

# Set Up IMAP - Outlook® 2000

For increased security, we recommend that you use our secure (SSL) servers, as detailed below.

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 1791 email address (e.g., myname@1791.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**



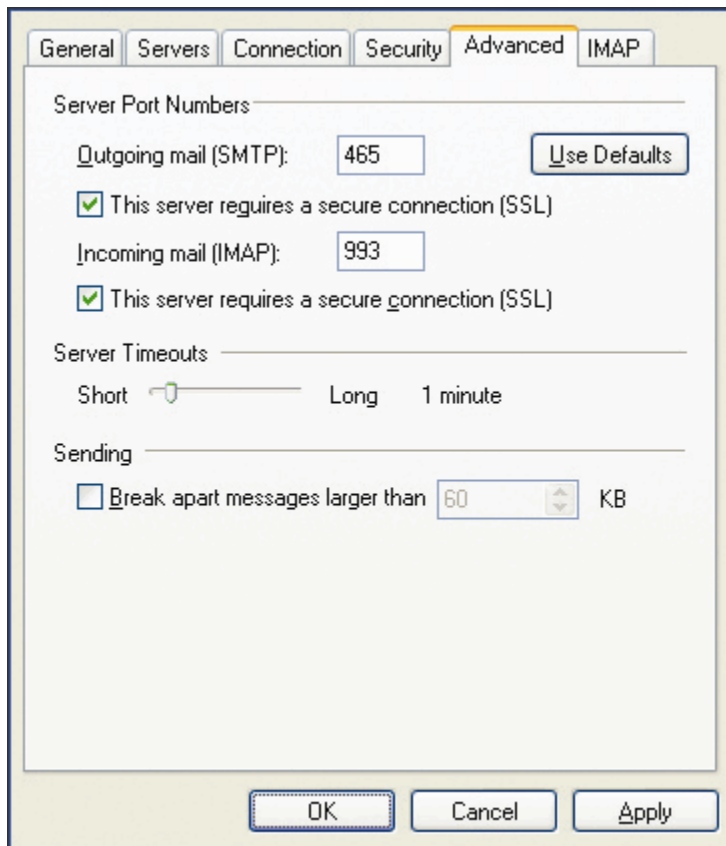
The screenshot shows a dialog box titled "My incoming mail server is a" with a dropdown menu set to "IMAP" and a "server." label. Below this, there are two text input fields. The first is labeled "Incoming mail (POP3 or IMAP) server:" and contains the text "secure.emailsrvr.com". The second is labeled "Outgoing mail (SMTP) server:" and also contains the text "secure.emailsrvr.com".

10. Click the **Next** button.

In the **Account name** box, enter your entire 1791 email address (e.g., [myname@1791.com](mailto:myname@1791.com)).  
In the **Password** box, enter **YOUR 1791 EMAIL Password**, the same password you use to access the 1791 site

11. If you want Outlook to check for email without prompting you to enter your password, check the **Remember password** box.
12. Leave the **Log on using Secure Password Authentication (SPA)** box blank.

13. Click the **Next** button.
14. Click the **Next** button again.
15. Click the **Finish** button.
16. Click once on the account you just created.
17. Click the **Properties** button.
18. Click the **Servers** tab.
19. Be sure that the **Log on using Secure Password Authentication** box is not checked.
20. Check the **My server requires authentication** box.
21. Click the **Settings** button.
22. Be sure that the **Use same settings as my incoming mail server** button is selected.
23. Click the **OK** button.
24. Click the **Advanced** tab.
25. Check the first **This server requires a secure connection (SSL)** box.
26. In the **Outgoing mail (SMTP)** box, enter the outgoing port: **465**.
27. Check the second **This server requires a secure connection (SSL)** box.
28. In the **Incoming mail (IMAP)** box, enter the secure server port: **993**



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