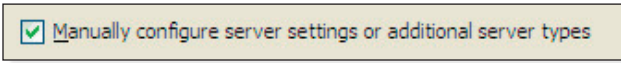


Setting Up Microsoft® Outlook 2007

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.

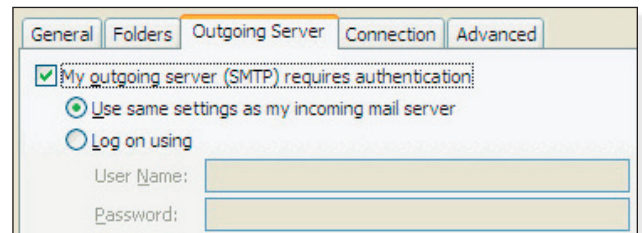


4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

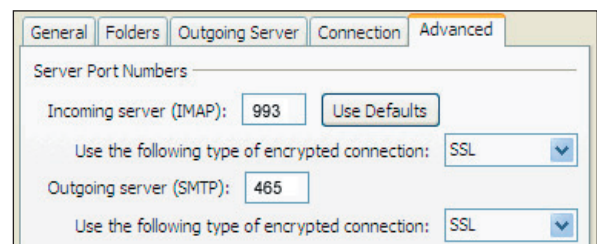
A screenshot of the "User Information" dialog box in Outlook. It contains fields for "Your Name" (John Smith), "E-mail Address" (john.smith@mydomain.com), "Account Type" (IMAP), "Incoming mail server" (secure.emailsrvr.com), and "Outgoing mail server (SMTP)" (secure.emailsrvr.com). Under "Logon Information", it has fields for "User Name" (john.smith@mydomain.com) and "Password" (masked with asterisks), with a checked "Remember password" checkbox. At the bottom, there is an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".

- **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:

A screenshot of the "Advanced" tab in the Outlook account settings dialog. It shows "Server Port Numbers" with "Incoming server (IMAP)" set to 993 and "Outgoing server (SMTP)" set to 465. Both "Use the following type of encrypted connection" dropdown menus are set to SSL.

- **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.