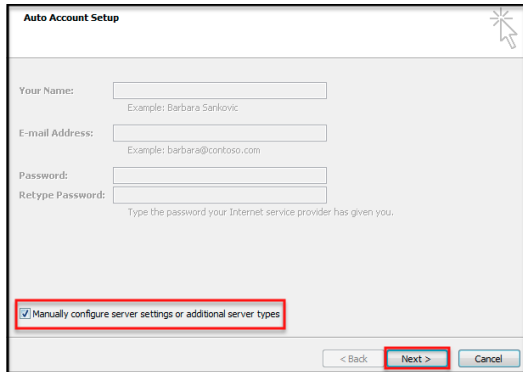


The following article below will demonstrate how to setup an IMAP account with Outlook 2010.

1. In Outlook, select **File** and then **Account Settings** and **Account Settings** once again

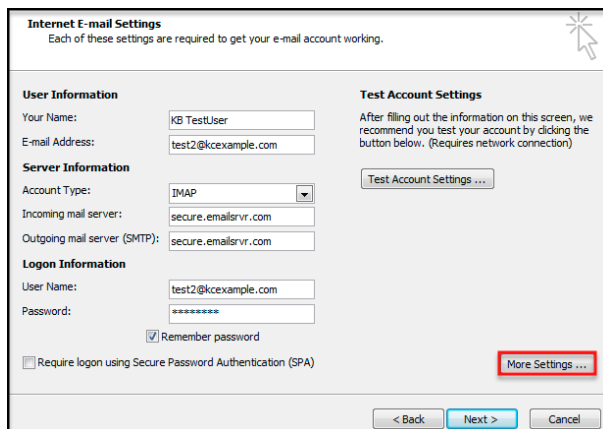
2. Click on **New...** then select **Manually configure server settings or additional server types** and click **Next**



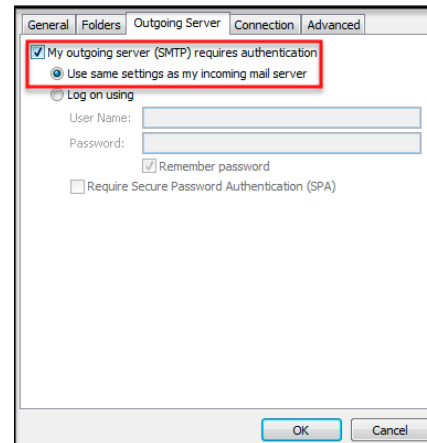
3. Select **Internet E-mail** and click **Next**

4. Enter the following information:

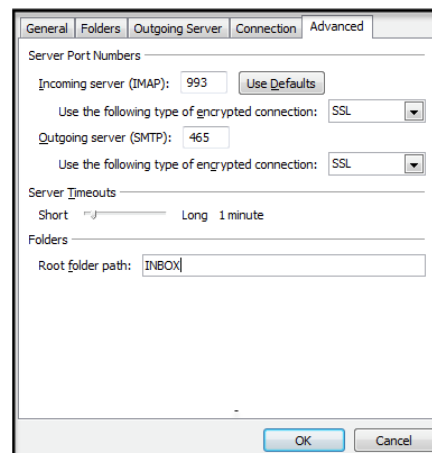
- **Your Name:** **First and Last Name** (This is the name your recipients will see when you send mail)
- **Email Address:** **Your Full Email Address** (This is the Email address your recipients will see)
- **Account Type:** **IMAP**
- **Incoming server:** **secure.emailsrvr.com**
- **Outgoing server:** **secure.emailsrvr.com**
- **User Name:** **Your Full Email address** (e.g., myname@mydomain.com), using all lowercase letters
- **Password:** **Your email account password**



5. Click on **More Settings...** Then on the **Outgoing Server** tab. Check the box **My Outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**



6. Next click on the **Advanced** tab. First, check the box **This server requires an encrypted connection (SSL)** and change the drop down box from **None** to **SSL**. Then ensure the **Incoming server port is 993** and the **Outgoing server port is 465**



7. Click **OK** and then **Next**. Outlook will test the settings. If Outlook is configured correctly, there will be 2 green check marks on both tasks. Click **Close** and then **Finish**. You have successfully setup Outlook 2010!

***Note: Using SSL (Secure Sockets Layer):**
SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to `imap.emailsrvr.com` using port 143 and the outgoing server to `smtp.emailsrvr.com` using port 25, 587, or 8025

Mapping your IMAP folders

Folders should sync automatically with an IMAP account; however, if for any reason they do not, perform the following steps:

1. Select your Inbox or top level folder of your email account and select **IMAP Folders** and then **Query**.
2. Select any folder you would like to be subscribed to by right-clicking and selecting **Subscribe**. Repeat these steps for all folders you would like to be subscribed to.
3. To unsubscribe to any folders, repeat the above steps and select **Unsubscribe** instead.

Note: If you've created any new folders through webmail and they aren't displaying, right-click on your Inbox or top level folder of your email account and select Update Folder List.