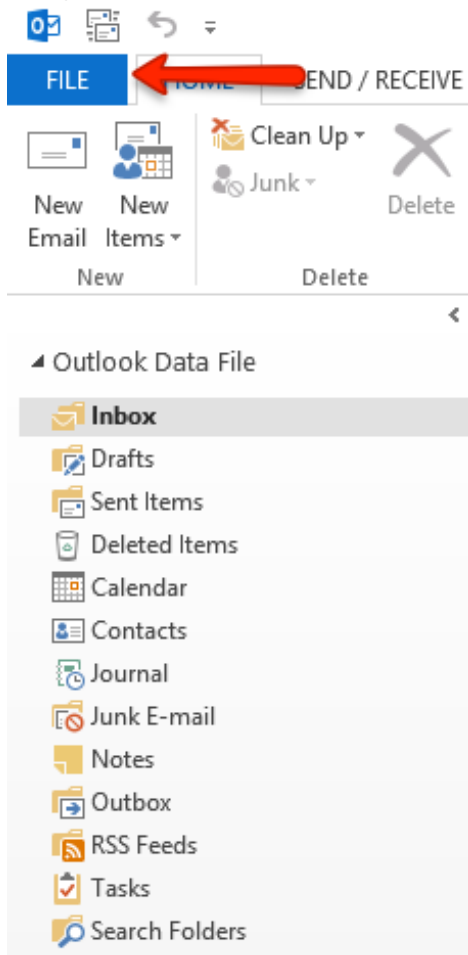


To set up Outlook 2013 for IMAP, perform the following steps:

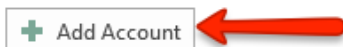
1.) In Outlook, select **File**



2.) Click **Add Account**

Account Information

No account available. Add an e-mail account to enable additional features.



Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.

3.) Choose **Manual setup or additional server types** and click the **Next** button

Add Account ✕

Auto Account Setup
Manual setup of an account or connect to other server types. ✖

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

4.) Select **POP or IMAP** and click the **Next** button

Add Account ✕

Choose Service ✖

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

5.) Fill out the information shown below:

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. testuser@1791.com).

Account Type —IMAP

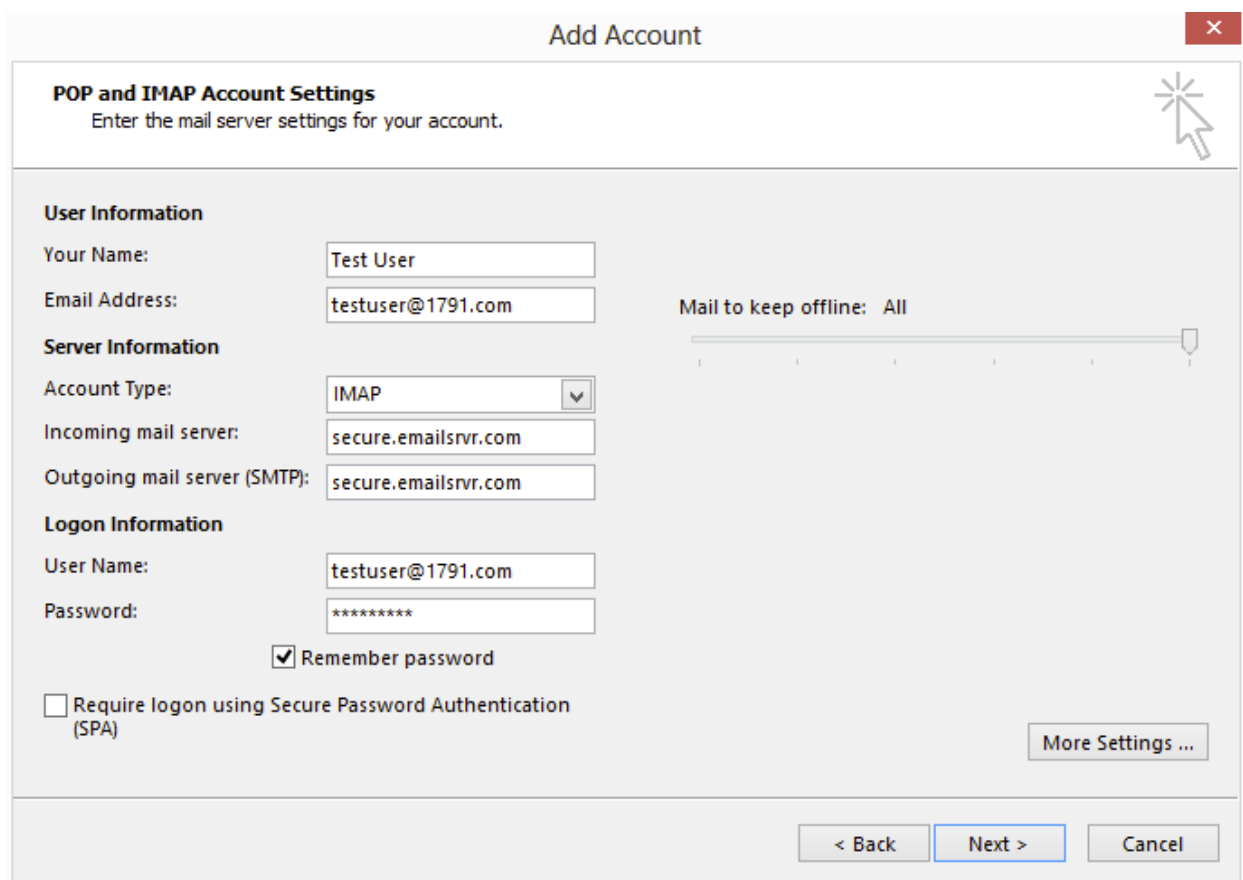
Incoming mail server — secure.emailsrvr.com

Outgoing mail server (SMTP)— secure.emailsrvr.com

User Name—Enter your entire 1791 email address (e.g. testuser@1791.com).

Password— **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site**

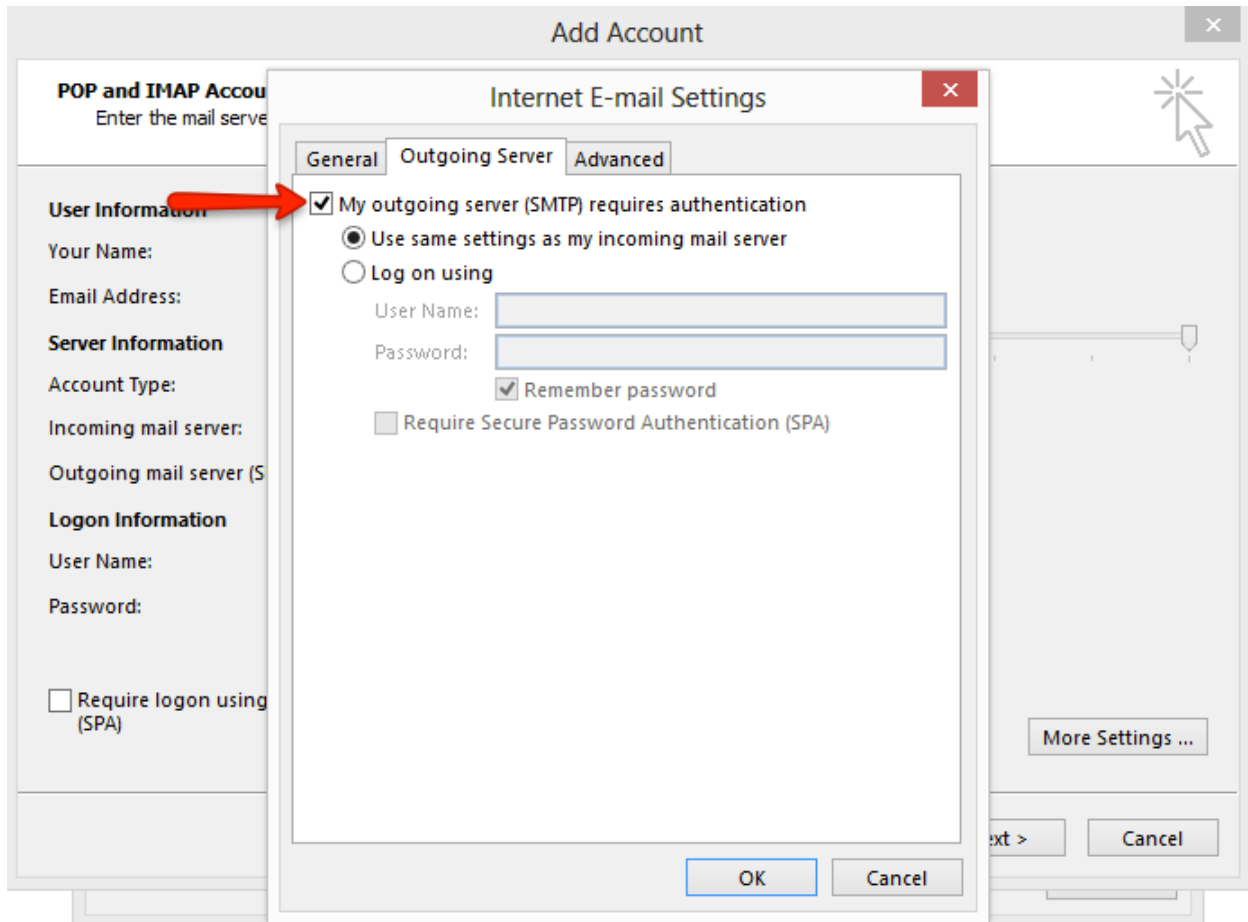
*If you want Outlook to check for email without prompting you to enter your password, check the Remember password box.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account' with a close button. The main content area is titled 'POP and IMAP Account Settings' and includes the instruction 'Enter the mail server settings for your account.' The dialog is divided into three sections: 'User Information' with fields for 'Your Name' (Test User) and 'Email Address' (testuser@1791.com); 'Server Information' with a dropdown for 'Account Type' (IMAP), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both secure.emailsrvr.com); and 'Logon Information' with fields for 'User Name' (testuser@1791.com) and 'Password' (masked with asterisks). A 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. A 'More Settings ...' button is located at the bottom right of the main area. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

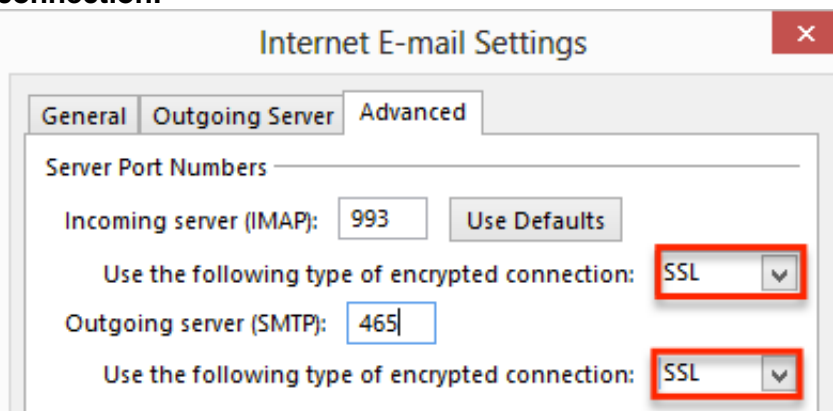
6.) Click the **More Settings** button

7.) Select the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication**. Leave the default setting to **Use same settings as my incoming mail server**



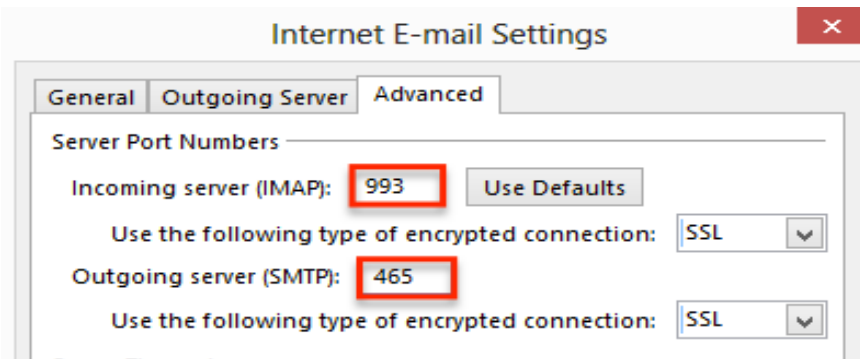
8.) Click the **Advanced** tab

9.) Select **SSL** in both drop down menus next to **Use the following type of encryption connection:**



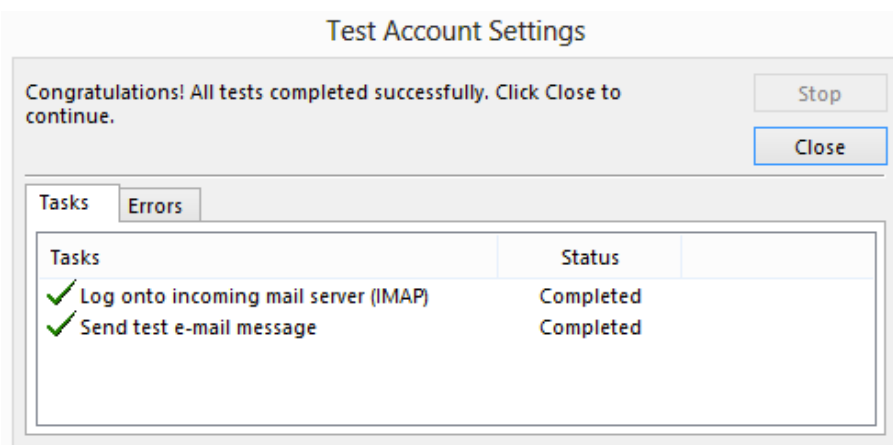
10.) Ensure that the following port numbers are used:

Incoming server (IMAP): **993**
Outgoing server (SMTP): **465**

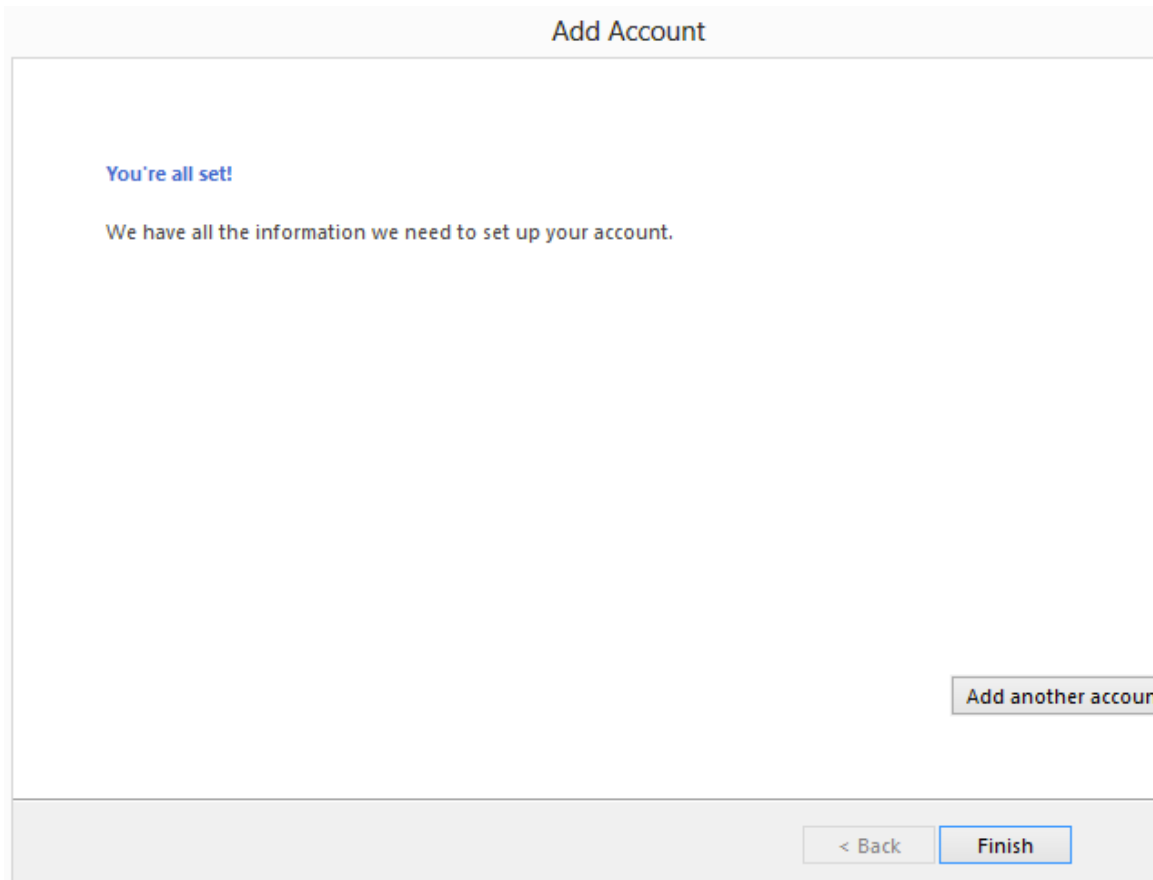


11.) Select **OK**, and click **Next** on the next window

12.) Once the Test Account Settings window completes successfully, click **Close**



13.) Click **Finish**



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.) Right-click your Inbox and select **IMAP Folders...**
- 2.) Select **Query**
- 3.) Click the newly added folder(s), click the Subscribe button and click the OK button.
- 4.) Restart Outlook to update the folder list.