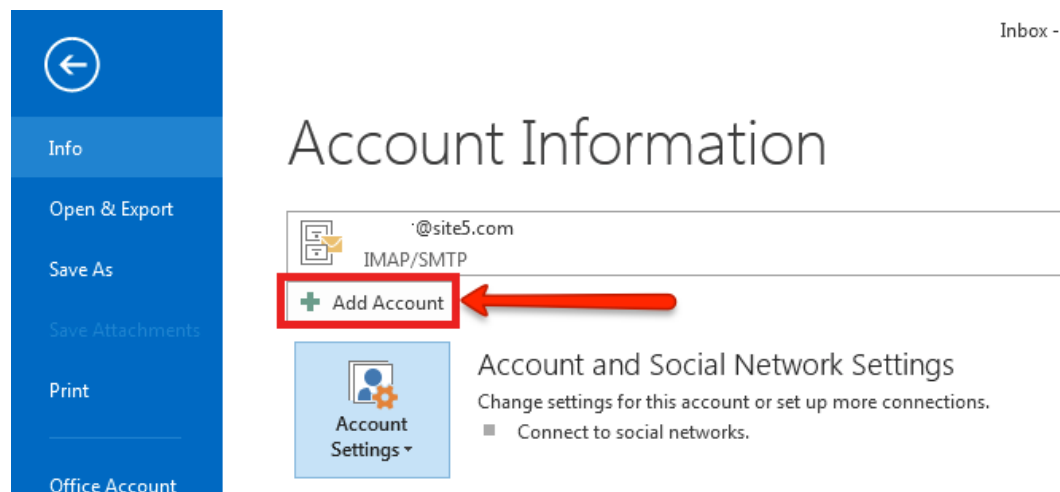
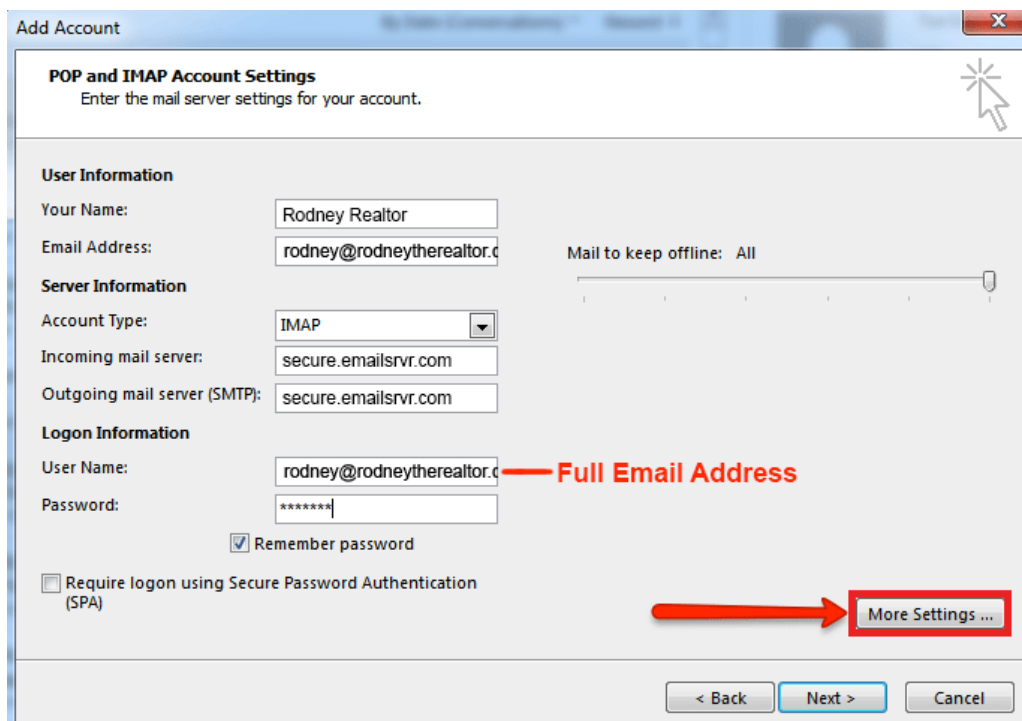


# Set Up IMAP Outlook 2013

1. Open Outlook
2. Click **File**
3. Click the **Add Account** button



4. Choose **Manual setup or additional server types**. Click **Next**.
5. Choose **POP or IMAP**. Click **Next**.
6. Enter your **Name & Email Address**.
7. Select **IMAP** from the **Account Type** dropdown.
8. Enter **secure.emailsrvr.com** for both the **incoming mail server** and **outgoing mail server**
9. Enter your **entire** email address for your **username**.
10. Enter your **password**.
11. Click **More Settings**.



12. Click the **Outgoing Server** tab
13. Check the **My Outgoing server (SMTP) requires authentication** box. Make sure the **Use same settings as my incoming mail server** radio button is selected and click **OK**.
14. Click the **Advanced** tab.
15. In the **Incoming Server (IMAP)** box, enter **993**.
16. In the **Outgoing Server (SMTP)** box, enter **587**.
17. Select **SSL** from both **Use the following type of encrypted connection** drop downs.
18. Click **OK**.
19. Click **Next**.
20. Click **Finish**.
21. You're done! Click **Close**.