

Setting Up Microsoft® Outlook 2007

Setting Up an IMAP Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Click the **Next** button.
4. Check the “**Manually configure server settings or additional server types**” checkbox.



5. Click the **Next** button.
6. Click the **Internet E-mail** button.
7. Click the **Next** button.

A screenshot of the "User Information" dialog box. It contains three sections: "User Information" with fields for "Your Name" (John Smith) and "E-mail Address" (john.smith@mydomain.com); "Server Information" with a dropdown for "Account Type" (IMAP) and text boxes for "Incoming mail server" and "Outgoing mail server (SMTP)" (both secure.emailsrvr.com); and "Logon Information" with fields for "User Name" (john.smith@mydomain.com) and "Password" (masked with asterisks), plus a checked "Remember password" checkbox and an unchecked "Require logon using Secure Password Authentication (SPA)" checkbox.

8. Enter the following information:
 - **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@mydomain.com*), using all lowercase letters.
 - **Account Type**—Select **IMAP** from the drop-down menu.
 - **Incoming mail server**—Enter the following server name:
secure.emailsrvr.com
 - **Outgoing mail server (SMTP)**—Enter the following server name:
secure.emailsrvr.com
 - **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
 - **Password**—Enter the password for your email account.
9. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
10. Click the **More Settings** button.
11. Click the **Outgoing Server** tab.

A screenshot of the "Outgoing Server" tab in the "More Settings" dialog box. It shows a checked checkbox "My outgoing server (SMTP) requires authentication:" with a sub-option "Use same settings as my incoming mail server" selected. There are also radio buttons for "Log on using" and fields for "User Name" and "Password".

12. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server.**”

Comparing POP and IMAP

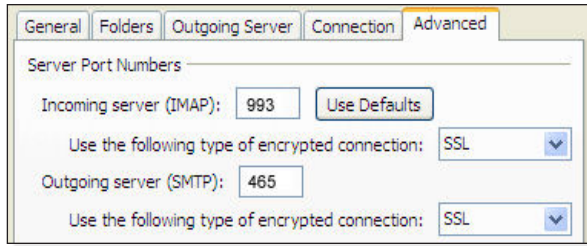
POP

- Best when you will be primarily accessing your email 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 email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email 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 email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

13. Click the [Advanced](#) tab.



14. Select [SSL](#) from both drop-down menus labeled “Use the following type of encrypted connection.”

15. Enter the following information:

- Incoming server (IMAP): 993
- Outgoing server (SMTP)*: 465

* If you are unable to use port 465, you can use one of the following alternate SMTP ports: 587 or 8025

16. Click the [Folders](#) tab.

17. Click the “[Choose an existing folder or create a new folder to save your sent items for this account in](#)” button.

18. Locate and select the folder in which you want to save your sent email. (Or, to create a new folder, click the [New Folder](#) button.)

19. Click the [OK](#) button.

20. Click the [Next](#) button.

21. Click the [Finish](#) button.

22. Click the [Close](#) button.

Note: Outlook's *Test Account Settings* tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.

Using SSL (Secure Sockets Layer)

SSL provides additional security to your email communication. SSL encrypts your messages between your email 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 port to 143 and the outgoing server port to 587 or 8025.