

Set Up IMAP - Outlook® 2002 / XP

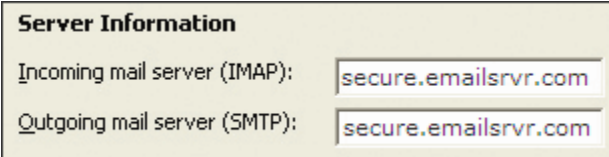
To set up Outlook 2002 for IMAP, perform the following steps:

1. In Outlook, select **Tools / E-mail Accounts**.
2. Click the **Add a new e-mail account** button.
3. Click the **Next** button.
4. Click the **IMAP** button.
5. Click the **Next** button.
6. In the Internet E-mail Settings window, 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).
 - User Name—Enter your entire email address (e.g., myname@mydomain.com).
 - Password—Enter the password for your email account. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
 - Incoming mail server (IMAP)—Enter the secure server name:

secure.emailsrvr.com

- Outgoing mail server (SMTP)—Enter the secure server name:

secure.emailsrvr.com

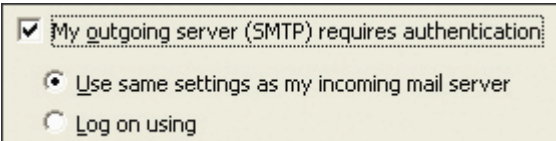


Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

7. Leave the **Log on using Secure Password Authentication (SPA)** box blank.
8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.
10. Check the **My outgoing server (SMTP) requires authentication** box.
11. Click the **Use same settings as my incoming mail server** button.



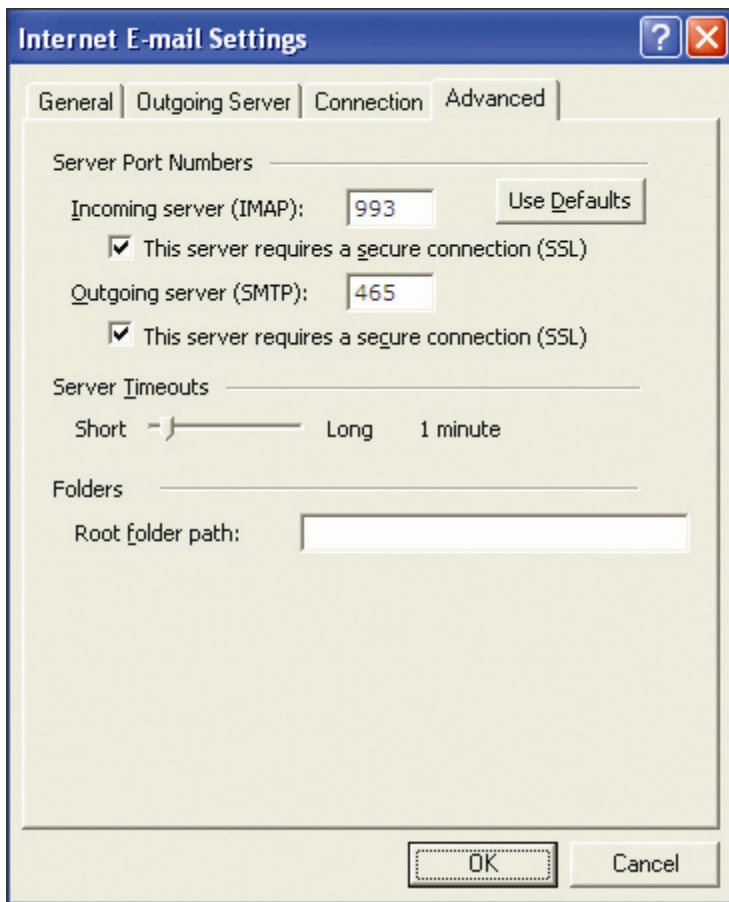
My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

12. Click the **Advanced** tab.
13. Check the first **This server requires a secure connection (SSL)** box.
14. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
15. Check the second **This server requires a secure connection (SSL)** box.

16. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465** (or alternate ports **587** or **8025**).



17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.