# Setting Up Microsoft® Outlook 2007
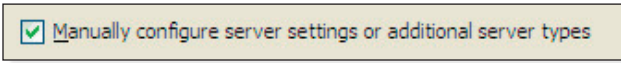
## Setting Up an IMAP Email Account

1. In Outlook, select Tools / Account Settings.

2. On the Email tab, click the New button.

3. Check the "Manually configure server settings or additional server types" checkbox.



4. Click the Next button.

5. Click the Internet E-mail button.

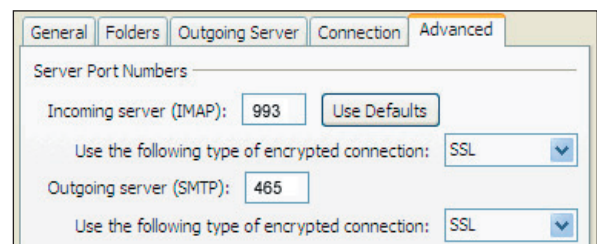6. Click the Next button.

7. 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.

8. Check the "Remember password" checkbox, if you want Outlook to check for email without prompting you to enter your password.

9. Click the More Settings button.

10. Click the Outgoing Server tab.

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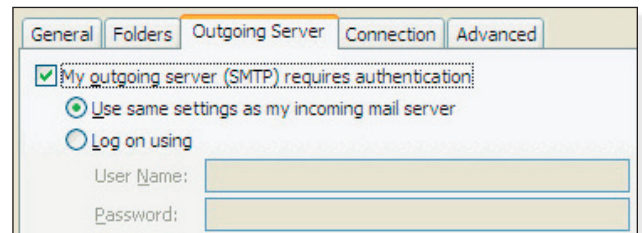


12. Click the Advanced tab.

13. Select SSL from both drop-down menus labeled "Use the following type of encrypted connection."

14. 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***

15. Click the Folders tab.

16. Click the "Choose an existing folder or create a new folder to save your sent items for this account in" button.

17. 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.)

18. Click the OK button.

19. Click the Next button.

20. Click the Finish button.

21. 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.