

# Pegasus Mail Setup

1. Change your KSU mail not to forward
  - a. Open up a web browser and type this address in the address bar: **eid.ksu.edu**
  - b. Login, then check and see if you are forwarding your mail anywhere. If you are, click the address you are forwarding to and then click delete. This will undo forwarding.
  - c. Hit the sign out link to the left.
2. Forward your HumeC mail to KSU
  - a. Go to the college page (**www.humec.ksu.edu**) and scroll to the bottom and click webmail. Click yes or OK on the certificate error message.
  - b. Login with your HumeC username and password.
  - c. Hit the **Options** button (the middle icon on the top set of 3 icons in that page) and then click the mailbox management tab in the window that pops up.
  - d. Hit **Yes** on the Forward all new messages and put in your K-State email address in the forward to box. Click the **Save** Button. Then hit the **Exit** button and close the browser.
3. In Pegasus Mail, change Receiving (POP3) host name to KSU
  - a. Go to **Tools->Internet Options**
  - b. The e-mail address on the **General** page is the e-mail address you should be using as your current address. You have a choice of either changing it to ksu or k-state.edu or leaving it as humec.ksu.edu. Mail from both will still come to you, it's just a matter of what you want to identify yourself as.
  - c. Choose the **Receiving (POP3)** tab, highlight the POP3 host and click the **edit** button. Change the **Serverhost name** from **pop.humec.ksu.edu** to **pop.ksu.edu**. Also make sure that you have your EID password entered in the password box.
  - d. Select the **Security** tab and then select **Via Direct SSL Connect**. It may pop up a box to change the port. If it does go ahead and hit the change button. Uncheck the disable certificate validation if it is checked and then press **OK** to exit that screen.
4. Change the Sending (SMTP) host name.
  - a. If you are using Pegasus only on a campus machine logged into the network
    - i. Choose the **Sending (SMTP) tab**, highlight the SMTP host, then **Edit...**
    - ii. Change the server host name to **smtp.ksu.edu**
    - iii. Click the security tab and hit the **via STARTTLS** option, it may ask to change the port, do so. Make sure that that is the only thing selected on that page, including checkboxes below
  - b. If using in standalone on a laptop or at home:
    - i. Choose the **Sending (SMTP) tab**, highlight the SMTP host, then **Edit...**
    - ii. Change the server host name to **auth.smtp.ksu.edu**
    - iii. Click the **Security tab** and hit the **Via Direct SSL Connect** option, it may ask to change the port, do so if it does. Make sure that that is the only thing selected on that page, including checkboxes below.
    - iv. Check the last checkbox, hit the select button on that line and select the pop definition that you are using. Hit OK twice to exit settings.
5. Add a IMAP profile to central KSU servers (if you don't already have one)
  - a. Go to **Tools->IMAP Profiles**
  - b. Click the **New...** button, type in K-State as the profile name.
  - c. Type in the IMAP server address as **imap.ksu.edu**.
  - d. Put in your EID username and password.
  - e. Click the **Settings tab**, and click the first, second and fourth checkboxes and change the time from 30 to 60 seconds.
  - f. Click the **Security tab** and hit the **Via Direct SSL Connect** button. It will ask to change the port, go ahead and hit the change button. Hit OK and then select K-state. Hit connect and then hit done to exit IMAP settings.

If you want to convert from Pegasus folders to IMAP folders, you just have to create a folder under the K-State mailbox with the same folder name, select the old folder, select all the messages and drag or move them to the new mail box. This allows you to see those folders from anywhere with any mail client, including Webmail. When you complete this, email us and we'll come up and switch you to using IMAP exclusively.

If you already are using IMAP on Humec, there is a program we can install that can do direct folder moving from one to the other. Contact us to schedule a time to install and show you how to use it.

More info on how to use Pegasus and all the other supported clients is at:  
<http://www.k-state.edu/infotech/e-mail/docs/>