

## Set Up IMAP - Windows Mail

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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 Windows Mail for IMAP, perform the following steps:

1. In Windows Mail, select **Tools / Accounts**.
2. Click the **Add** button.
3. Click the **Next** button.
4. Enter your first and last name. This is the name that will appear in the **From** field of messages you send.
5. Click the **Next** button.
6. Enter your entire email address (e.g., myname@mydomain.com).
7. Click the **Next** button.
8. Enter the following information:
  - Incoming e-mail server type—Select **IMAP** from the drop-down menu.
  - Incoming mail (POP3 or IMAP) server—Enter the secure server name:  
**secure.emailsrvr.com**
  - Outgoing e-mail server (SMTP) name—Enter the secure server name:  
**secure.emailsrvr.com**
  - Check the **Outgoing server requires authentication** box.

**Set up e-mail servers**

Incoming e-mail server type:

IMAP

Incoming mail (POP3 or IMAP) server:

secure.emailsvr.com

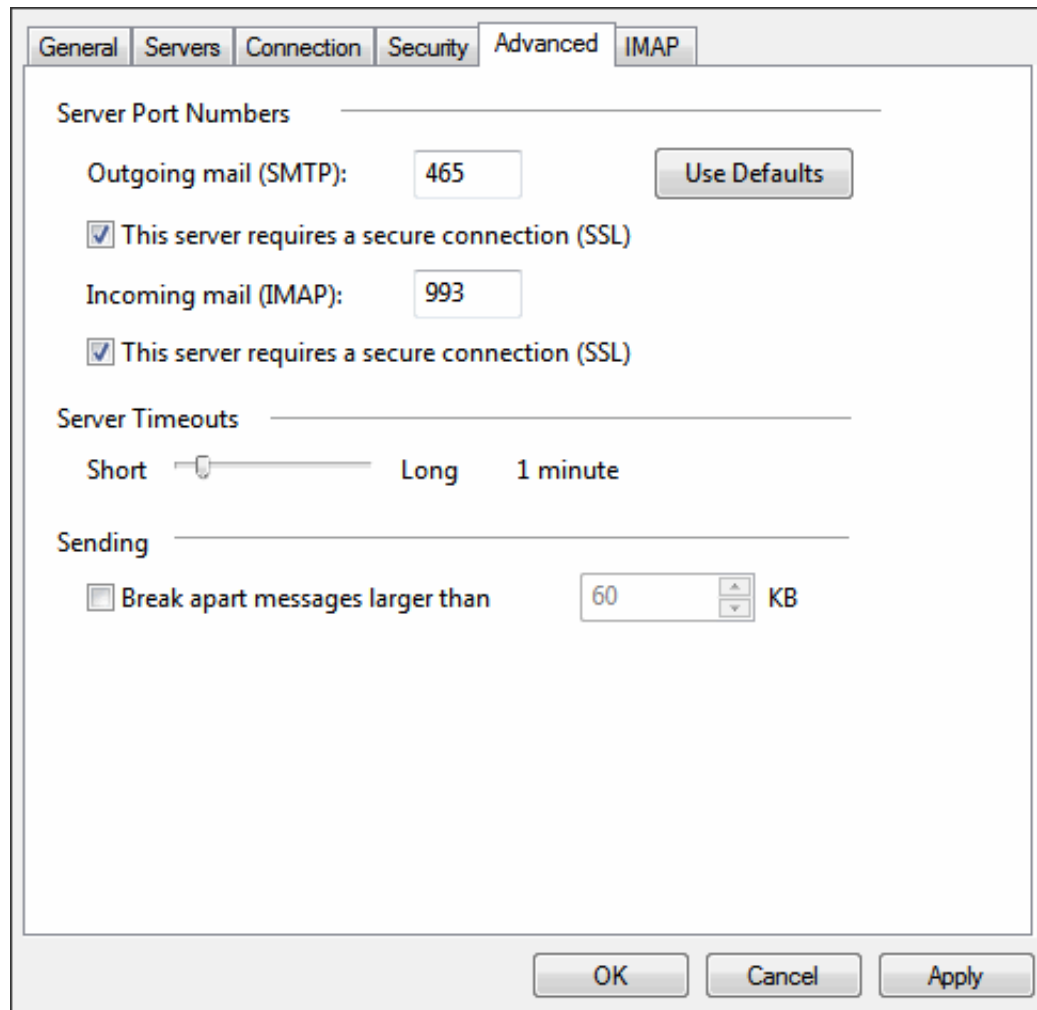
Outgoing e-mail server (SMTP) name:

secure.emailsvr.com

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

9. Click the **Next** button.
10. Enter your entire email address (e.g., myname@mydomain.com).
11. Enter the password for your email account.
12. Leave the **Remember password** box checked, if desired.
13. Click the **Next** button.
14. In the **Congratulations** window, if you don't want to download all your messages, check the box labeled **Do not download my e-mail at this time**. Otherwise, you can leave this setting unchecked.
15. Click the **Finish** button.
16. The account you just created will be selected. Click the **Properties** button.
17. Click the **Advanced** tab.
18. Check both **This server requires a secure connection (SSL)** boxes.
19. In the **Outgoing mail (SMTP)** field, enter the secure outgoing port: **465**.



20. Click the **OK** button.

21. Click the **Close** button.