The E-mail application allows you to create accounts so that you can retrieve and work with mail messages sent to you via other e-mail systems that support IMAP or POP mail delivery. For example, you may be able to set up an account in your mail system that allows you to access and retrieve messages from the Internet service provider that you use at home.

When you set up another e-mail account, it appears as a new mailbox in your E-mail Center window. By default, these accounts contain an Inbox subfolder. You can create new subfolders within each account to further organize your messages. To create an account for external mail, you need to know whether the service provider uses a POP server or an IMAP server. You also need to know the IP address or name of the server and your own username and password for that mail system.

Once you have this information, you can set up your other mail account(s) using the following procedure:

1. If you have not already done so, open the E-mail Center.
2. Click the Options tab.
3. You see the E-mail Options window, which allows you to set options for your e-mail application. Click the Retrieve Other E-mail link.
4. You see the Retrieve Other E-mail window. In the Add Other Account section of the window, locate the Account Name field and enter a name for the other mail account.
5. Using the radio buttons, select the Account Type: IMAP or POP. Click Add.
6. Depending on the type of account (as you defined it), you see one of two windows: Add IMAP Account or Add POP Account. Each window contains some or all of the following data entry fields that you use to define the account:

   **Account Name**  The name that you used to label the account. It appears as the folder name in your E-mail Center folder view.
   **External Mail Server**  nv-goldfield.nl.edu
   **E-mail Address**  yourname@nl.edu
   **User ID**  yourname (not your luminis ID, but your NLU Domain User ID)
   **Password**  Enter the password that is associated with your User ID on the other system.
   **Confirm Password**  Re-enter the password as a confirmation.
   **Leave Mail on Server**  This option is available only with POP accounts. It allows you to access the same messages from either mail system. If you select no to this option, mail you view through the E-mail Center will not show up in your other system.

7. Fill in all fields and click OK. To exit without creating the account, click Cancel.
8. You are returned to the Retrieve Other E-mail window. To add the account, click Done.
9. In the E-mail Center you see the account as a new folder in your folder view. By default, the folder contains an Inbox. If the folder is for an IMAP account, it may also contain account folders to which you have previously been subscribed. If you do not see all the folders you are accustomed to seeing on this mail account, you may have to manually subscribe to folders.
10. In order to get mail from another account, select the account folder and click the Get Mail icon at the top of the E-mail Center window. You will be prompted to enter a password. Like all folders in the E-mail Center folder view, you can delete and rename it, and create subfolders underneath it.