

Set Up IMAP - Outlook® 2000

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)."


For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

To set up Outlook 2000 for IMAP, perform the following steps:

1. In Outlook, select **Tools / Accounts**.
2. Click the **Add** button, and select **Mail** from the resulting menu.
3. In the **Display name** box, enter your first and last name. This is the name that will appear in the **From** field of messages you send.
4. Click the **Next** button.
5. In the **E-mail address** box, enter your entire email address (e.g., myname@mydomain.com).
6. Click the **Next** button.
7. Click the drop-down menu, and select **IMAP**.
8. In the **Incoming mail (POP3 or IMAP) server** box, enter the secure server name:

secure.emailsrvr.com
9. In the **Outgoing mail (SMTP) server** box, enter the secure server name:

secure.emailsrvr.com



My incoming mail server is a server.

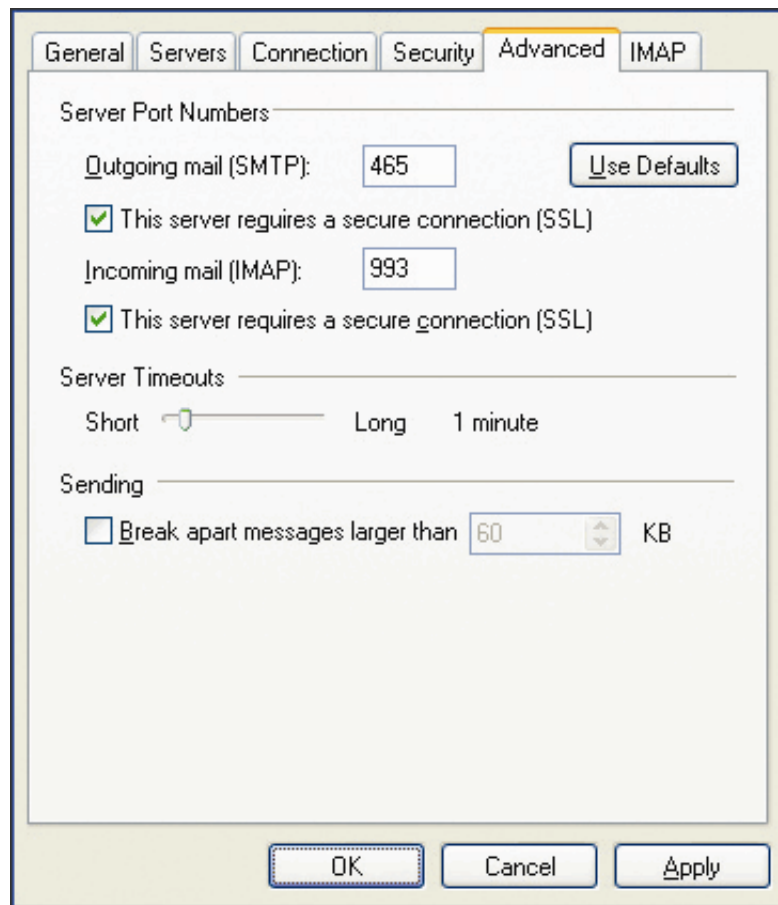
Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

10. Click the **Next** button.
11. In the **Account name** box, enter your entire email address (e.g., myname@mydomain.com).
12. In the **Password** box, enter the password for your email account. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
13. Leave the **Log on using Secure Password Authentication (SPA)** box blank.
14. Click the **Next** button.
15. Click the **Next** button again.
16. Click the **Finish** button.
17. Click once on the account you just created.
18. Click the **Properties** button.
19. Click the **Servers** tab.
20. Be sure that the **Log on using Secure Password Authentication** box is not checked.
21. Check the **My server requires authentication** box.
22. Click the **Settings** button.
23. Be sure that the **Use same settings as my incoming mail server** button is selected.

24. Click the **OK** button.
25. Click the **Advanced** tab.
26. Check the first **This server requires a secure connection (SSL)** box.
27. In the **Outgoing mail (SMTP)** box, enter the outgoing port: **465**.
28. Check the second **This server requires a secure connection (SSL)** box.
29. In the **Incoming mail (IMAP)** box, enter the secure server port: **993**



30. Click the **OK** button.
31. Click the **Close** button.

