

Set Up IMAP - Outlook® 2003

To set up Outlook 2003 for IMAP, perform the following steps:

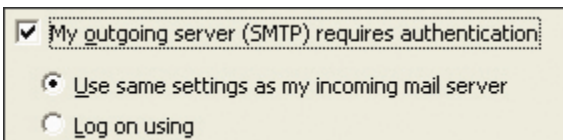
1. In Outlook, select **Tools / E-mail Accounts**.
2. Click the **Add a new e-mail account** radio button.
3. Click the **Next** button.
4. Click the **IMAP** radio button.
5. Click the **Next** button.
6. Enter the following information:
 - Your Name—Enter your first and last name. This is the name 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

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



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

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

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (IMAP):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

This server requires an encrypted connection (SSL)

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

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