

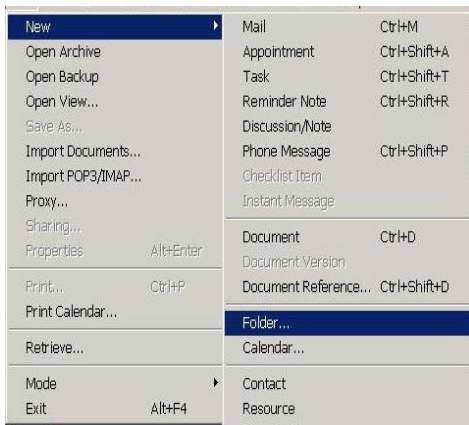
# Setting Up An IMAP Folder in Groupwise

This document will help you set up an IMAP folder for use with your voice mail account at gw.neric.org.

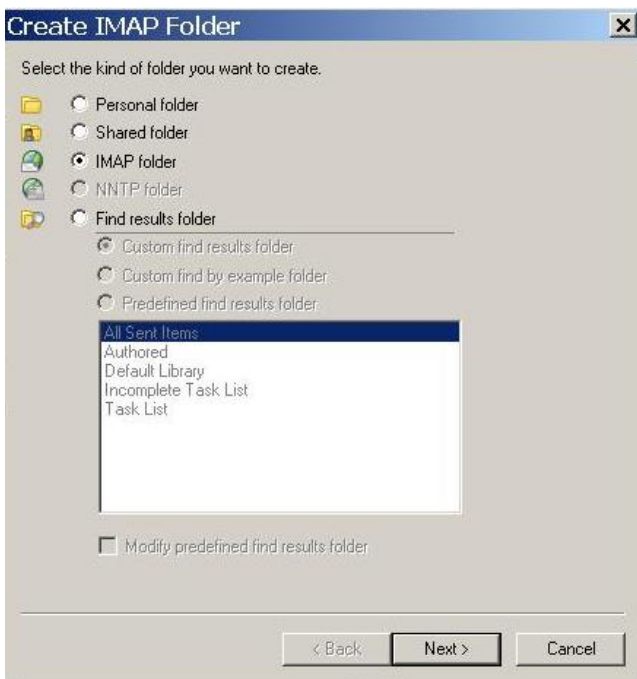
## Creating a New IMAP Folder

To create a new folder, perform the following steps:

1. In Groupwise, select **File** from the main menu then **New** then **Folder**.



2. Click on **IMAP** folder.



3. Name the folder. This example below says Voicemail

**Create Account**

Type the name you will use to refer to this account. Often, people use the name of their Internet Service Provider, however you may use any name you would like.

Account name:

Select what type of account your Internet Service Provider has given you.

Account type:

< Back    Next >    Cancel

4. Click **Next**.
5. Enter the incoming mail server name **unityconnect.neric.org**
6. Your log in name is your **full name with no spaces**
7. The outgoing mail server will be **unityconnect.neric.org**
8. Your email address will be **fullname@unityconnect.neric.org**

**Create Internet Account**

Contact your Internet Service Provider for mail server information and for your login name. You can also type the name to display in the From box when you send messages from this account.

Incoming mail server (IMAP4):

Login name:

Outgoing mail server (SMTP):

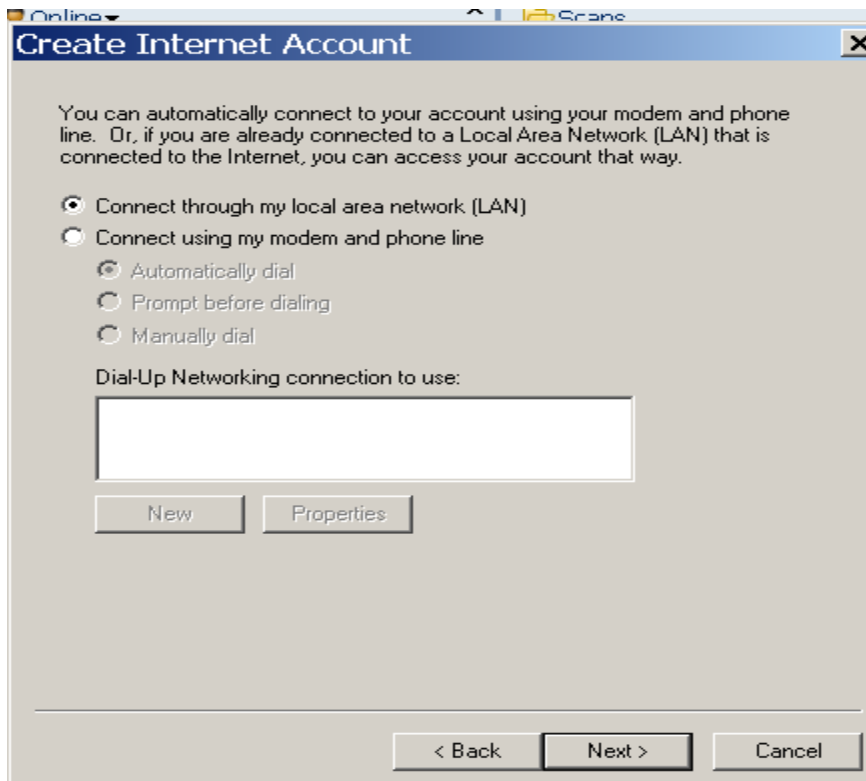
E-mail address:

From name:

< Back    Next >    Cancel

9. Click Next

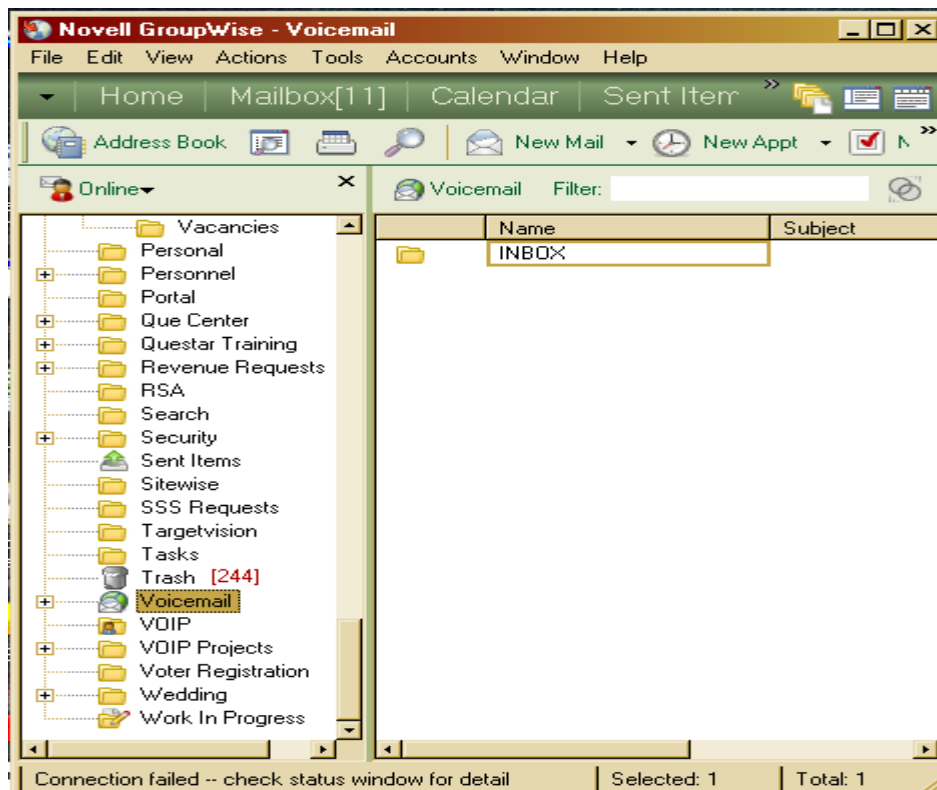
10. Click **Connect through my local area network LAN**



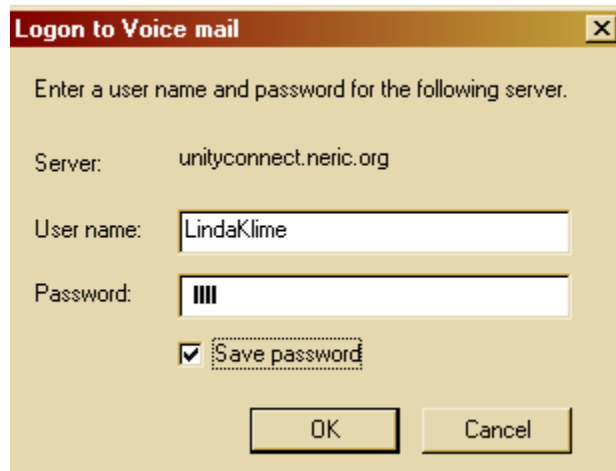
11. Click **Next**.

12. Click **Finish**.

13. Click on the new folder

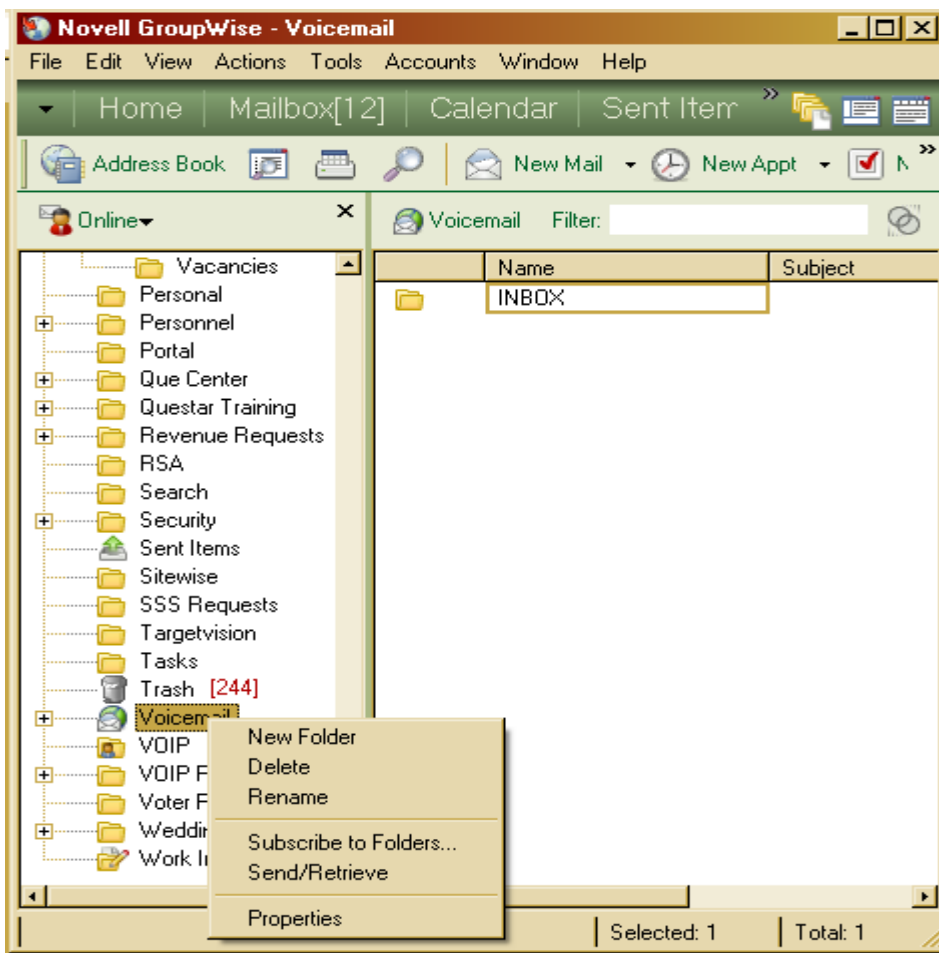


14. The following screen will appear. Enter your **full name** with no spaces. The temporary password is **73738**. Click **OK**.



A dialog box titled "Logon to Voice mail" with a close button (X) in the top right corner. The text inside reads: "Enter a user name and password for the following server." Below this, there are three fields: "Server:" with the value "unityconnect.neric.org", "User name:" with the value "LindaKlime", and "Password:" with a masked password "||||". Below the password field is a checked checkbox labeled "Save password". At the bottom are two buttons: "OK" and "Cancel".

15. Right click on the folder. Click on Send/Retrieve to sync folders.



## To change your temporary Password

1. Go to the following website <https://unityconnect.neric.org/ciscopca>
2. The following screen may appear. Click on **Or you can add an exception**



### Secure Connection Failed

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unityconnect.neric.org uses an invalid security certificate.

The certificate is not trusted because it is self signed.

(Error code: sec\_error\_ca\_cert\_invalid)

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- This could be a problem with the server's configuration, or it could be someone trying to impersonate the server.
- If you have connected to this server successfully in the past, the error may be temporary, and you can try again later.

[Or you can add an exception...](#)

3. On the following screen, **choose add exception**



### Secure Connection Failed

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unityconnect.neric.org uses an invalid security certificate.

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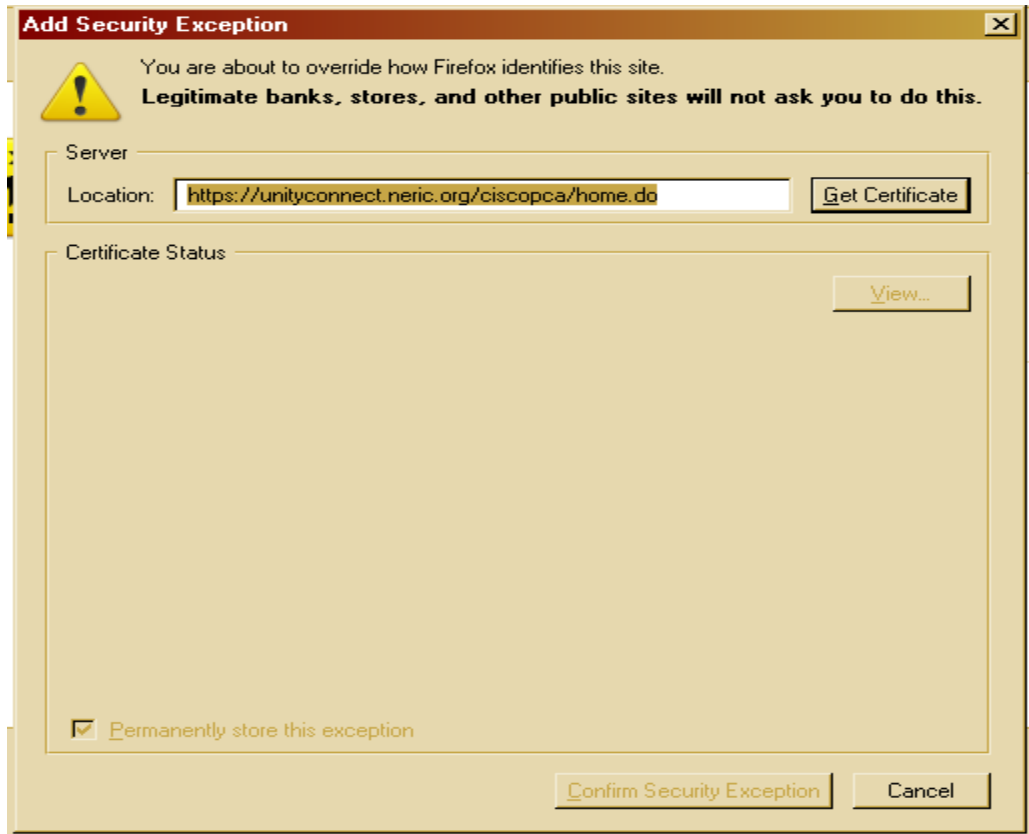
- This could be a problem with the server's configuration, or it could be someone trying to impersonate the server.
- If you have connected to this server successfully in the past, the error may be temporary, and you can try again later.

You should not add an exception if you are using an internet connection that you do not trust completely or if you are not used to seeing a warning for this server.

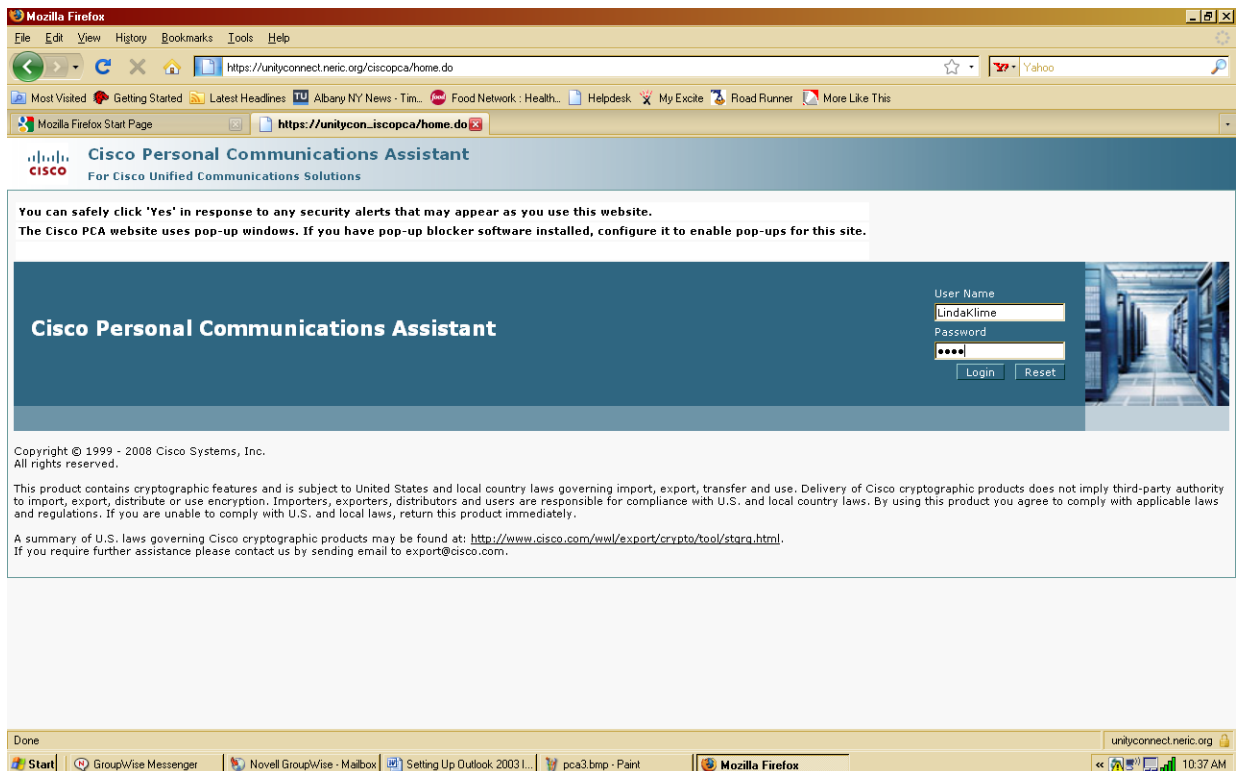
[Get me out of here!](#)

[Add Exception...](#)

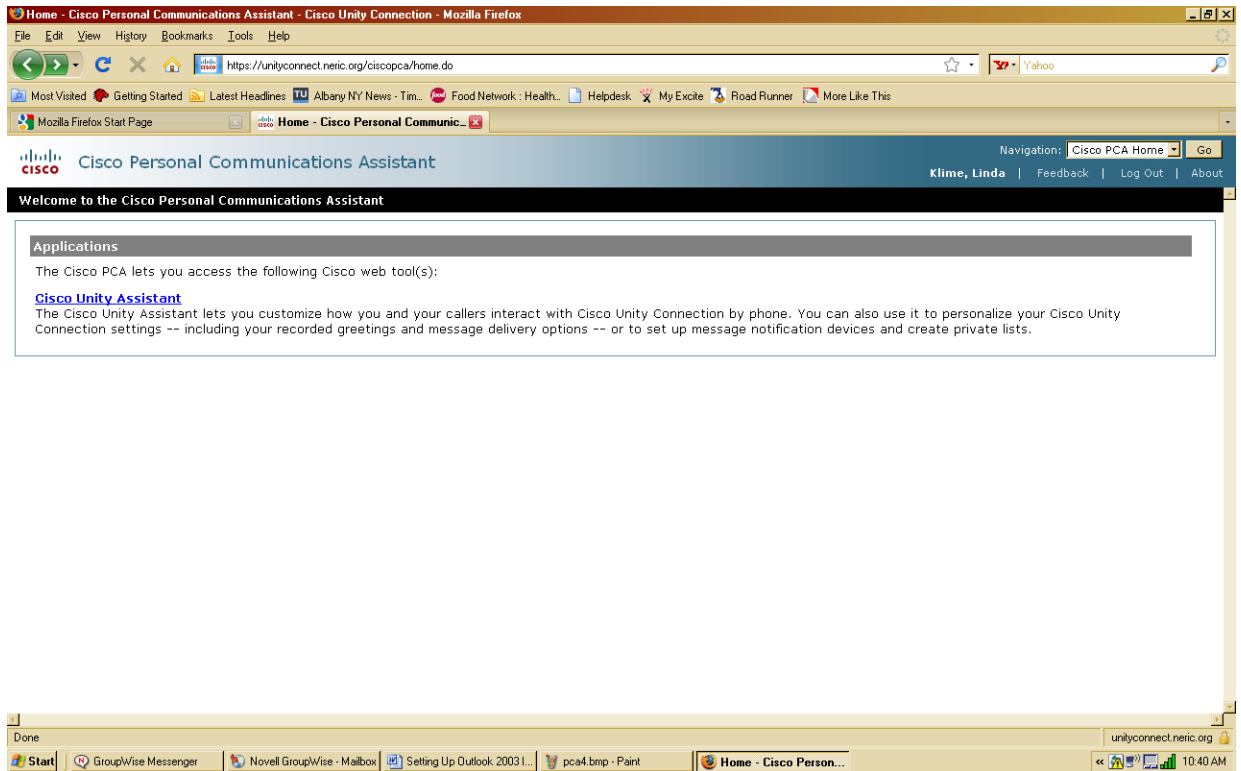
#### 4. Choose **Get Certificate** Then **Confirm Security Exception**



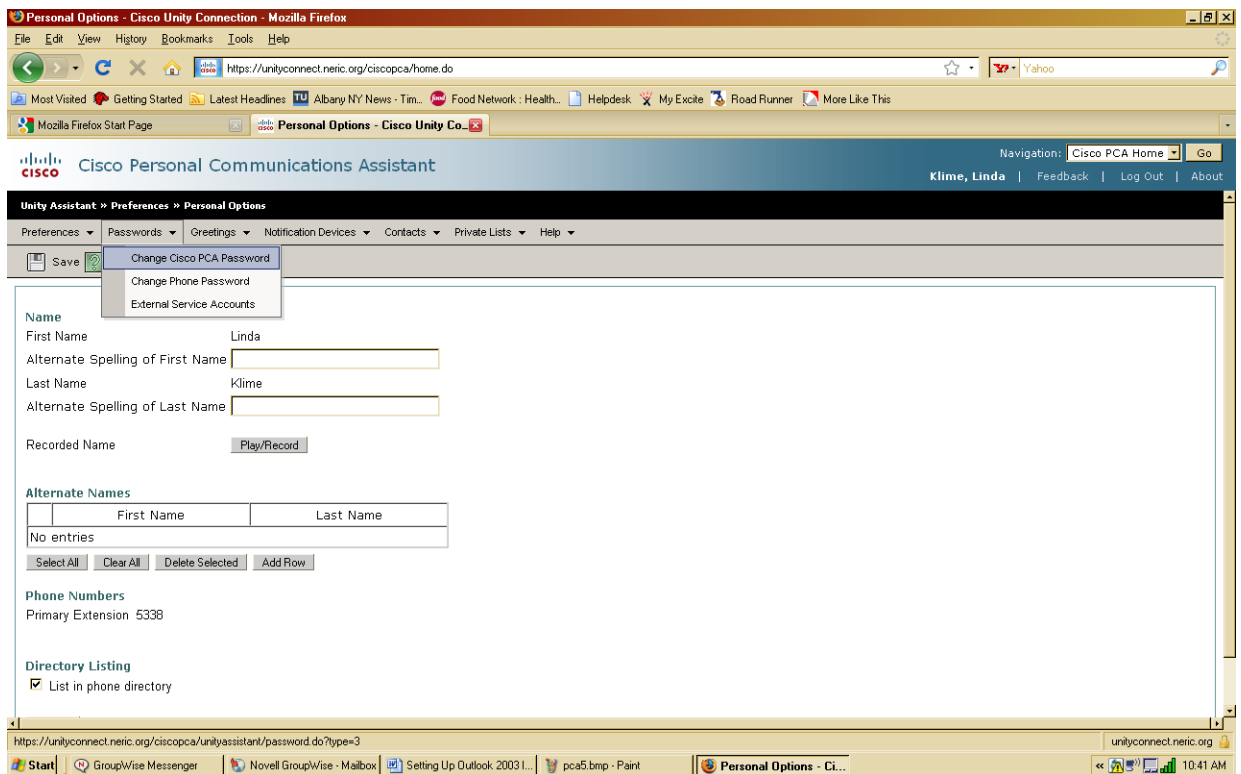
#### 5. Login using your full name with no spaces. The password will be 73738.



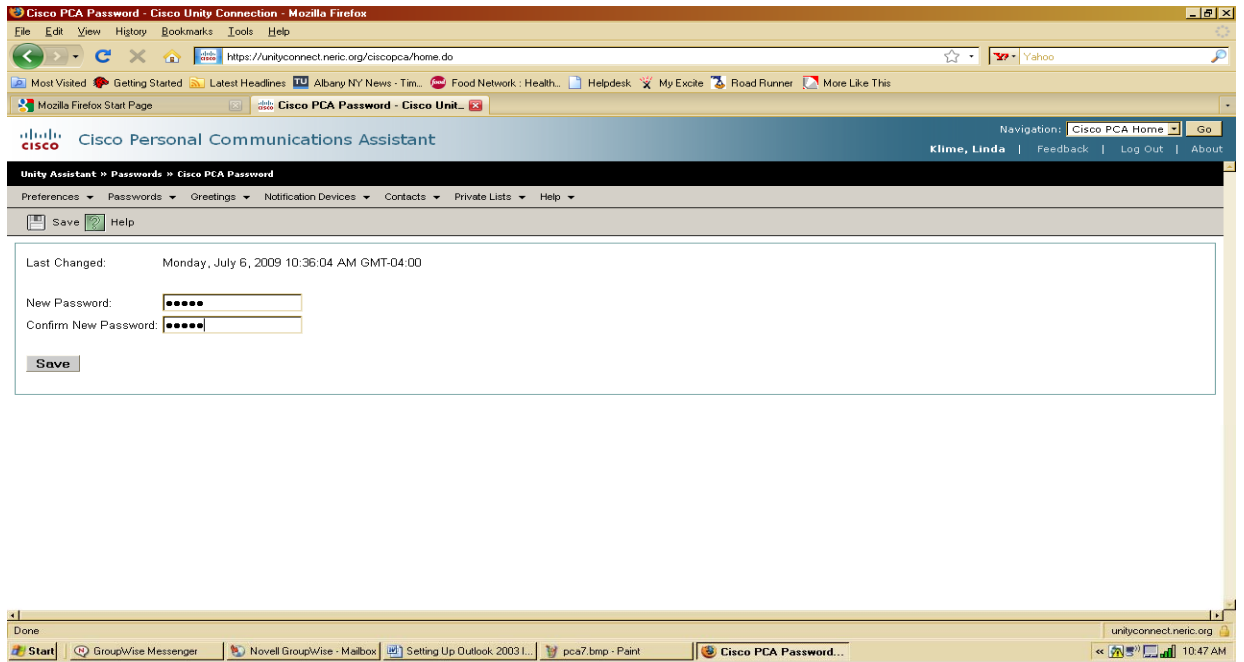
#### 6. Click on Cisco Unity Assistant



## 7. Choose Cisco PCA Password under the Password tab



## 8. Enter your new password and confirm the password. Press **Save**.



## 9. Log out

**For assistance with the other features of Unity’s Assistant Web Tool, simply click on the help tab.**