

## Microsoft Exchange

Microsoft Exchange is the server-based email program Taylor uses for faculty, staff, and student email. Email clients, such as Microsoft Outlook, Thunderbird, and those clients used on smartphones require special configuration in order to communicate with Taylor's email server.

This tutorial provides the information needed to configure an email client to send and receive Taylor email.

### General Configuration Settings

- Connection Type = Exchange (if available) or IMAPs (limited capabilities)  
**IMAPs provides email support only. Exchange adds Calendar, Contacts, Tasks, and Notes.**
- Incoming Email Server = mail.taylor.edu
- Outgoing Email Server = mail.taylor.edu
- Security (often called SSL) = Enabled
- Domain Name = CAMPUS
- IMAPs Protocol through port 993
- SMTPs (sometimes called TLS Encryption) through port 465  
**Note: Some email clients combine Domain Name and Username into domain\username.**

### Step-by-Step Instructions

Follow the links below for step-by-step instructions for Outlook and general guides for smartphones.

- [Outlook for Windows](#)
- [Outlook for Mac](#)
- [Smartphones](#)