

Set Up IMAP - Outlook® 2002 / XP

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

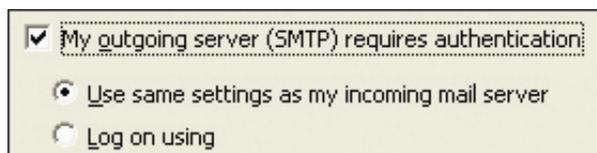
For increased security, we recommend that you use our secure (SSL) servers, as detailed below. **Note:** If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

To set up Outlook 2002 for IMAP, perform the following steps:

1. In Outlook, select **Tools / E-mail Accounts**.
2. Click the **Add a new e-mail account** button.
3. Click the **Next** button.
4. Click the **IMAP** button.
5. Click the **Next** button.
6. In the Internet E-mail Settings window, enter the following information:
 - Your Name—Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
 - E-mail Address—Enter your entire email address (e.g., myname@mydomain.com).
 - User Name—Enter your entire email address (e.g., myname@mydomain.com).
 - Password—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.
 - Incoming mail server (IMAP)—Enter the secure server name:
secure.emailsrvr.com
 - Outgoing mail server (SMTP)—Enter the secure server name:
secure.emailsrvr.com

Server Information	
Incoming mail server (IMAP):	<input type="text" value="secure.emailsrvr.com"/>
Outgoing mail server (SMTP):	<input type="text" value="secure.emailsrvr.com"/>

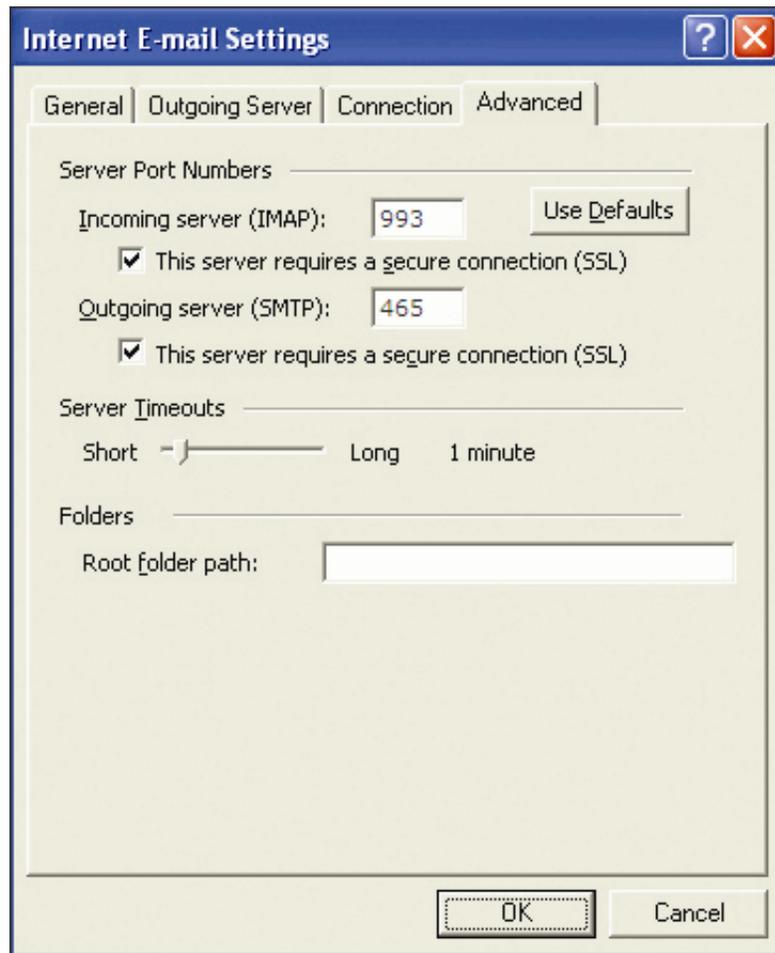
7. Leave the **Log on using Secure Password Authentication (SPA)** box blank.
8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.
10. Check the **My outgoing server (SMTP) requires authentication** box.
11. Click the **Use same settings as my incoming mail server** button.



My outgoing server (SMTP) requires authentication:

- Use same settings as my incoming mail server
- Log on using

12. Click the **Advanced** tab.
13. Check the first **This server requires a secure connection (SSL)** box.
14. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
15. Check the second **This server requires a secure connection (SSL)** box.
16. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.



17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.