Setting Up Microsoft® Outlook 2011

Setting Up an IMAP E-mail Account

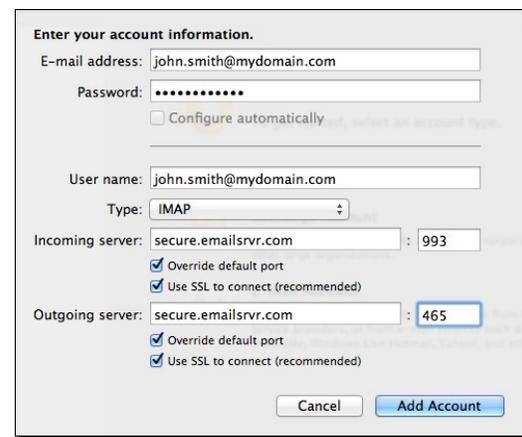1. In Outlook, select "Outlook" then "Preferences"

2. Select "Accounts" then "E-mail Account"

3. Enter the following information

- E-mail Address: Your full E-mail address
- Password: The password for your E-mail address
- User name: Your full E-mail address
- Type: IMAP
- Incoming server: secure.emailsrvr.com Port: 993
- Check "Use SSL to connect (recommended)"
- Outgoing server: secure.emailsrvr.com Port: 465
- Check "Override default port" and "Use SSL to connect (recommended)"
- User Name—Enter your entire E-mail address (e.g.,
- myname@mydomain.com), using all lowercase letters.
- Password—Enter the password for your E-mail account.

Comparing POP and IMAP

POP

- Best when you will be primarily accessing your E-mail from a single location, like your office or home. When you leave your office or home, you can still access your E-mail 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 E-mail account through a web browser, you may not see previous messages that were downloaded to your desktop E-mail client.

IMAP

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

- Allows you to create portable folders. These folders will appear in each E-mail 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 E-mail messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

4. Back at the account settings window click on "More Options…"

5. Change Authentication to "Use Incoming Server Info" then press "OK"

6. Now close the Outlook preferences. You have successfully setup your IMAP account with Outlook 2011.