

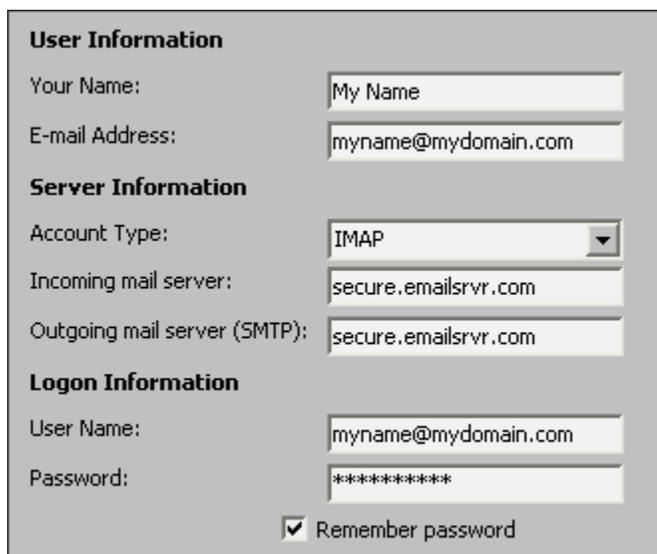
Set Up IMAP - Outlook® 2007

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 is divided into four sections: 'User Information', 'Server Information', and 'Logon Information'. The 'User Information' section has fields for 'Your Name' (My Name) and 'E-mail Address' (myname@mydomain.com). The 'Server Information' section has a dropdown for 'Account Type' (IMAP), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both secure.emailsrvr.com). The 'Logon Information' section has fields for 'User Name' (myname@mydomain.com) and 'Password' (*****), with a checked 'Remember password' checkbox below.

- 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

6. 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): 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: _____

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 the 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.