## Set up IMAP – Microsoft Outlook 2010

The following article below will demonstrate how to setup an IMAP account with Outlook 2010.

1. In Outlook, select File and then Account Settings and Account Settings once again

2. Click on New... then select Manually configure server settings or additional server types and click Next

Auto Account Setur	9	×
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@icontoso.com	
Password: Retype Password:	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	
	<back next=""> Canc</back>	.el

## 3. Select Internet E-mail and click Next

4. 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)

- Account Type: 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

Internet E-mail Settings Each of these settings are required to get your e-mail account working.				
User Information		Test Account Settings		
Your Name:	KB TestUser	After filling out the information on this screen, we recommend you test your account by dicking the		
E-mail Address:	test2@kcexample.com	button below. (Requires network connection)		
Server Information		Test Account Settings		
Account Type:	IMAP 💌	Test Account Setungs		
Incoming mail server:	secure.emailsrvr.com			
Outgoing mail server (SMTP):	secure.emailsrvr.com			
Logon Information				
User Name:	test2@kcexample.com			
Password:	******			
I F	Remember password			
Require logon using Secure Password Authentication (SPA)		More Settings		
		< Back Next > Cancel		

5. 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

General Folders Outgoing Server Connection Advanced					
My outgoing server (SMTP) requires authentication					
Our of the same settings as my incoming mail server					
C Log on using					
User Name:					
Password:					
Remember password					
Require Secure Password Authentication (SPA)					
OK Cancel					

6. Next click on the **Advanced** tab. First, check the box **This server requires an encrypted connection (SSL)** and change the drop down box from **None to SSL**. Then ensure the **Incoming server port is 993** and the **Outgoing server port is 465** 

General Folders Outgoing Server Connection Advanced			
Server Port Numbers			
Incoming server (IMAP): 993 Use Defaults			
Use the following type of <u>encrypted</u> connection: SSL			
Outgoing server (SMTP): 465			
Use the following type of engrypted connection:			
Server Timeouts			
Short - Long 1 minute			
Folders			
Root folder path: INBOX			
OK Cancel			

7. Click **OK** and then **Next**. Outlook will test the settings. If Outlook is configured correctly, there will be 2 green check marks on both tasks. Click **Close and** then **Finish**. You have successfully setup Outlook 2010!

## \*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

## Mapping your IMAP folders

Folders should sync automatically with an IMAP account; however, if for any reason they do not, perform the following steps:

1. Select your Inbox or top level folder of your email account and select  $\ensuremath{\text{IMAP Folders}}$  and then  $\ensuremath{\text{Query}}.$ 

2. Select any folder you would like to be subscribed to by right-clicking and selecting **Subscribe**. Repeat these steps for all folders you would like to be subscribed to.

3. To unsubscribe to any folders, repeat the above steps and select **Unsubscribe** instead.

Note: If you've created any new folders through webmail and they aren't displaying, right-click on your Inbox or top level folder of your email account and select Update Folder List.