

Set Up IMAP - Outlook® Express

For increased security, we recommend that you use our secure (SSL) servers, as detailed below.

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

1. In Outlook Express, select **Tools / Accounts**.
2. Click the **Add** button, and select **Mail** from the resulting menu.

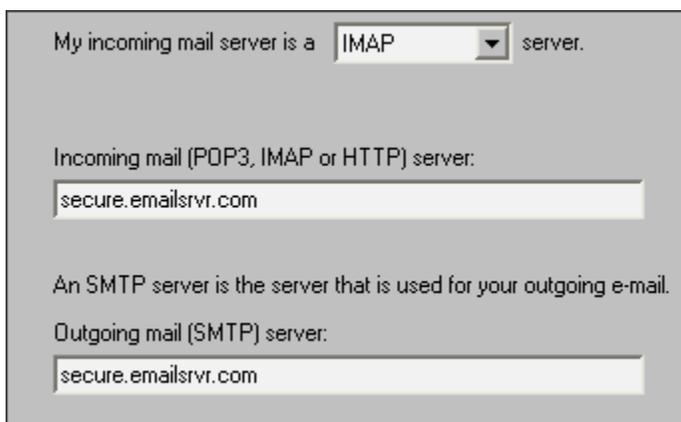


3. Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
4. Click the **Next** button.
5. Enter your entire email address (e.g., myname@Reagan.com).
6. Click the **Next** button.
7. Click the drop-down menu, and select **IMAP**.
8. In the **Incoming mail (POP3, IMAP, or HTTP) server** box, enter the secure server name:

secure.emailsrvr.com

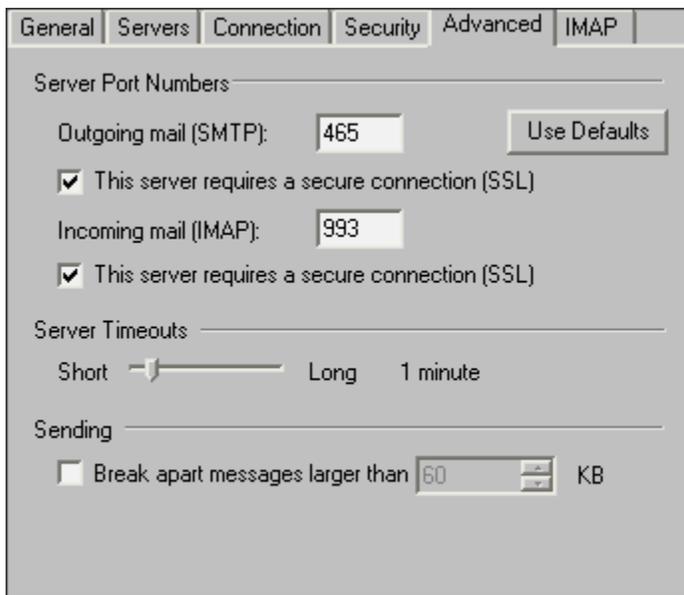
9. In the **Outgoing mail (SMTP) server** box, enter the secure server name:

secure.emailsrvr.com



10. Click the **Next** button.
11. In the **Account name** box, enter your entire email address (e.g., myname@Reagan.com).
12. In the **Password** box, enter the password for your email account.
13. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
14. Leave the **Log on using Secure Password Authentication (SPA)** box blank, and click the **Next** button.

15. Click the **Finish** button.
16. In the **Internet Accounts** window, select the email account that you just created, and click the **Properties** button.
17. Click the **Servers** tab.
18. The **Log on using Secure Password Authentication** box should not be checked.
19. Check the **My server requires authentication** box.
20. Click the **Settings** button.
21. Be sure that the **Use same settings as my incoming mail server** button is selected.
22. Click the **OK** button.
23. Click the **Advanced** tab.
24. Check the first **This server requires a secure connection (SSL)** box.
25. In the **Outgoing mail (SMTP)** box, enter the secure outgoing port: **465**.
26. Check the second **This server requires a secure connection (SSL)** box.
27. In the **Incoming mail (IMAP)** box, enter the secure incoming server port: **993**



28. Click the **OK** button.
29. Click the **Close** button.