTLS                                                   |
| <b>Incoming mail server port</b>                       | 993                                                                          |
| <b>Outgoing mail server or SMTP server</b>             | smtp.staffmail.ed.ac.uk                                                      |
| <b>Outgoing mail server encryption/Use SSL</b>         | Set to SSL or TLS or STARTTLS                                                |
| <b>Outgoing mail server port</b>                       | 465 if using SSL, or 587 if using TLS or STARTTLS                            |
| <b>Outgoing mail server authentication or username</b> | Your University Username (UUN)                                               |
| <b>Outgoing mail server password</b>                   | leave blank - you will be prompted to enter your EASE password when required |