Syncing Outlook 2003 sent folder with IMAP

When setting up Outlook 2003 with IMAP, the local sent folder does not automatically get synced with the IMAP sent folder. This is a feature that was added in Outlook 2007. To sync Outlook 2003's sent box with IMAP you have to create a rule.

Create a Rule with the Rules Wizard

1. On the **Tools** menu, click **Rules Wizard**, and then click **New**.
2. Click to select "**Check messages after sending**", and then click **Next**.
3. Click to select "**uses the *form name* form** check box".
4. Click the underlined **form name** in the **Rule Description** box.
5. In the **Standard Forms Library**, click to select **Message** and then click **Open**. Click **Next**, and **Next** again.
6. Click to select the "**Move a copy to the specified folder**" check box.
7. Click to select a "specified" folder in the **Rule Description** box
8. Click to select or create a folder on your IMAP server. Click **OK**, and then click **Next**.

9. Click **Next** again, and then specify a rule name. Click **Finish**.

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