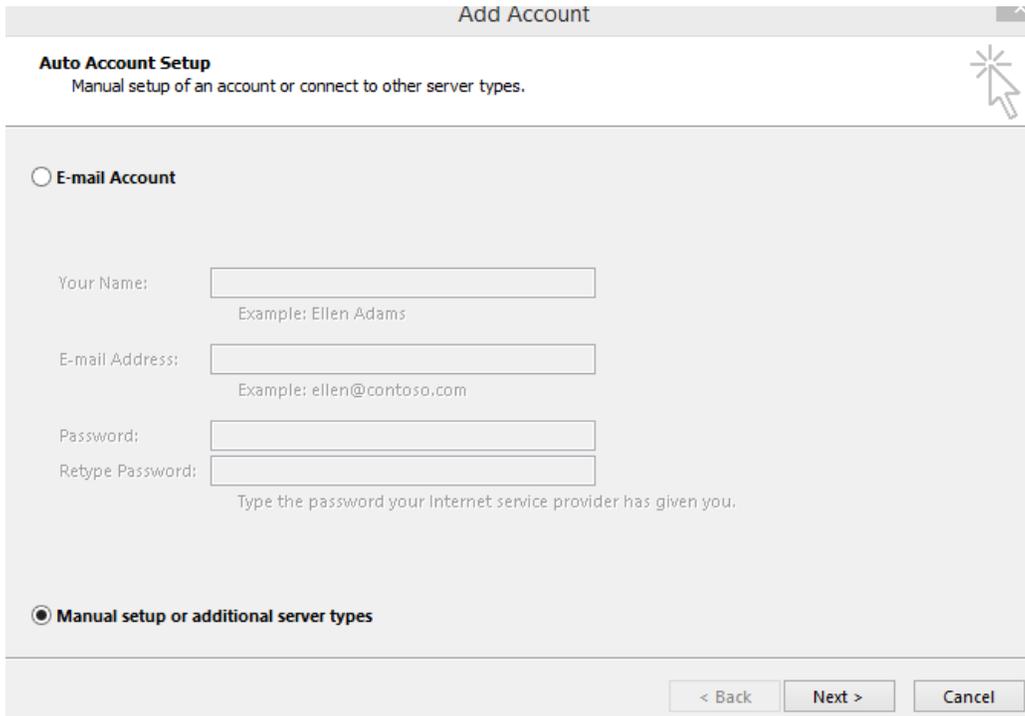


CONFIGURE IMAP ACCOUNT - OUTLOOK 2010/2013/2016

- 1) When opening outlook for the first time it will prompt you to add the new account – choose manual setup



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

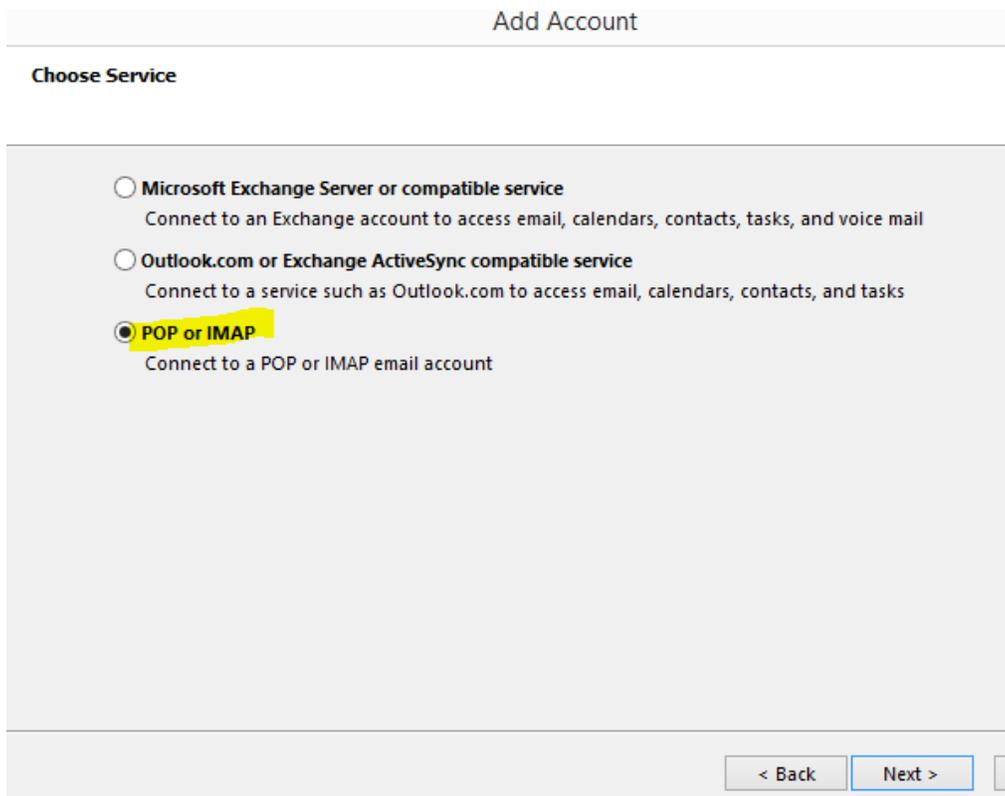
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

- 2) Choose Pop or **IMAP** from the Choose service list



Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

< Back Next > Cancel

3) Fill in the Account Settings page with information below

Your Name: Your Full Name as you want it to appear when emails are sent
Email address: Your full email address
Verify Account type is: **IMAP**
Incoming and outgoing mail servers: mail.yourdomainname.com (ex –mail.ssinet.com)
User Name: Full email address
Password: Email Password (Check remember password box)
Deliver new messages to: New Outlook Data File
Choose More Settings:

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Your Full Name
Email Address: Your full Email Address

Server Information
Account Type: IMAP
Incoming mail server: mail.yourdomainname
Outgoing mail server (SMTP): mail.yourdomainname

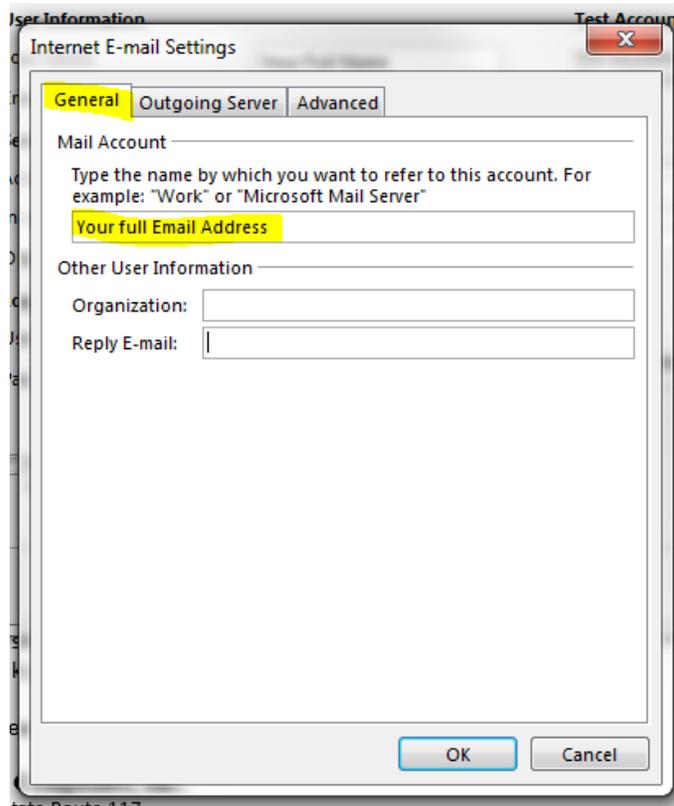
Logon Information
User Name: Your full Email Address
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked
Mail to keep offline: All

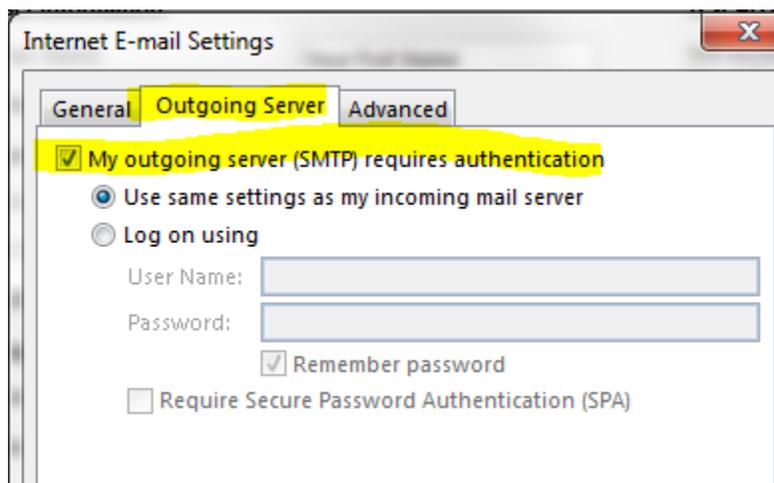
More Settings ...

< Back Next > Cancel

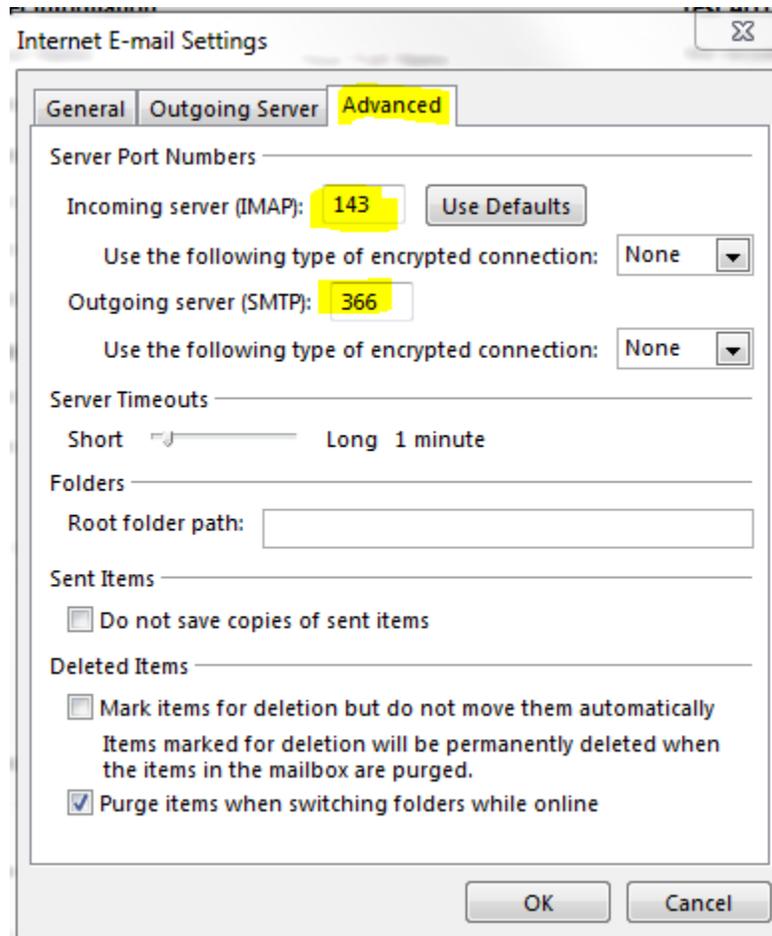
4) On General tab verify the email address is listed in the Mail Account name



5) Click Outgoing Server tab and check box My outgoing (SMTP) server requires authentication

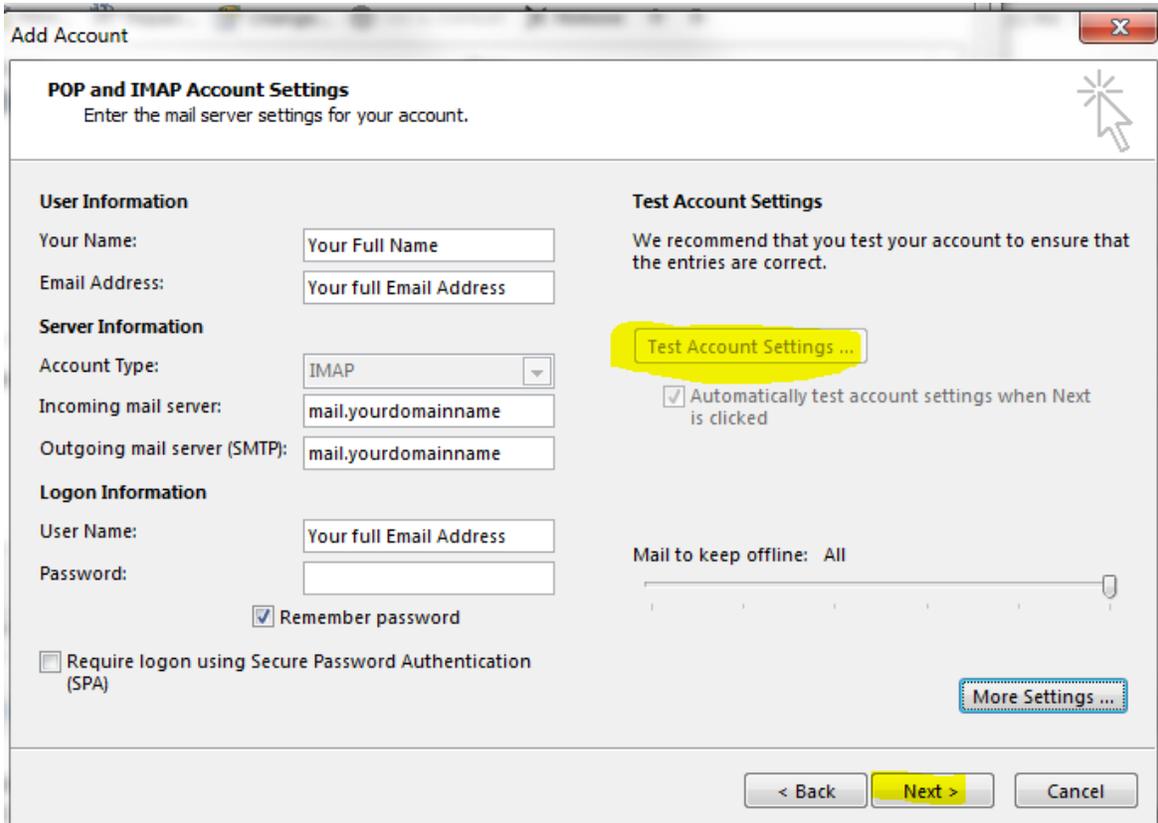


6) Click on Advanced tab and set setting to match that of screen shot below



Click OK

7) Click on next and outlook will run a test account settings to verify outlook can communicate to the mail server –



8) If everything is configured properly you should get completed results as shown below

