

# How to configure a Windows phone using IMAP

This article explain show to configure a Windows phone with an IMAP e-mail account. This process is simple and should only take a few minutes.

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1. From the home screen, go to the "**Settings**" application.

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2. On the settings screen, tap "**email+accounts**".

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SETTINGS

# system applica

ringtone+sounds

AT&T Firefly

theme

cobalt

email+accounts

set up email, contacts, Facebook, and others

internet sharing

turned off

lock screen

screen time-out: 1 minute

Wi-Fi

MIS-TestB

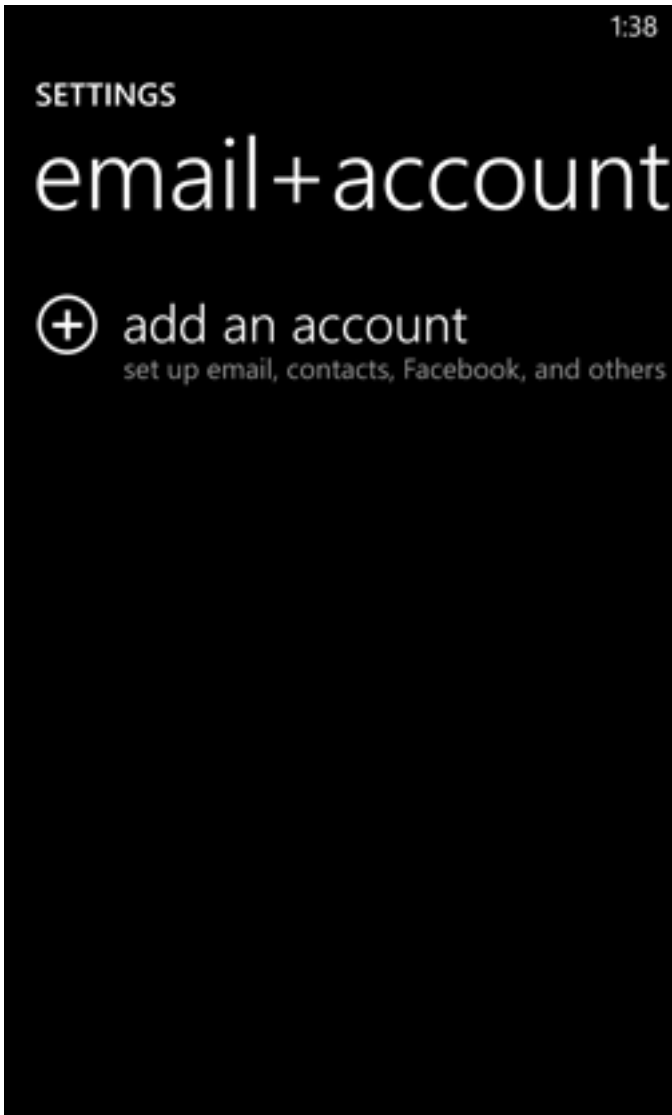
Bluetooth

turned on

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3. Tap "add an account."

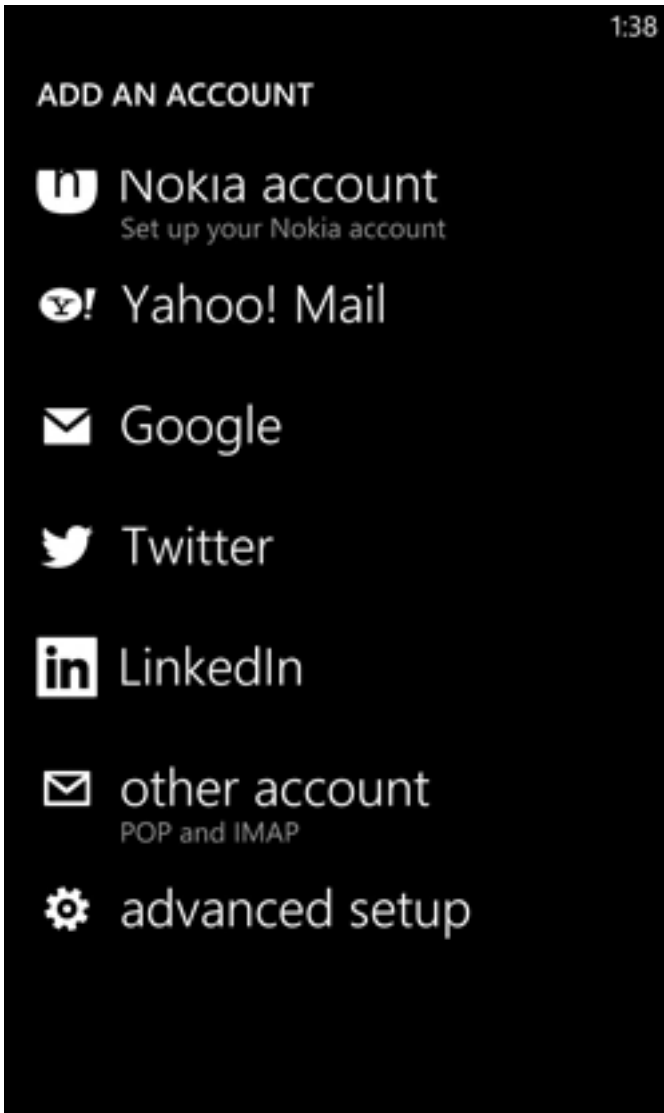
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4. Scroll to the bottom of the screen and tap "**advanced setup.**"

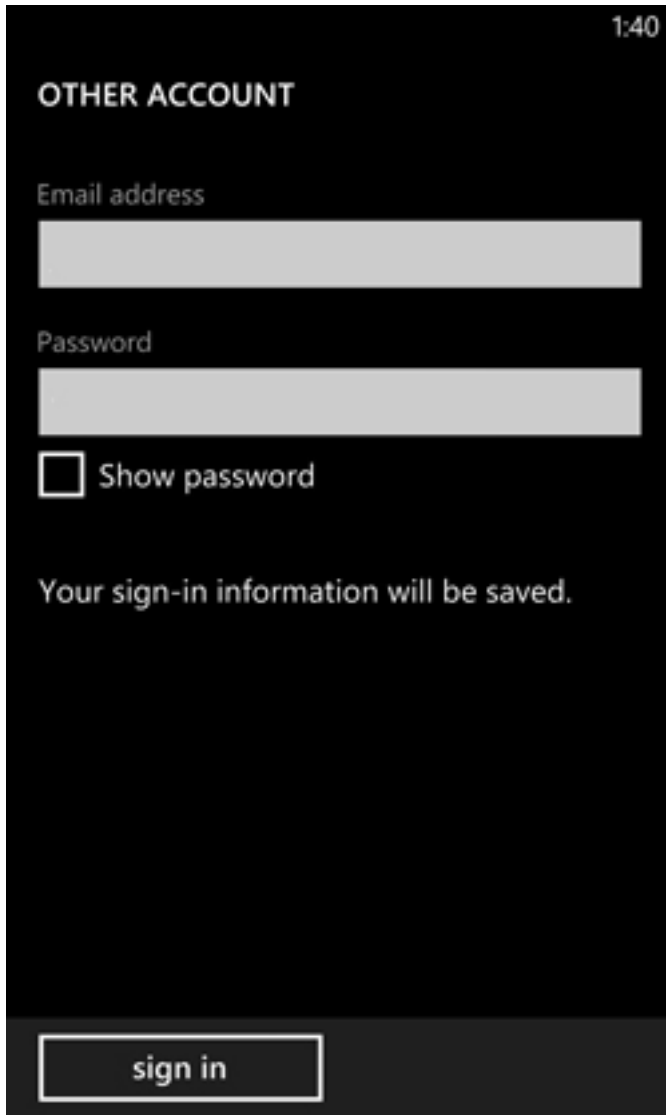
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5. Fill out the **E-mail Address** and **Password** fields. Tap "**sign in**" when you are done.

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6. On the "Advanced Setup" screen, tap "**Internet email.**"

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## ADVANCED SETUP

Choose the kind of account you want to set up. If you're not sure, check with your service provider.

### Exchange ActiveSync

Includes Exchange and other accounts that use Exchange ActiveSync

### Internet email

POP or IMAP accounts that let you view your email in a web browser

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7. On the "Internet Email Account" screen, fill out the following information:

- **Account name and Your name fields**
- **Incoming email server:** imap.COMPANY.COM  
(COMPANY.COM should be replaced with the portion of your e-mail address following the "@" symbol. Example: if your e-mail address is HanSolo@MFalcon.biz, then your IMAP server should be imap.MFalcon.biz)

- **Account type:** IMAP
- **User name:** Your complete e-mail address.
- **Password:** Your password for the corresponding e-mail address.
- **Outgoing (SMTP) email server:** smtp.COMPANY.COM  
(COMPANY.COM should be replaced with the portion of your e-mail address following the "@" symbol. Example: if your e-mail address is HanSolo@MFalcon.biz, then your POP3 server should be pop3.MFalcon.biz)
- **Outgoing server requires authentication:** Checked

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### INTERNET EMAIL ACCOUNT

Account name

Your name

We'll send your messages using this name

Incoming email server

Account type

User name

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## INTERNET EMAIL ACCOUNT

User name

Examples: kevinc, kevinc@contoso.com,  
domain\kevinc

Password

Show password

Outgoing (SMTP) email server

Outgoing server requires authentication

**sign in**

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Tap "**sign in**" when finished.

Online URL: <https://kb.naturalnetworks.com/article.php?id=98>