Set Up IMAP - Outlook® Express

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 Express for IMAP, perform the following steps:

1. In Outlook Express, select **Tools** / **Accounts**.

2. Click the **Add** button, and select **Mail** from the resulting menu.

3. 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. 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, IMAP, or HTTP) server** box, enter the secure server name:

   secure.emailsrvr.com

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

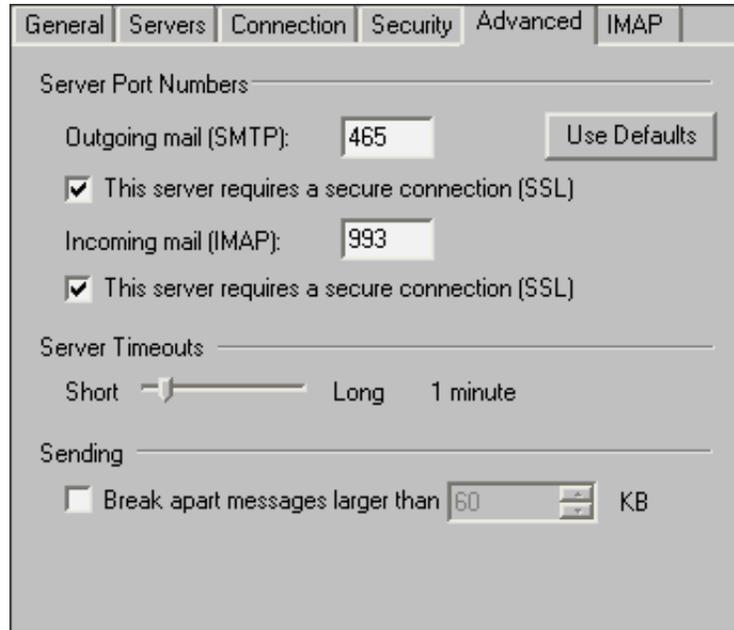   **secure.emailsrvr.com**

My incoming mail server is a [IMAP ▼] server.

Incoming mail (POP3, IMAP or HTTP) server:

[secure.emailsrvr.com]

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

Outgoing mail (SMTP) server:

[secure.emailsrvr.com]

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.

13. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.

14. Leave the **Log on using Secure Password Authentication (SPA)** box blank, and click the **Next** button.

15. Click the **Finish** button.

16. In the **Internet Accounts** window, select the email account that you just created, and click the **Properties** button.

17. Click the **Servers** tab.

18. The **Log on using Secure Password Authentication** box should not be checked.

19. Check the **My server requires authentication** box.

20. Click the **Settings** button.

21. Be sure that the **Use same settings as my incoming mail server** button is selected.

22. Click the **OK** button.

23. Click the **Advanced** tab.

24. Check the first **This server requires a secure connection (SSL)** box.

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

26. Check the second **This server requires a secure connection (SSL)** box.

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

28. Click the **OK** button.

29. Click the **Close** button.