The following article below will demonstrate how to setup an IMAP account with Outlook 2007.

1. Open Outlook 2007 and select **Tools**, **Account Settings,** and on the Email tab, click the **New** button
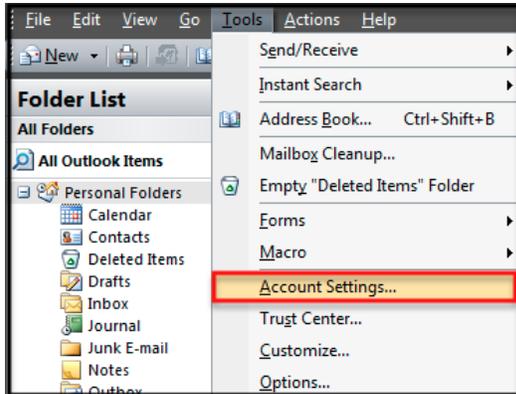
2. Select **Manually configure server settings or additional server types** and click **Next**
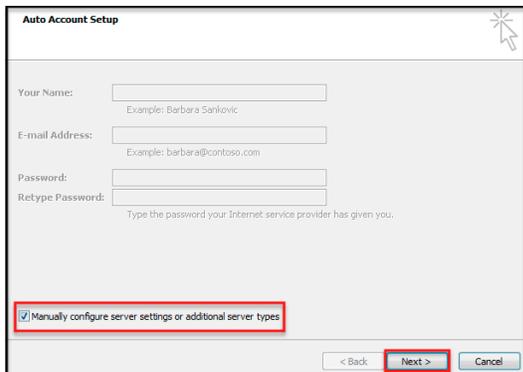
3. Make sure that the **Internet E-mail radio** button is selected, and click **Next** to enter the following information:

• Your Name: **First and Last Name** (This is the name your recipients will see when you send mail)

• Email Address: **Your Full Email Address** (This is the Email address your recipients will see)

• Account Type: **IMAP**

• Incoming server: **secure.emailsrvr.com**

• Outgoing server: **secure.emailsrvr.com**

• User Name: **Your Full Email address** (e.g., myname@mydomain.com), using all lowercase letters

• Password: **Your email account password**
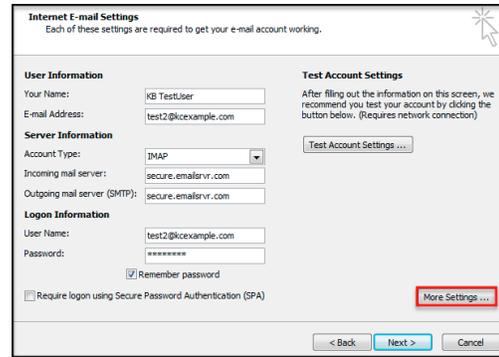
4. Click on **More Settings…** Then on the **Outgoing Server** tab. Check the box **My Outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**
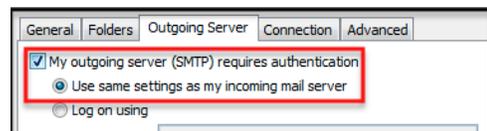
5. Click the **Advanced** tab. In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**. For the **Incoming Server** port enter **993** and for the **Outgoing Server** port enter **46**5
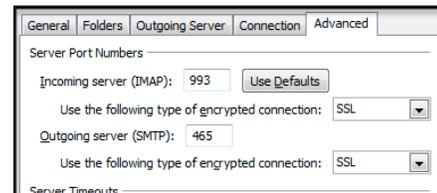
6. Click **OK**, **Next**, and then click **Finish.** Click the **Close** button and that's it; you're all done!

*<u>Note</u>: **Using SSL (Secure Sockets Layer):**
SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to imap.emailsrvr.com using port 143 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025

IMAP Folders
Folders should sync automatically with an IMAP account; however, if you have added folders in Webmail and they are not showing in Outlook, perform the following steps:

1. Select **Tools**, **IMAP Folders** and then click on **Query**
2. Select the newly added folder(s), and click **Subscribe** and then **OK** (You may need to Restart Outlook to update the folder list