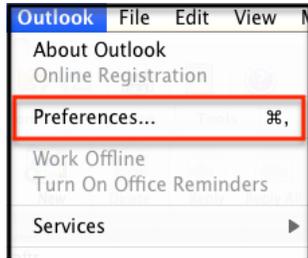
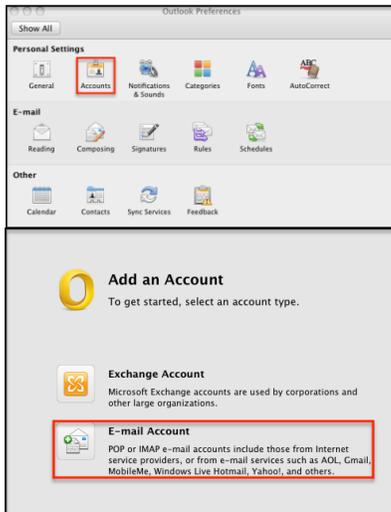


The following article below will demonstrate how to setup an IMAP account with Outlook 2011.

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**



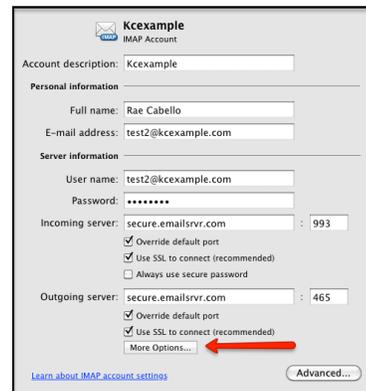
3. Enter your email address & password and the box will then expand. You'll enter the following information:

- **Username:** Your entire email address (e.g. myname@mydomain.com)
- **Type:** 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

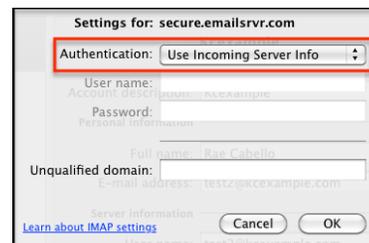


**\*Note:** If you already have an account(s) configured, select the plus symbol in the lower left hand corner, then select Email Account

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



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!



**\*Note:** 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