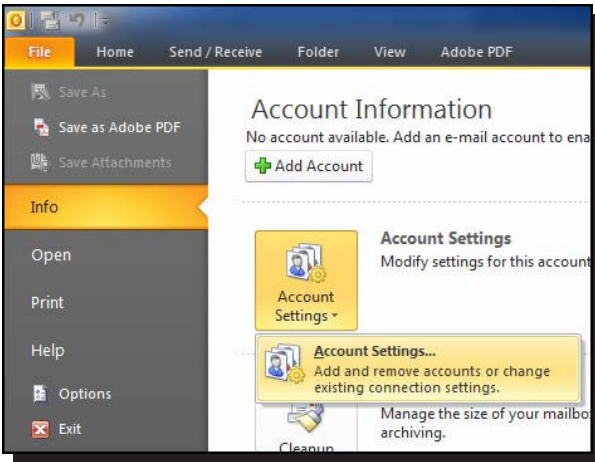# Setting Up Microsoft® Outlook 2010

## Setting Up an IMAP E-mail Account

1. In Outlook, select "File" then "Account Settings" and "Account Settings" once again.
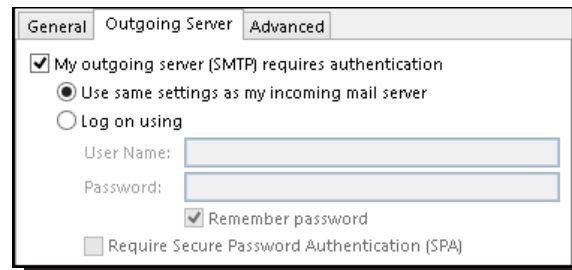


2. Click on "New…" then select "Manually configure server settings or additional server types" and click "Next"
3. Select "Internet E-mail" and click "Next"



4. Enter the following information
   - Your Name: Your Name (This is the name your recipients will see)
   - E-mail Address: Your full E-mail address (This is the E-mail address your recipients will see)
   - Account Type: IMAP
   - Incoming server: secure.emailsrvr.com
   - Outgoing server: secure.emailsrvr.com
   - User Name—Enter your entire E-mail address (e.g.,
   - myname@mydomain.com), using all lowercase letters.
   - Password—Enter the password for your E-mail account.



5. Click on "More Settings…" Then on the "Outgoing Server" tab. Check the box "My Outgoing server (SMTP) requires authentication" and "User same settings as my incoming mail server:
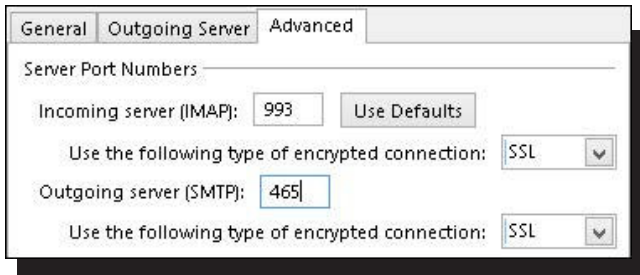


## Comparing POP and IMAP

### POP

- Best when you will be primarily accessing your E-mail from a single location, like your office or home. When you leave your office or home, you can still access your E-mail from a web browser.

- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.

- When accessing your E-mail account through a web browser, you may not see previous messages that were downloaded to your desktop E-mail client.
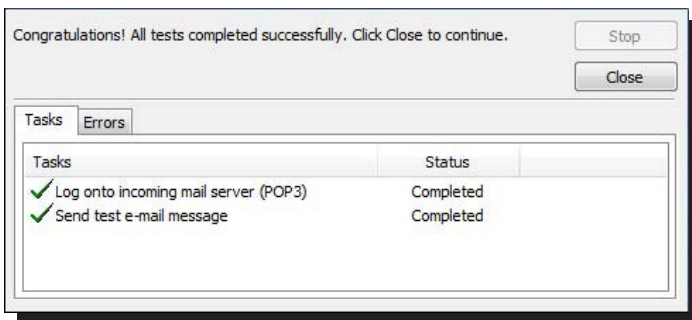
### IMAP

- Best when you will be accessing your E-mail from multiple locations.

- Allows you to create portable folders. These folders will appear in each E-mail client you use to access your account. Your account will look the same at work, at home, and at your friend's house.

- Because your E-mail messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

6. Next click on the "Advanced" tab first change the drop down boxes from "None" to "SSL" then change the Outgoing server port to 465.

General | Outgoing Server | 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

7. Click "OK" and then "Next". Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click "Close" then "Finish". You have succesfully setup Outlook 2010

Congratulations! All tests completed successfully. Click Close to continue. | Stop

Close

Tasks | Errors

| Tasks | Status | |
| --- | --- | --- |
| ✓ Log onto incoming mail server (POP3) | Completed | |
| ✓ Send test e-mail message | Completed | |