

**Important Notes:** When using IMAP in Outlook 2007, deleted items are purged from the server rather than moved to the Trash folder. If you plan to use IMAP Protocol, we strongly recommend using Outlook 2010. This will allow you to assign the specific IMAP folder that is used for deleted items.

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.

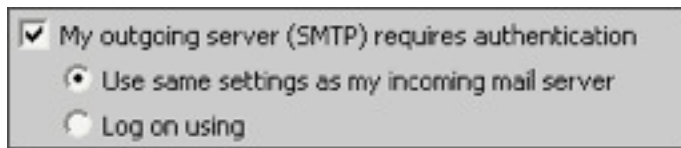


3. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** option button is selected, and click the **Next** button.
4. Select the **Manually configure server settings or additional server types** check box.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** radio button 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](mailto: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](mailto:myname@mydomain.com)).
  - Password—Enter the password for your email account.

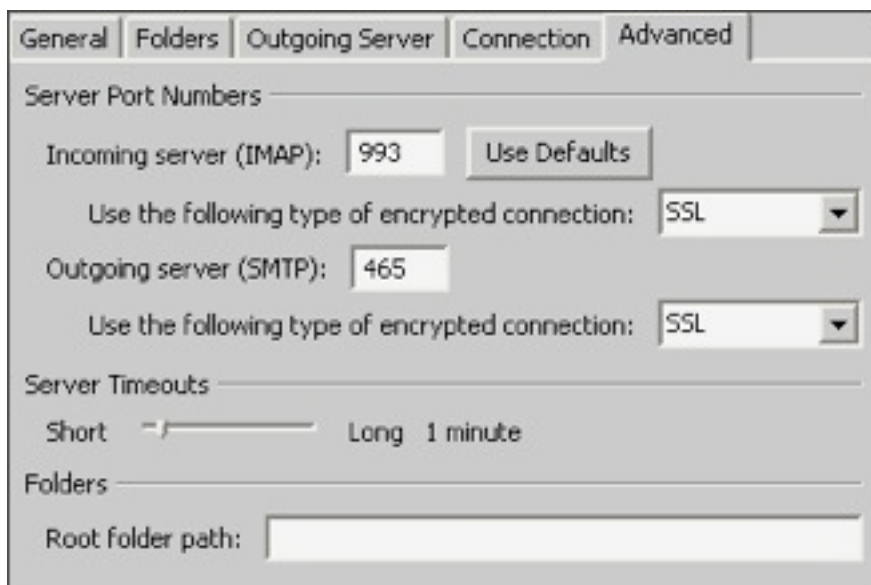
A screenshot of the Outlook 'User Information' dialog box. It contains the following fields and options:

- User Information**
  - Your Name: My Name
  - E-mail Address: myname@mydomain.com
- Server Information**
  - Account Type: IMAP (dropdown menu)
  - Incoming mail server: secure.emailsrvr.com
  - Outgoing mail server (SMTP): secure.emailsrvr.com
- Logon Information**
  - User Name: myname@mydomain.com
  - Password: \*\*\*\*\*
  - ☒ Remember password

9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.



12. Click the **Advanced** tab.



13. In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**.
14. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
15. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.
16. Click the **OK** button.
17. Click the **Next** button.
18. Click the **Finish** button.
19. 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.