

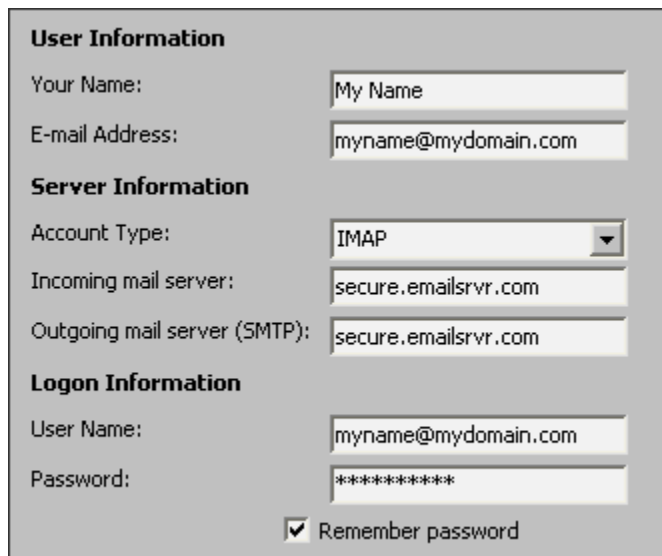
Set Up IMAP - Outlook® 2007

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 'Internet E-mail' setup wizard in Outlook 2007. The form is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. In 'User Information', 'Your Name' is 'My Name' and 'E-mail Address' is 'myname@mydomain.com'. In 'Server Information', 'Account Type' is set to 'IMAP', and both 'Incoming mail server' and 'Outgoing mail server (SMTP)' are 'secure.emailsrvr.com'. In 'Logon Information', 'User Name' is 'myname@mydomain.com' and 'Password' is masked with asterisks. A 'Remember password' checkbox is checked at the bottom.

- 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).
- 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@Reagan.com).
- Password—Enter the password for your email account.

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.

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**

☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

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

General | Folders | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

- 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**.
- 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:

- Select **Tools / IMAP Folders** and then click the **Query** button.
- Select the newly added folder(s), and click the **Subscribe** button and click the **OK** button.
- Restart Outlook to update the folder list.