Set Up IMAP - Outlook® 2010

Note: Users may notice some compatibility issues between Outlook 2010 and Office 2007 or 2003 in which previously set integration features are inoperable. Upgrading to Office 2010 should restore integration features.

For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "Email Server Settings" page for our full list of available servers and ports.

To set up Outlook 2010 for IMAP, perform the following steps:

1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Acount Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** option 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: My Name

E-mail Address: myname@mydomain.com

Server Information

Account Type: IMAP

Incoming mail server: secure.emailsrvr.com

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

Logon Information

User Name: myname@mydomain.com

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**.

☑ My outgoing server (SMTP) requires authentication
  ⦿ Use same settings as my incoming mail server
  ○ Log on using

11. Click the **Advanced** tab.

| General | Sent Items | Deleted Items |
| Outgoing Server | Connection | Advanced |

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: SSL

Server Timeouts

Short ⎯⎯ Long   1 minute

Folders

Root folder path:

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: **587**.
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. Right-click the account name in the folder list panel.
2. Select **IMAP Folders**.
3. Click the **Query** button.
4. Select the newly added folder(s), and click the **Subscribe** button.
5. Click the **OK** button.
6. Restart Outlook to update the folder list.