

Set Up IMAP - Outlook® 2007

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:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

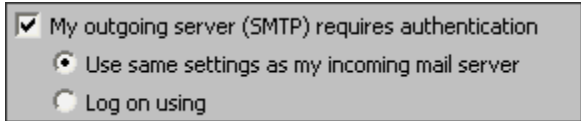
User Name:

Password:

Remember password

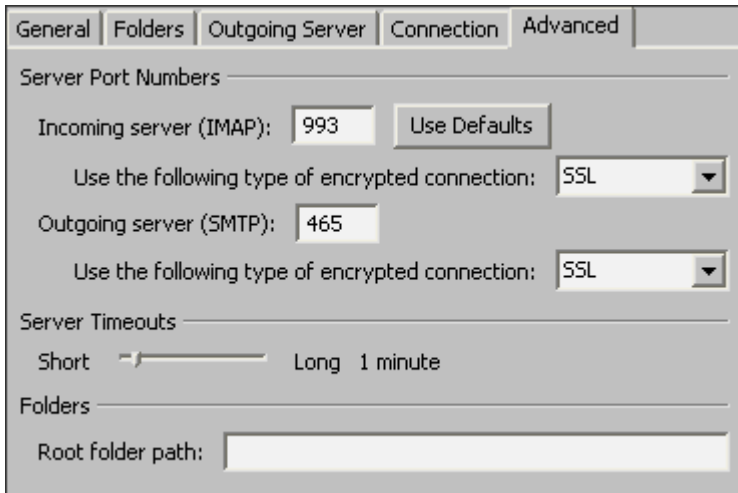
8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.

10. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.



A screenshot of a dialog box showing authentication options for an outgoing server. The first option, "My outgoing server (SMTP) requires authentication", is checked. Below it are two radio buttons: "Use same settings as my incoming mail server" (which is selected) and "Log on using".

11. Click the **Advanced** tab.



A screenshot of the Outlook 'Advanced' tab for outgoing server settings. The 'Server Port Numbers' section shows 'Incoming server (IMAP): 993' and 'Outgoing server (SMTP): 465'. Both have 'Use Defaults' buttons and 'SSL' selected in the 'Use the following type of encrypted connection' dropdown menus. The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a '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** (or alternate ports **587** or **8025**).
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.