How To Configure Outlook 2003 using IMAP

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First click on start, then click on control panel, here look for the Mail Icon and double click it.

A new window will appear called the "Mail Setupâ€

At this window click on "Email Accountsâ€¦â€

This will start the Email Accounts wizard. Select "Add a new email accountâ€ and click next

At the next screen select IMAP, and click next

The next screen will ask you for all your account information. Please fill in all the fields. Take note of the User Name field, in this field you’re going to have to enter in your full email address. Once you have done that, please click "More Settingsâ€

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Here then click the "outgoing serverâ€ tab, here check the "My outgoing server (SMTP) requires authentication" and make sure the "Use same settings as my incoming mail serverâ€ radio button is selected then click advanced

Change the port numbers of the SMTP server from 25 to 587, and click on

This will bring you back to the Email information screen. Now click next

And congratulations you have successfully configured Outlook to use IMAP

Click finished, and launch Outlook; once Outlook has started create a new email, and send it to yourself, then click send and receive. If you received your own email, everything has been configured correctly. If not, please go back and make sure all the settings are correct and you entered in your password correctly.

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