

Set Up IMAP - Outlook® 2010

To set up Outlook 2010 for IMAP, perform the following steps:

1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Account Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** option button is selected, and click the **Next** button.
7. 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.

User Information

Your Name: My Name

E-mail Address: myname@mydomain.com

Server Information

Account Type: IMAP

Incoming mail server: secure.emailsrvr.com

Outgoing mail server (SMTP): secure.emailsrvr.com

Logon Information

User Name: myname@mydomain.com

Password: *****

Remember password

8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.
10. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

11. Click the **Advanced** tab.

The screenshot shows the 'Advanced' tab of the Outlook account settings dialog. It is divided into three main sections: 'Server Port Numbers', 'Server Timeouts', and 'Folders'.
- **Server Port Numbers:** 'Incoming server (IMAP)' is set to 993 with a 'Use Defaults' button. Below it, 'Use the following type of encrypted connection:' is set to SSL. 'Outgoing server (SMTP)' is set to 465, also with a 'Use Defaults' button. Below it, 'Use the following type of encrypted connection:' is set to SSL.
- **Server Timeouts:** A slider is positioned between 'Short' and 'Long 1 minute'.
- **Folders:** A text box labeled 'Root folder path:' is empty.

12. In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**.

13. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**

14. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.

15. Click the **OK** button.

16. Click the **Next** button.

17. Click the **Finish** button.

18. 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. Right-click the account name in the folder list panel.
2. Select **IMAP Folders**.
3. Click the **Query** button.
4. Select the newly added folder(s), and click the **Subscribe** button.
5. Click the **OK** button.
6. Restart Outlook to update the folder list.