## Windows: Outlook 2010 (IMAP)

This article will assist you with setting up Outlook 2010 with your Hosted Mailbox.

- 1. Click on the Start Menu (or press the Windows key) and then search for Control Panel
- 2. Once in the Control Panel, Click on Mail
- 3. When the Mail Control Panel opens, select Show Profiles



4. Select Add to add a new profile. Enter any name you wish and select OK

Mail	$\times$
General	
The following profiles are set up on this computer:	
^	
~	
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Prompt for a profile to be used	
○ Always use this profile	
~	
OK Cancel Apply	

🧼 New Profile	×
Create New Profile	OK
Profile Name:	Cancel
1	

5. Select Manual setup or additional server types. Click Next

🔘 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.	
🔘 Text Messaging (S	MS)	

6. Select Internet Email and click Next

🦻 Add New Account	×
Choose Service	×
Internet E-mail	
Connect to POP or IMAP server to send and receive e-mail message	es.
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes an	d voice mail messages.
Text Messaging (SMS)	
Connect to a mobile messaging service.	
🔘 Other	
Connect to a server type shown below.	_
Fax Mail Transport	
	< Bark Next > Cancel

7. In the Add New Account window, input the following information:

Email Address: <your email> Account Type: IMAP Incoming Mail Server: secure.emailsrvr.com Outgoing Mail Server: secure.emailsrvr.com

User Name: <your email> Password: Your mailbox password

- 8. Click on More Settings then click the Outgoing Server Tab
- 9. Check the box for My outgoing server (SMTP) requires authentication Check the button for Use same settings as my incoming mail server

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 <u>N</u> ame:
Password:
Remember password
Reguire Secure Password Authentication (SPA)
OK Cancel

10. Change **Use the following type of encrypted connection** to **SSL** Change the port numbers to match the image below.

Internet E-mail Settings				
General Outgoing Server 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 J Long 1 minute				
Folders				
Root folder path:				
Sent Items				
Do not save copies of sent items				
Deleted Items				
Mark items for deletion but do not move them automatically				
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.				
Purge items when switching folders while online				
OK Cancel				

- 11. Click OK
- 12. Click **Next**. Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.

ongratulations! All tests completed successfully ontinue.	. Click Close to	Stop Close
Tasks Errors	Status	
✓ Log onto incoming mail server (IMAP) ✓ Send test e-mail message	Completed Completed	

13. **Congratulations!** You have now setup Outlook to work with your Mailbox. Please wait 15 minutes before troubleshooting to allow for mail to download.