Setting Up Microsoft® Outlook 2011

Technical Manual: Configuration and Setup

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Setting Up an IMAP E-mail Account

1. In Outlook, select "Outlook" then "Preferences"



2. Select "Accounts" then "E-mail Account"



Exchange Account

Microsoft Exchange accounts are used by corporations and other large organizations.

E-mail Account

POP or IMAP e-mail accounts include those from Internet service providers, or from e-mail services such as AOL, Gmail, MobileMe, Windows Live Hotmail, Yahoo!, and others.

- 3. Enter the following information
 - E-mail Address: Your full E-mail address
 - Password: The password for your E-mail address
 - User name: Your full E-mail address
 - Type: IMAP
 - Incoming server: secure.emailsrvr.com Port: 993
 - Check "Use SSL to connect (recommended)"
 - Outgoing server: secure.emailsrvr.com Port: 465
 - Check "Override default port" and "Use SSL to connect (recommended)"
 - 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.

E-mail address:	john.smith@mydomain.com	
Password:	•••••	
	Configure automatically	
User name:	john.smith@mydomain.com	
Type:	IMAP \$	
Incoming server:	secure.emailsrvr.com	: 993
	 Override default port Use SSL to connect (recommended) 	
Outgoing server:	secure.emailsrvr.com	: 465
	 ✓ Override default port ✓ Use SSL to connect (recommended) 	Hotmail, Yahoo
	Cancel	Add Accoun

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 Email 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.

- 4. Back at the account settings window click on "More Options..."
- 5. Change Authentication to "Use Incoming Server Info" then press "OK"

Settings for:	secure.emailsrvr.com
Authentication:	Use Incoming Server Info \$
User name:	
Password:	
Unqualified domain:	example.com
Learn about IMAP settings	Cancel OK

 Now close the Outlook preferences. You have successfully setup your IMAP account with Outlook 2011.

Using SSL (Secure Sockets Layer)

SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server to imap.emailsrvr.com the port to 143 and the outgoing server to smtp.emailsrvr.com the port to 587 or 8025.