

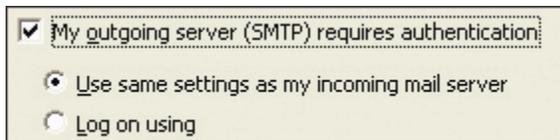
# Set Up IMAP - Outlook® 2003

To set up Outlook 2003 for IMAP, perform the following steps:

1. In Outlook, select **Tools / E-mail Accounts**, click the **Add a new e-mail account** radio button and then click the **Next** button.
2. Select the **IMAP** radio button, 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@Reagan.com).
  - User Name—Enter your entire email address (e.g., myname@Reagan.com).
  - Password—Enter the password for your email account.
  - If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
  - Incoming mail server (IMAP)—Enter the secure server name: **secure.emailsrvr.com**
  - Outgoing mail server (SMTP)—Enter the secure server name: **secure.emailsrvr.com**

**Note:** If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

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



The screenshot shows the 'Outgoing Server' tab in Outlook 2003. It features a checked checkbox labeled 'My outgoing server (SMTP) requires authentication:'. Below this are two radio button options: 'Use same settings as my incoming mail server' (which is selected) and 'Log on using'.

5. Click the **Advanced** tab and select the first **This server requires a secure connection (SSL)** check box.
6. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
7. Select the second **This server requires a secure connection (SSL)** check box.

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

The screenshot shows the 'Outgoing Server' tab of an Outlook configuration window. It features four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is active. Under 'Server Port Numbers', the 'Incoming server (IMAP)' is set to 993, and the 'Outgoing server (SMTP)' is set to 465. Both have checkboxes for 'This server requires an encrypted connection (SSL)' which are checked. A 'Use Defaults' button is next to the IMAP port. Below this is the 'Server Timeouts' section with a slider between 'Short' and 'Long' (1 minute). At the bottom is the 'Folders' section with a 'Root folder path' text box.

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