Set up IMAP – Microsoft Outlook 2007

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

Auto Account Setu	P
Your Name:	Example: Barbara Sankow:
E-mail Address:	Example: barbara@contoso.com
Password:	
Retype Password:	
Manually configure s	Type the password your Internet service provider has given you.
	<back next=""> Cancel</back>

3. Make sure that the **Internet E-mail radio** button is selected, and click **Next** to enter the following information:

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

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

- <u>Account Type</u>: IMAP
- Incoming server: secure.emailsrvr.com
- Outgoing server: secure.emailsrvr.com
- <u>User Name</u>: **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

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Remember password

ing Secure Password Authentication (SPA

Require lo

 My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server 				
C Log on using				

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

General Folders Outgoing Server Connection Advanced			
Server Port Numbers			
Incoming server (IMAP): 993 Use Defaults			
Use the following type of encrypted connection: SSL $\begin{tabular}{ c c c c c } \hline \begin{tabular}{ c c c c } \hline \end{tabular}$			
Outgoing server (SMTP): 465			
Use the following type of encrypted connection: SSL			
Server Timeouts			

6. Click **OK**, **Next**, and then click **Finish**. Click the **Close** button and that's it; you're all done!

*Note: 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:

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

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