Set up IMAP – Microsoft Outlook 2011

The following article below will demonstrate how to setup an IMAP account with Outlook 2011.

1. Open Outlook 2011 and from the Outlook drop-down menu, select **Preferences**



2. On the **Preferences** menu, select **Accounts** and on the accounts screen, select **E-Mail Account**



3. Enter your email address & password and the box will then expand. You'll enter the following information:

- <u>Username</u>: Your entire email address (e.g. myname@mydomain.com)
- <u>Type</u>: Select IMAP
- Incoming server: secure.emailsrvr.com using
 Port: 993
- Check the Override default port & Use SSL to connect boxes
- Outgoing server: secure.emailsrvr.com using
 Port: 465
- Check the Override default port & Use SSL to connect boxes



*<u>Note</u>: If you already have an account(s) configured, select the plus symbol in the lower left hand corner, then select Email Account

4. Click Add Account and then click More Options under Outgoing server

	Kcexample IMAP Account	
Account description:	Kcexample	
Personal information		
Full name:	Rae Cabello	
E-mail address:	test2@kcexample.com	
Server information		
User name:	test2@kcexample.com	
Password:	•••••	
Incoming server:	secure.emailsrvr.com	: 993
	 ✓ Override default port ✓ Use SSL to connect (recommended) Always use secure password 	
Outgoing server:	secure.emailsrvr.com veride default port Use SSL to connect (recommended) More Options	: 465
Learn about IMAP acco	unt settings	Advanced

5. In the pop up window, select the authentication drop down and choose **Use Incoming Server Info** and select **OK** to confirm the changes. Close all your windows & you're done!

Settings for: secure.emailsrvr.com		
Authentication:	Use Incoming Server Info 🗘	
User name: Account descri		
Password: Personal infor		
	name: Rae Cabello	
Unqualified domain: E-mail ad		
Server infor Learn about IMAP settings	Cancel OK	

*<u>Note</u>: If you already have email on the server, your email will slowly begin to populate your inbox. This can take some time depending on how much data you have

*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

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