

To set up Outlook 2010 for IMAP, perform the following steps:

1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Account Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** option 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.
- 8.

The screenshot shows the 'Internet E-mail' setup wizard in Outlook 2010. It is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. Each section contains input fields for user details, server names, and login credentials. At the bottom, there is a checkbox for 'Remember password' which is checked.

User Information	
Your Name:	My Name
E-mail Address:	myname@mydomain.com

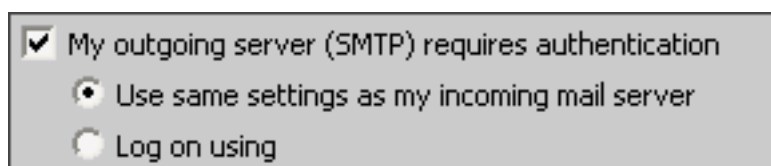
Server Information	
Account Type:	IMAP
Incoming mail server:	secure.emailsrvr.com
Outgoing mail server (SMTP):	secure.emailsrvr.com

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**.

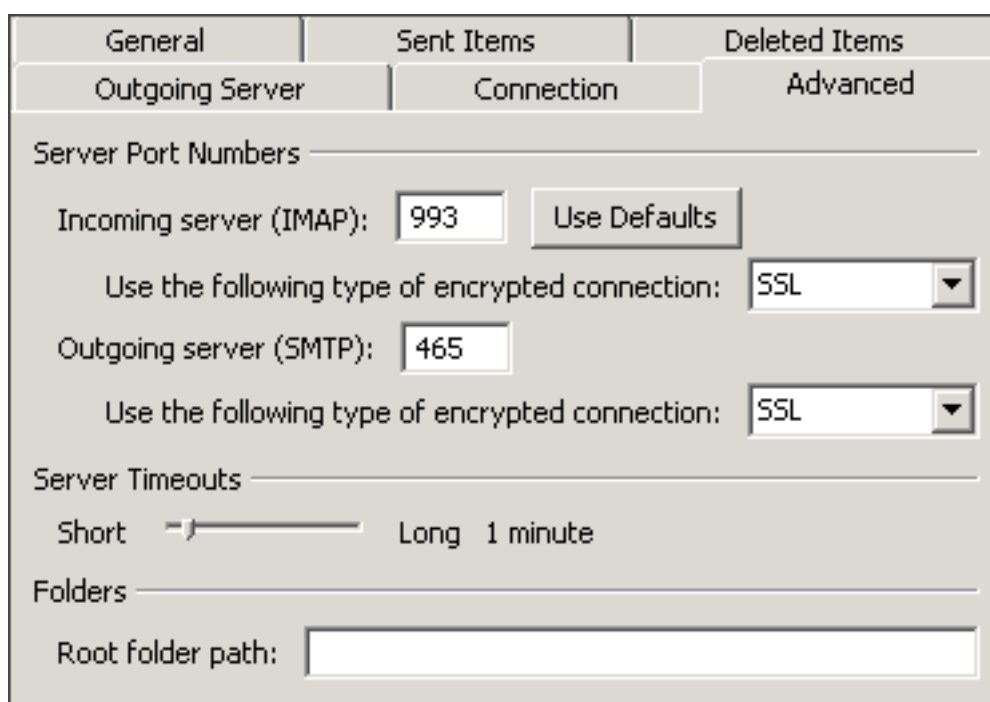


☒ My outgoing server (SMTP) requires authentication

☒ Use same settings as my incoming mail server

☐ Log on using

12. Click the **Advanced** tab.



General Sent Items Deleted Items

Outgoing Server Connection Advanced

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

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. Right-click the account name in the folder list panel.
2. Select **IMAP Folders**.
3. Click the **Query** button.
4. Select the newly added folder(s), and click the **Subscribe** button.
5. Click the **OK** button.
6. Restart Outlook to update the folder list.