

Step by Step Walkthrough (IMAP) For Outlook

You will need your incoming mail server, outgoing mail server, full email address, and your email password. The default settings are listed below.

1. Open **Outlook**
2. Click **File**.
3. Click **Info**.
4. Click **Add Account**.
5. Choose **Manual setup or additional server types**.
6. Click **Next**.
7. Choose **IMAP**.
8. Click **Next**.
9. Fill in the following information:
 - **Your Name:** The name to display on your email.
 - **Email Address:** Your full mailbox address
 - **Account Type:** IMAP
 - **Incoming Mail Server:** imap.accountsupport.com
 - **Outgoing Mail Server (SMTP):** smtp.accountsupport.com
 - **User Name:** Your full email address
 - **Password:** Your email password
 - **Remember Password:** We recommend having this checked.
 - **Require logon using Secure Password Authentication (SPA):** We recommend having this unchecked.
10. Click **More Settings**.
11. Click **Outgoing Server**.
12. Check **My outgoing server (SMTP) requires authentication**.
13. Select **Use the same settings as my incoming mail server**.
14. Click **Advanced**.
15. Fill in the following information:

- **Incoming Server (IMAP Port):** 143
- **Use the following type of encrypted connection (Incoming):** Optional. If enabled, change *Incoming Server (IMAP Port)* to 993.
- **Outgoing Server (SMTP Port):** 587
- **Use the following type of encrypted connection (Outgoing):** Optional. If enabled, change *Outgoing Server (SMTP Port)* to 465.

16. Click **OK**.

17. Click **Next**.

18. Click **Finish** to complete the set-up.

Add Account	Add Account
<p>Auto Account Setup Manual setup of an account or connect to other server types.</p> <p><input type="radio"/> E-mail Account</p> <p>Your Name: <input type="text" value="John"/> <small>Example: Ellen Adams</small></p> <p>E-mail Address: <input type="text" value="john@example.com"/> <small>Example: ellen@contoso.com</small></p> <p>Password: <input type="password" value="*****"/></p> <p>Retype Password: <input type="password" value="*****"/> <small>Type the password your Internet service provider has.</small></p> <p><input checked="" type="radio"/> Manual setup or additional server types</p>	<p>Choose Service</p> <p><input type="radio"/> Microsoft Exchange Server or compatible service Connect to an Exchange account to access email, calendars, conta</p> <p><input type="radio"/> Outlook.com or Exchange ActiveSync compatible service Connect to a service such as Outlook.com to access email, calenda</p> <p><input checked="" type="radio"/> POP or IMAP Connect to a POP or IMAP email account</p>

Steps 6 & 7

Steps 8 & 9

Add Account

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

User Information
Your Name:
Email Address: Mail to keep

Server Information
Account Type: v
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password: v
 Remember password
 Require logon using Secure Password Authentication (SPA)

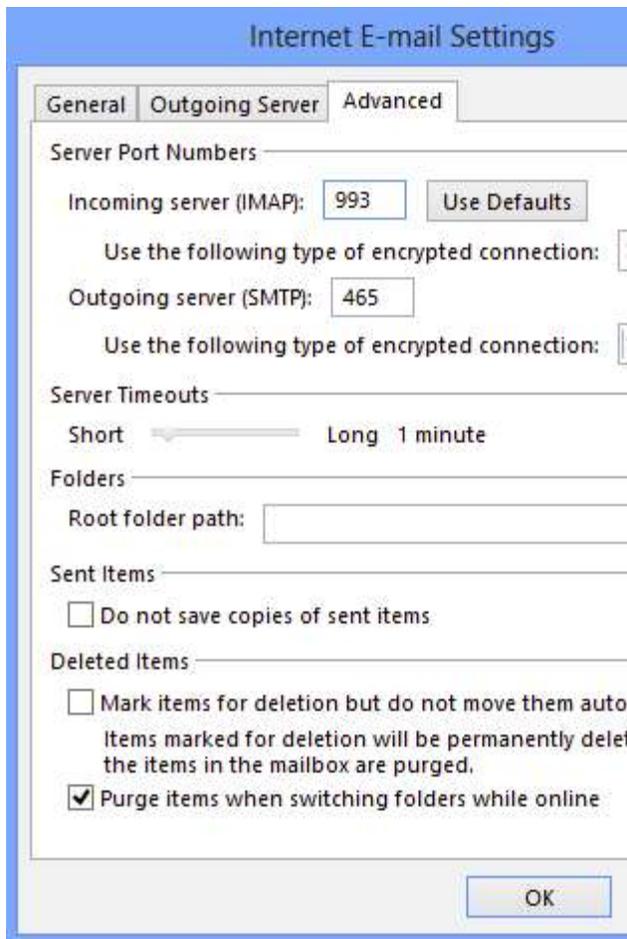
Steps 10 & 11

Internet E-mail Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
User Name:
Password:
 Remember password
 Require Secure Password Authentication (SPA)

Steps 12, 13, 14



Steps 15, 16, 17