Set Up IMAP - Outlook® 2007

To set up Outlook 2007 for IMAP, perform the following steps:
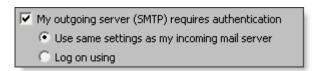
1. In Outlook, select **Tools / Account Settings** and on the **Email** tab, click the **New** button.
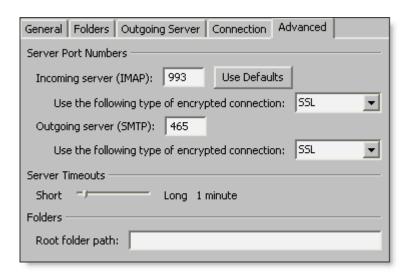

2. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** option button is selected, and click the **Next** button, select the **Manually configure server settings or additional server types** check box and click the **Next** button.
3. Ensure that the **Internet E-mail** radio button is selected, and click the **Next** button and enter the following information:

- Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
- E-mail Address—Enter your entire email address (e.g., myname@mydomain.com).
- Account Type—Select **IMAP** from the drop-down menu.
- Incoming mail server—Enter the secure server name: **secure.emailsrvr.com**
- Outgoing mail server (SMTP)—Enter the secure server name: **secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., myname@mydomain.com).
- Password—Enter the password for your email account.

5. Click the **More Settings** button, then click the **Outgoing Server** tab and select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail**

6. Click the **Advanced** tab, In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**

7. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993** and in the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.
8. Click the **OK** button, click the **Next** button, click the **Finish** button and click the **Close** button.

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 the click the **Query** button.
2. Select the newly added folder(s), and click the **Subscribe** button and click the **OK** button.
3. Restart Outlook to update the folder list.