

Set Up IMAP - Outlook® 2007

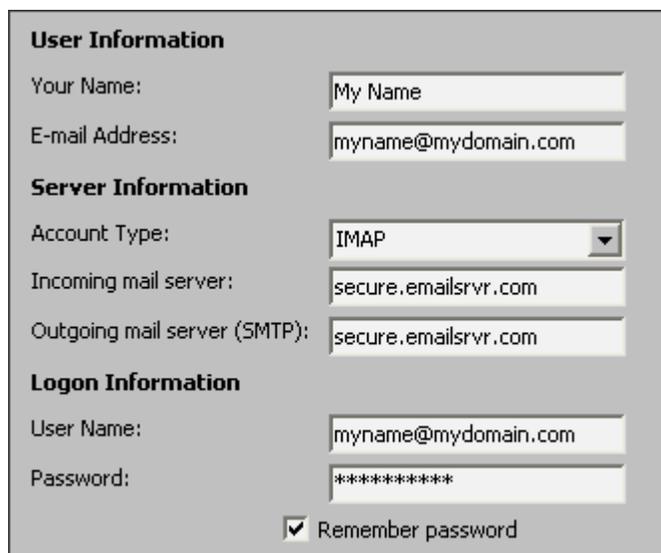
For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

To set up Outlook 2007 for IMAP, perform the following steps:

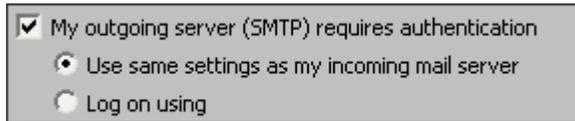
1. In Outlook, select **Tools / Account Settings**.
2. On the **Email** tab, click the **New** button.



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.

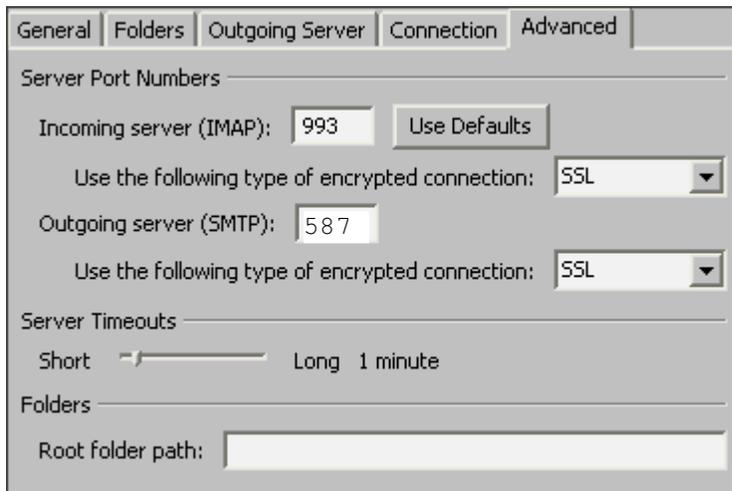
A screenshot of the Outlook 'User Information' dialog box. The dialog box is titled 'User Information' and contains several fields and a checkbox. The fields are: 'Your Name' with the value 'My Name', 'E-mail Address' with the value 'myname@mydomain.com', 'Account Type' with a dropdown menu showing 'IMAP', 'Incoming mail server' with the value 'secure.emailsrvr.com', 'Outgoing mail server (SMTP)' with the value 'secure.emailsrvr.com', 'User Name' with the value 'myname@mydomain.com', and 'Password' with the value '*****'. There is a checkbox labeled 'Remember password' which is checked.

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 dialog box with a checked checkbox labeled "My outgoing server (SMTP) requires authentication". 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.



The screenshot shows the "Advanced" tab of the Outlook Outgoing Server settings. It includes sections for "Server Port Numbers" with input fields for "Incoming server (IMAP):" (993) and "Outgoing server (SMTP):" (587), both with "Use Defaults" buttons. Below these are two dropdown menus for "Use the following type of encrypted connection:" both set to "SSL". There is also a "Server Timeouts" section with a slider between "Short" and "Long 1 minute". At the bottom is a "Folders" section with 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: **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. 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.