

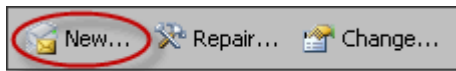
Set Up IMAP - Outlook® 2007

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)."

For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

To set up Outlook 2007 for IMAP, perform the following steps:

1. In Outlook, select **Tools / Account Settings**.
2. On the **Email** tab, click the **New** button.



3. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** option button is selected, and click the **Next** button.
4. Select the **Manually configure server settings or additional server types** check box.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** radio button is selected, and 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).
 - Account Type—Select **IMAP** from the drop-down menu.
 - Incoming mail server—Enter the secure server name:
secure.emailsrvr.com
 - Outgoing mail server (SMTP)—Enter the secure server name:
secure.emailsrvr.com
 - User Name—Enter your entire email address (e.g., myname@mydomain.com).
 - Password—Enter the password for your email account.

User Information
Your Name: My Name
E-mail Address: myname@mydomain.com

Server Information
Account Type: IMAP
Incoming mail server: secure.emailsrvr.com
Outgoing mail server (SMTP): secure.emailsrvr.com

Logon Information
User Name: myname@mydomain.com
Password: *****
 Remember password

8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.
10. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using

11. Click the **Advanced** tab.

General | Folders | Outgoing Server | Connection | **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

Server Timeouts
Short [slider] Long 1 minute

Folders
Root folder path: [text box]

12. In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**.
13. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
14. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.

15. Click the **OK** button.
16. Click the **Next** button.
17. Click the **Finish** button.
18. Click the **Close** button.

IMAP Folders

Folders should sync automatically with an IMAP account; however, if you have added folders in Webmail and they are not showing in Outlook, perform the following steps:

1. Select **Tools / IMAP Folders**.
2. Click the **Query** button.
3. Select the newly added folder(s), and click the **Subscribe** button.
4. Click the **OK** button.
5. Restart Outlook to update the folder list.