

Connecting to your Creighton mail wirelessly;

1. Make sure you are connected wirelessly. To do that, follow the instructions to “Connect to a Wireless Network”, also posted on this site.
2. Click “Start” then “Messaging”
3. In the bottom right hand corner, click Menu>Tools>New Account.
4. There are now 5 screens to walk through.
 - a. On Screen 1 enter your Creighton e-mail address (abc12345@creighton.edu...basically, your Netid with @creighton.edu at the end of it.)
 - b. Screen 2 should auto configure your e-mail settings for you. Once the status field says completed, click Next.
 - c. Enter your information in the appropriate fields on Screen 3. If you would like to avoid being prompted for your password each time you connect, check the save password checkbox. Then click Next.
 - d. On Screen 4, under Account Type, click the drop down menu and select “IMAP4”. Under name, enter Creighton. Then click Next.
 - e. On Screen 5, fill in the following;
 - i. Incoming Mail; cumail.creighton.edu
 - ii. Outgoing Mail; mail.creighton.edu
 - iii. Domain; blue.jays.creighton.eduNow click Finish.
5. Mail should begin to synch automatically. If it does not, click “Menu” in the bottom right hand corner, then click Send/Receive.

With these settings, you will be able to send and receive mail while on campus. When off campus, you will be able to receive mail, but not send it. (Since as M3s, you are pretty much at the hospital 24-7, we are not too concerned about this!)