Set Up IMAP - Outlook® 2010

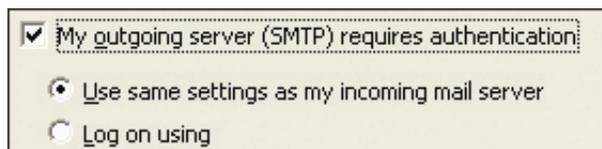If you would like to learn more about the differences between POP and IMAP, please see the help topic, "POP vs. IMAP."

To set up Outlook 2010 for IMAP, perform the following steps:

1. In Outlook, select **Tools** / **E-mail Accounts, c**lick the **Add a new e-mail account** radio button and then click the **Next** button.

2. Select the **IMAP** radio button, Click the **Next** button and 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**

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.

3. Click the **More Settings** button then click the **Outgoing Server** tab.

4. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server.**

5. Click the **Advanced** tab and select the first **This server requires a secure connection (SSL)** check box.

6. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**

7. Select the second **This server requires a secure connection (SSL)** check box.

8. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.

9. Click the **OK** button then click the **Next** button, and lastly click the **Finish** button.

IMAP Folders:

Folders should sync automatically with an IMAP account; however, if you have added folders in Webmail and they are not showing in Outlook, perform the following steps:

1. Select **Tools** / **IMAP Folders** and Click the **Query** button.

2. Select the newly added folder(s), click the **Subscribe** button and click the **OK** button.

3. Restart Outlook to update the folder list.