How to setup email client to send and receive MMU emails

Manual for Outlook Express

Open your IncrediMail

Go to Tools -> Accounts

Click on Add and choose Mail
Display Name: Type in any name that you prefer

Click on Next
Email address: Type in your MMU email address

Click on Next
My incoming mail server is a POP3 server

Incoming mail: mailstaff.cyber.mmu.edu.my

Outgoing mail: mailstaff.cyber.mmu.edu.my

Click on Next
Account name: Your MMU webmail username

Password: Your MMU webmail password

It is your choice whether to choose to remember password or not. For security reason we encourage you not to put a tick on it.

Click on Next

How to change your MMU email password?
Login to your MMU webmail.
URL: https://staff.mmu.edu.my/src/login.php
After login to your webmail account, go to options, change password
You have successfully entered all of the information required to set up your account.
To save these settings, click Finish.

Click on Finish
Click on your default account and choose properties
Click on Advanced

Put a tick on Incoming mail “This server requires a secure connection (SSL)”

You may choose whether to leave a copy of messages on server or not. If you choose to leave a copy of messages on server, make sure that you do housekeeping by deleting unwanted emails in your MMU webmail otherwise you may encounter quota exceeded issue. We encourage you not to leave a copy of messages on server

Click on OK

Click on Close

Click on Send/Receive icon in your Outlook Express
Click on Yes in order to send and receive email.

Please take note that this settings will work in both Melaka and Cyberjaya campus.

If you want to access your email client from your home (outside MMU), you must first connect to MMU VPN. Otherwise you may only receive emails but unable to send out emails.

How to setup MMU VPN?
Kindly refer to http://access.mmu.edu.my