

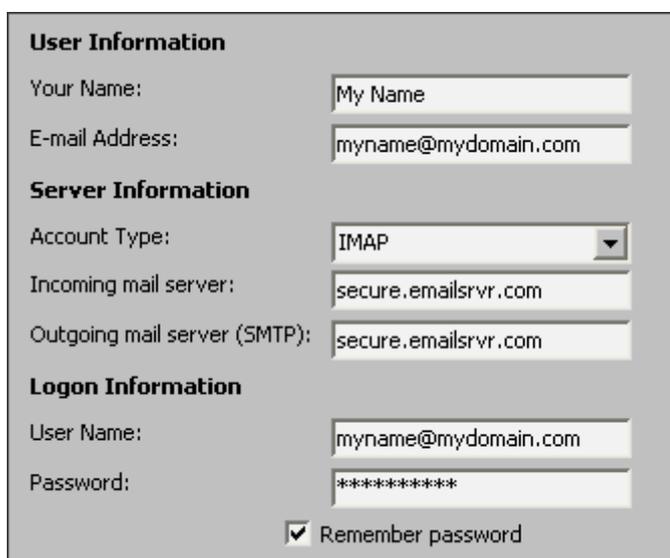
Set Up IMAP - Outlook® 2007

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.



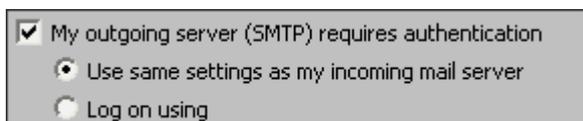
2. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** option button is selected, and click the **Next** button, select the **Manually configure server settings or additional server types** check box and click the **Next** button.
3. Ensure that the **Internet E-mail** radio button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

A screenshot of the Outlook 'User Information' dialog box. It contains the following fields:

- User Information**
 - Your Name: My Name
 - E-mail Address: myname@mydomain.com
- Server Information**
 - Account Type: IMAP (selected in a dropdown menu)
 - Incoming mail server: secure.emailsrvr.com
 - Outgoing mail server (SMTP): secure.emailsrvr.com
- Logon Information**
 - User Name: myname@mydomain.com
 - Password: *****
 - Remember password

- 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**

A screenshot of the Outlook 'Outgoing Server' tab settings. It shows three options:

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

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

The screenshot shows the 'Advanced' tab of an Outlook account setup dialog. It is divided into several sections: 'Server Port Numbers', 'Server Timeouts', and 'Folders'. Under 'Server Port Numbers', the 'Incoming server (IMAP)' is set to 993 and the 'Outgoing server (SMTP)' is set to 465. Both have 'Use Defaults' buttons. Below each port number is a dropdown menu for 'Use the following type of encrypted connection', both set to 'SSL'. The 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a text box for 'Root folder path:'.

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 then 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.