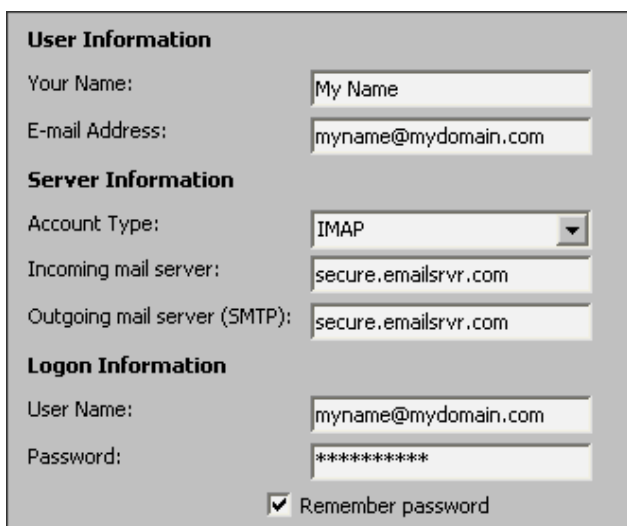


Configuring Outlook

More recent versions of Outlook might configure your account automatically after you enter your email address and password. If that fails, please follow these steps to set up your account manually.

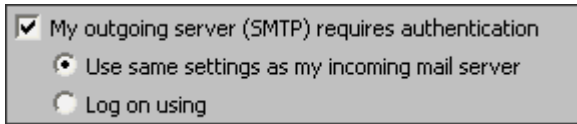
1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Account Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail**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



The screenshot shows a dialog box titled "User Information" with the following fields and values:

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:	*****
<input checked="" type="checkbox"/> 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**.

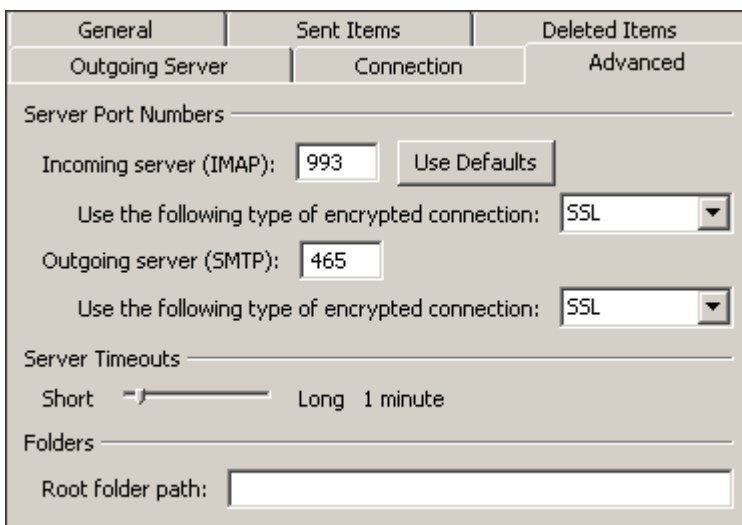


My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

11. Click the **Advanced** tab.



General Sent Items Deleted Items

Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

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.