How to Configure Outlook 2007/2010/2013 using IMAP

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

At this window click on "Email Accountsâ€\a€\

This will start the "Accounts Settings" wizard. Under the Email tab, click the "Newâ€\a€ butto

This will launch the "Add New Email Account" wizard. Select "Microsoft Exchange, POP3, IMAP, or HTTP." And click next.

At the "Auto Account Setup" screen, check the box to the bottom left corner of the window that reads "Manually configure server settings or additional server types" and click next.

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		•
	Auto Account Setup	
	2	
	Your Names	
	Example: Barbara Sankovic	
	E-mail Address:	
	Example: barbara@contoso.com	
	Password:	
	Type the password your Internet service provider has given you.	
	V Manually configure server settings or additional server types	
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This will bring you to the "Choose Email Service" window, select "Internet Email" and click next.

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	Choose E-mail Service	
	Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.	
	Other Connect to a server type shown below. Outlook Mobile Service (Text Messaging)	
	Reck Next > Cancel	

Here at the Internet Email Settings page, fill out all the blanks, paying special attention to the username and password field; here you have the enter your entire email address with domain name and your email password.

Make sure to select IMAP from the Account Type drop downbox, then click "More Settings"

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	Internet E-mail Settings Each of these settings are required to get your e-mail account working.	
	User Information Test Account Settings	
	Your Name: John Doe After filling out the information on this screen, we recommend you test your account by clicking the	
	E-mail Address: sdoe@/YOURDOMAIN.com button below. (Requires network connection)	
	Account Type: IMAP	
	Incoming mail server: imap.YOURDOMAIN/com	
	Outgoing mail server (SMTP): smtp.YOURDOMAIN.com	
	Logon Information User Name:	
	Password: ******	
	Remember password	
	Require logon using Secure Password Authentication (SPA) More Settings	
	< Back Next > Cancel	

Once the "Internet Email Settings" window comes up, click on the "Outgoing Server"

tab, and place a check into the box that reads "My outgoing (SMTP) server requires authentication" and then click on the advanced tab.



At the advanced tab, change the "Outgoing server (SMTP)" port from 25 to 587 then click ok.

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	Internet E-mail Set Each of these set	
	User Information Your Name: E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server: Outgoing mail server: User Name: Password: Password: Other Name: Other Name: Other Name: Password: Other Name: Other Name:	

Then click finished, then click close, 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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