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. Click the Next button.

4. Check the "Manually configure server settings or additional server types" checkbox.

> ☑ Manually configure server settings or additional server types

5. Click the Next button.

6. Click the Internet E-mail button.

7. Click the Next button.

User Information

Your Name: John Smith

E-mail Address: john.smith@mydomain.com

Server Information

Account Type: IMAP

Incoming mail server: secure.emailsrvr.com

Outgoing mail server (SMTP): secure.emailsrvr.com

Logon Information

User Name: john.smith@mydomain.com

Password: ***********

☑ Remember password

☐ Require logon using Secure Password Authentication (SPA)

8. 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*), 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.

9. Check the "Remember password" checkbox, if you want Outlook to check for email without prompting you to enter your password.

10. Click the More Settings button.

11. Click the Outgoing Server tab.

> | General | Folders | **Outgoing Server** | Connection | Advanced |
>
> ☑ My outgoing server (SMTP) requires authentication
> ⦿ Use same settings as my incoming mail server
> ○ Log on using
> User Name:
> Password:

12. Check the "My outgoing server (SMTP) requires authentication" checkbox. Leave the default setting to, "Use same settings as my incoming mail server."


Comparing POP and IMAP

POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.

- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.

- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

IMAP

- Best when you will be accessing your email from multiple locations.

- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.

- Because your email messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

13. Click the Advanced tab.
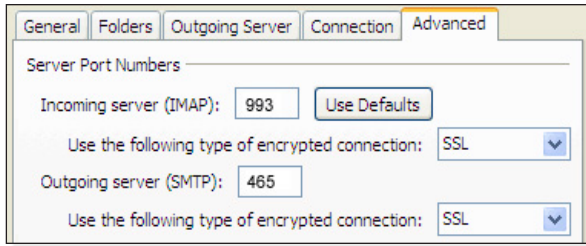
14. Select SSL from both drop-down menus labeled "Use the following type of encrypted connection."

15. Enter the following information:

    • 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*

16. Click the Folders tab.

17. Click the "Choose an existing folder or create a new folder to save your sent items for this account in" button.

18. 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.)

19. Click the OK button.

20. Click the Next button.

21. Click the Finish button.

22. 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.

Using SSL (Secure Sockets Layer)

SSL provides additional security to your email communication. SSL encrypts your messages between your email client and our servers. SSL is optional. The addresses provided will work without SSL turned on. If you decide not to use SSL, please change your incoming server port to *143* and the outgoing server port to *587* or *8025*.