

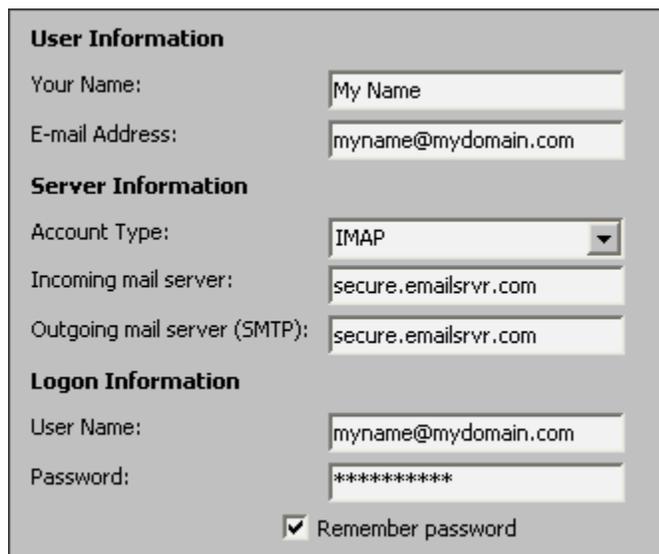
Set Up IMAP - Outlook® 2007

To set up Outlook 2007 for IMAP, perform the following steps:

1. In Outlook, select **Tools / Account Settings** and on the **Email** tab, click the **New** button.



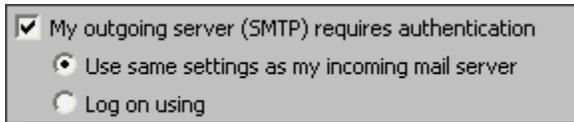
2. If prompted, ensure that the **Microsoft Exchange, POP3, IMAP, or HTTP** option button is selected, and click the **Next** button, select the **Manually configure server settings or additional server types** check box and click the **Next** button.
3. Ensure that the **Internet E-mail** radio button is selected, and click the **Next** button and enter the following information:

A screenshot of the Outlook 'Internet E-mail' configuration dialog box. The dialog box is titled 'User Information', 'Server Information', and 'Logon Information'. It contains several text boxes and a dropdown menu. The 'Your Name' field contains 'My Name'. The 'E-mail Address' field contains 'myname@mydomain.com'. The 'Account Type' dropdown menu is set to 'IMAP'. The 'Incoming mail server' field contains 'secure.emailsrvr.com'. The 'Outgoing mail server (SMTP)' field contains 'secure.emailsrvr.com'. The 'User Name' field contains 'myname@mydomain.com'. The 'Password' field contains '*****'. There is a checked checkbox for 'Remember password'.

- 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@1791.com).
- Account Type—Select **IMAP** from the drop-down menu.
- Incoming mail server—Enter the secure server name: **secure.emailsrvr.com**
- Outgoing mail server (SMTP)—Enter the secure server name: **secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., myname@1791.com).
- Password—Enter **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site**

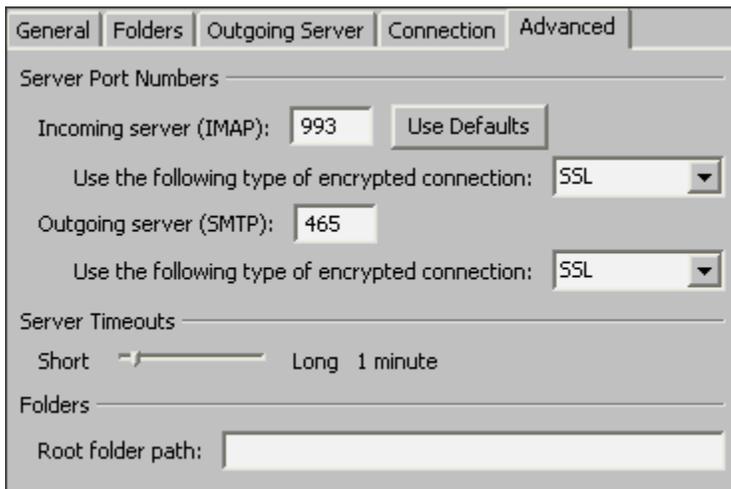
Note: If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

5. Click the **More Settings** button, then click the **Outgoing Server** tab and select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail**



A dialog box with a grey background and a thin border. It contains three radio button options. The first option, 'My outgoing server (SMTP) requires authentication', is selected with a checkmark. The second option is 'Use same settings as my incoming mail server' and the third is 'Log on using'.

6. Click the **Advanced** tab, In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**



A screenshot of the Outlook 'Outgoing Server' tab in the 'Advanced' section. The window has several tabs: 'General', 'Folders', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Advanced' tab is active. Under 'Server Port Numbers', there are two sections. The first section is for the 'Incoming server (IMAP)', with a text box containing '993' and a 'Use Defaults' button. Below it is a dropdown menu labeled 'Use the following type of encrypted connection:' with 'SSL' selected. The second section is for the 'Outgoing server (SMTP)', with a text box containing '465' and another dropdown menu labeled 'Use the following type of encrypted connection:' with 'SSL' selected. Below these are 'Server Timeouts' with a slider between 'Short' and 'Long 1 minute'. At the bottom is a 'Folders' section with a 'Root folder path:' text box.

7. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993** and in the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.
8. Click the **OK** button, click the **Next** button, click the **Finish** button and click the **Close** 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 then click the **Query** button.
2. Select the newly added folder(s), and click the **Subscribe** button and click the **OK** button.
3. Restart Outlook to update the folder list.