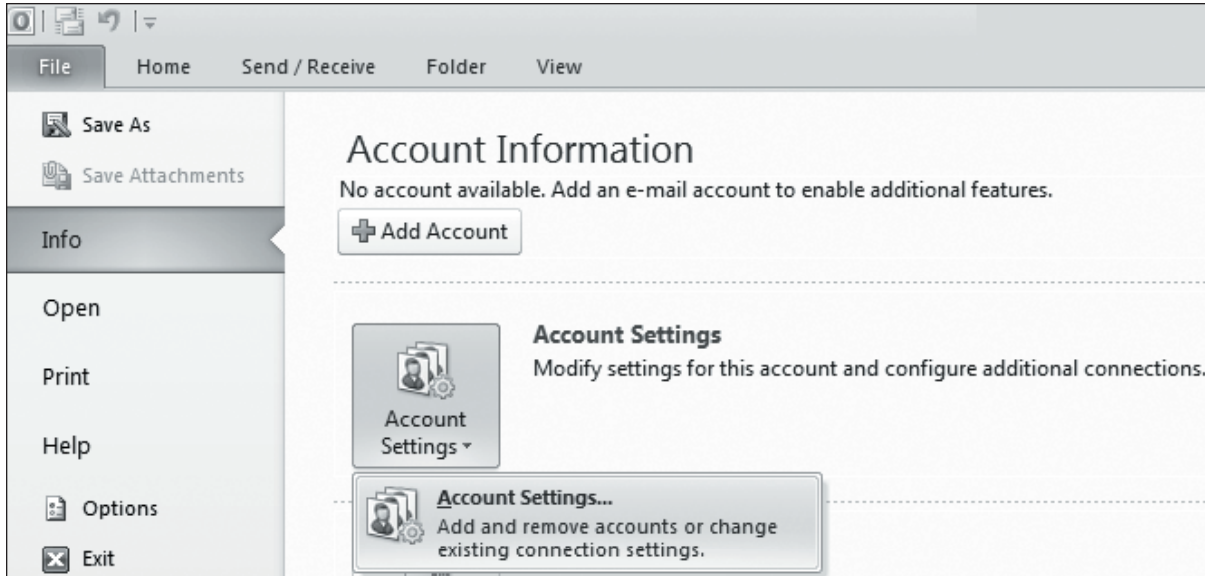
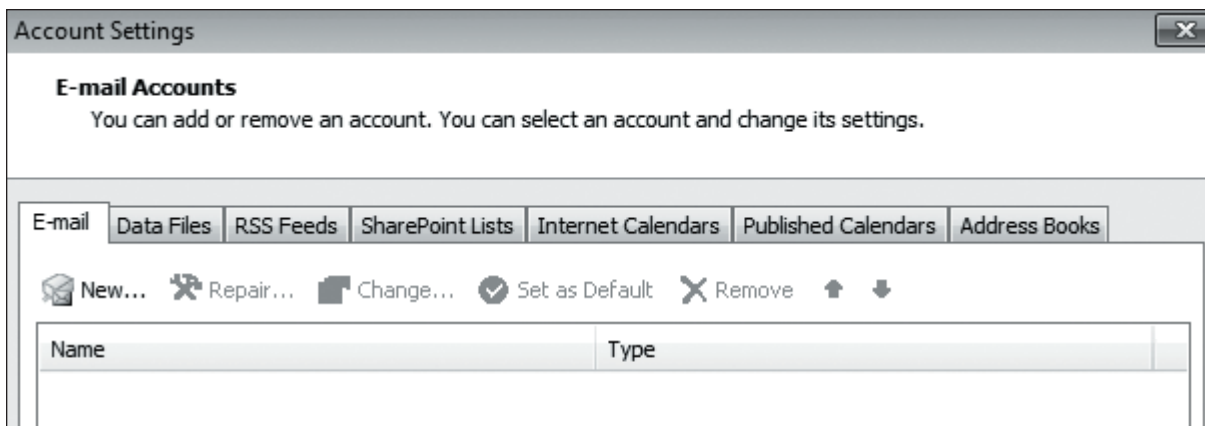


# Setting Up Microsoft® Outlook 2010

## IMAP EMAIL ACCOUNT SETUP



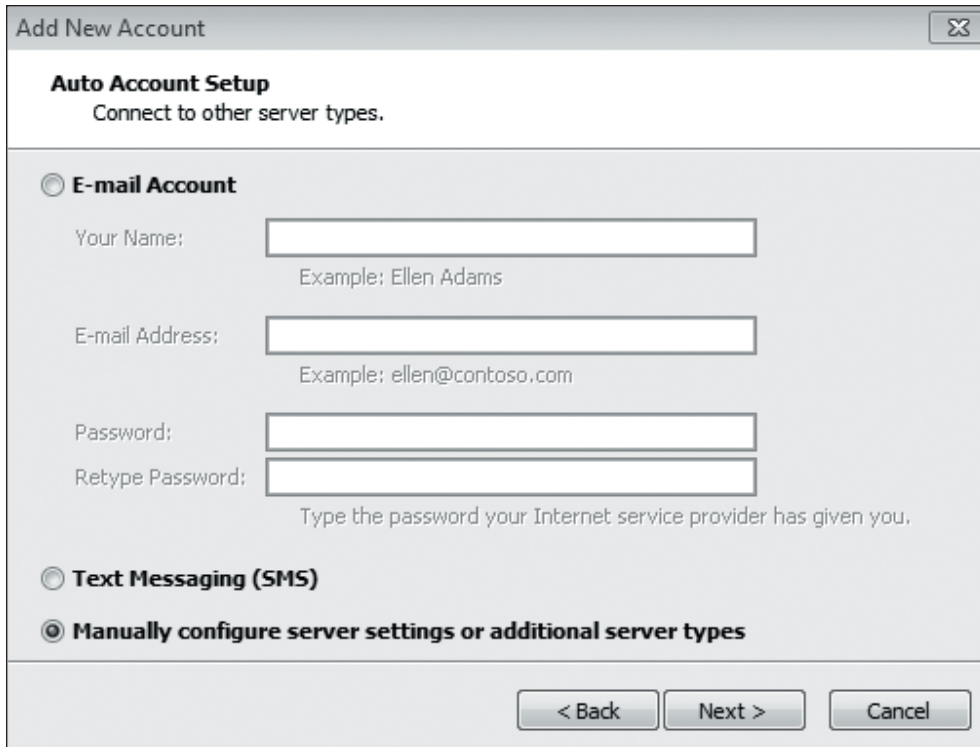
1. From the **File** menu -> select **Info** -> then **Account Settings**.



2. In the **Account Settings** window select the **E-mail** tab and click "New."

# Setting Up Microsoft® Outlook 2010

## IMAP EMAIL ACCOUNT SETUP (cont.)



**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

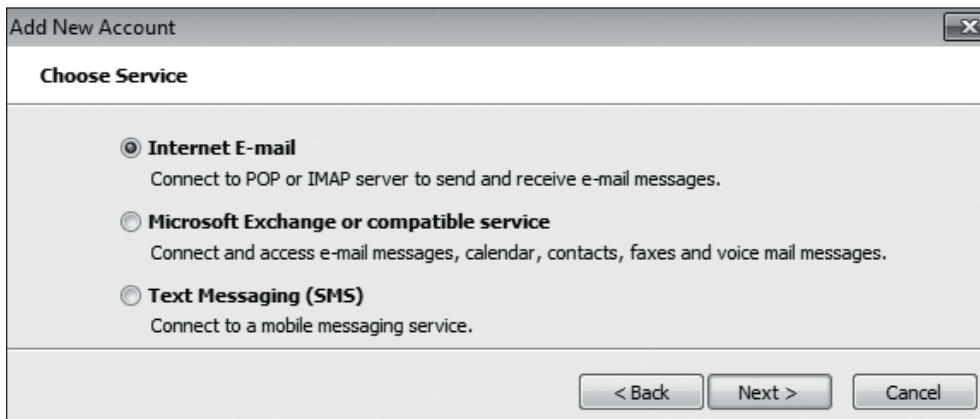
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back    Next >    Cancel

- Do not enter any information in the **E-mail Account** section.
  - Select the **“Manually configure server settings or additional server types”** radio button and click **Next**.



**Add New Account**

**Choose Service**

**Internet E-mail**  
Connect to POP or IMAP server to send and receive e-mail messages.

**Microsoft Exchange or compatible service**  
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

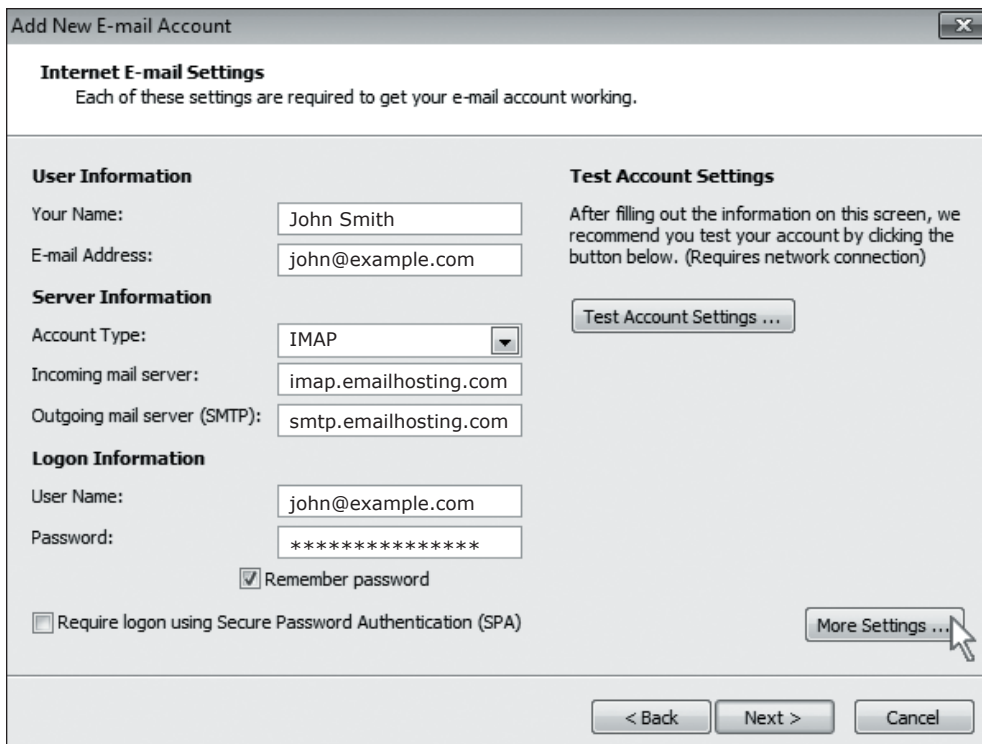
**Text Messaging (SMS)**  
Connect to a mobile messaging service.

< Back    Next >    Cancel

- Select **Internet E-mail** radio button and click **Next**.

# Setting Up Microsoft® Outlook 2010

## IMAP EMAIL ACCOUNT SETUP (cont.)



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: John Smith  
E-mail Address: john@example.com

**Server Information**  
Account Type: IMAP  
Incoming mail server: imap.emailhosting.com  
Outgoing mail server (SMTP): smtp.emailhosting.com

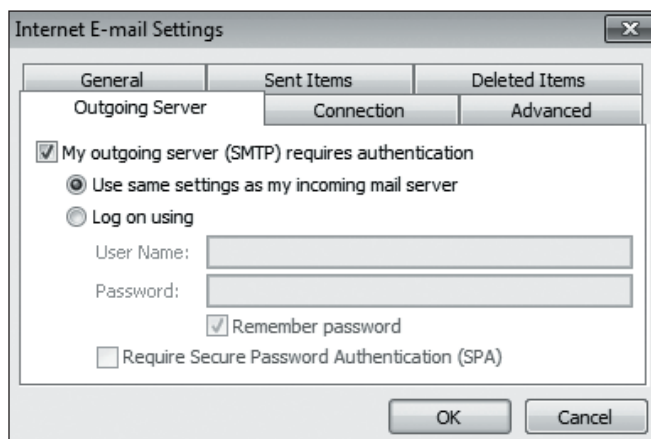
**Logon Information**  
User Name: john@example.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

5. Enter the following information:
  - **Your Name:** Enter your name as you want it to appear on outgoing messages.
  - **E-mail Address:** Enter your email address (e.g. myname@mydomain.com).
  - **Account type:** Select **IMAP**.
  - **Incoming mail server:** imap.emailhosting.com
  - **Outgoing mail server (SMTP):** smtp.emailhosting.com
  - **Logon Information:** your email address and password
  - Click on **More Settings**.



**Internet E-mail Settings**

General   Sent Items   Deleted Items  
Outgoing Server   Connection   Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: \_\_\_\_\_  
Password: \_\_\_\_\_  
 Remember password

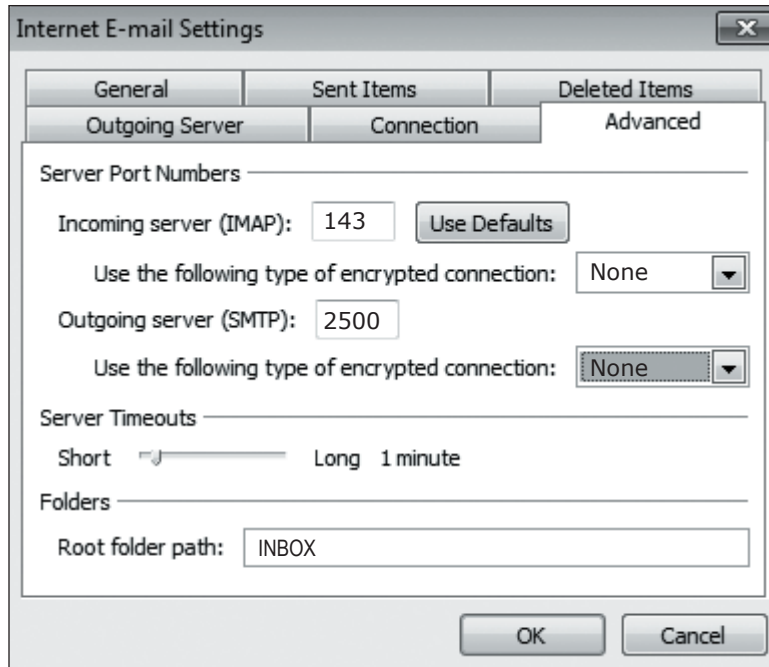
Require Secure Password Authentication (SPA)

OK   Cancel

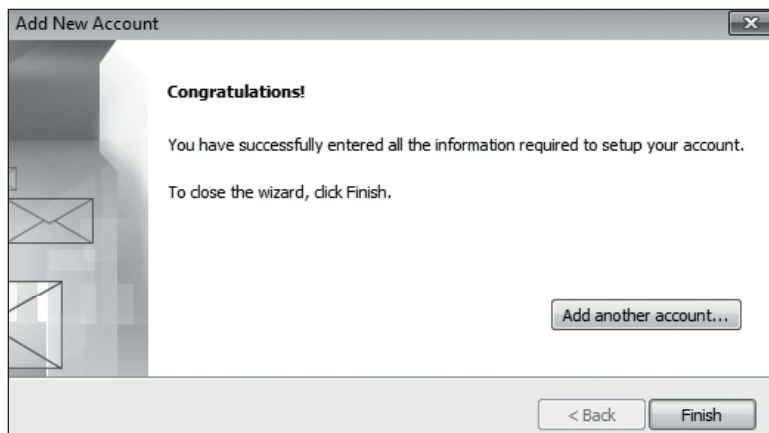
6. On the **Internet E-mail Settings** window
  - Click on the **Outgoing Server** tab.
  - Check **“My outgoing server (SMTP) requires authentication”**.
  - Select **Use same settings as my incoming mail server** radio button.

# Setting Up Microsoft® Outlook 2010

## IMAP EMAIL ACCOUNT SETUP (cont.)



- Click on the **Advanced** tab
  - Change your outgoing (SMTP) port from 25 to **2500**.
  - Enter the word **INBOX** for the “**Root folder path**”.

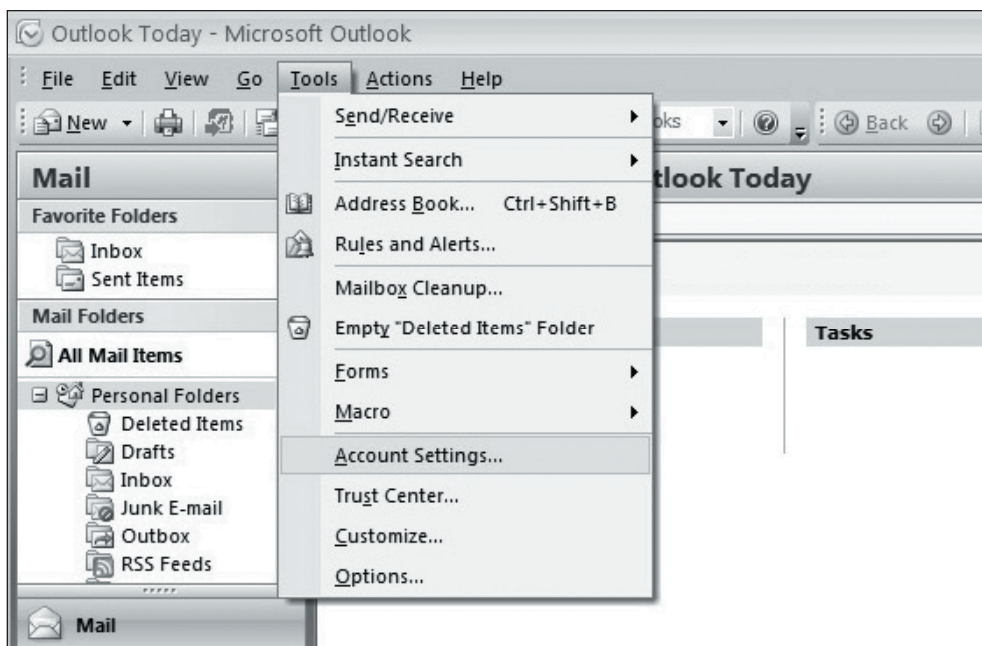


- Click **OK**, **Next** and then **Finish**.

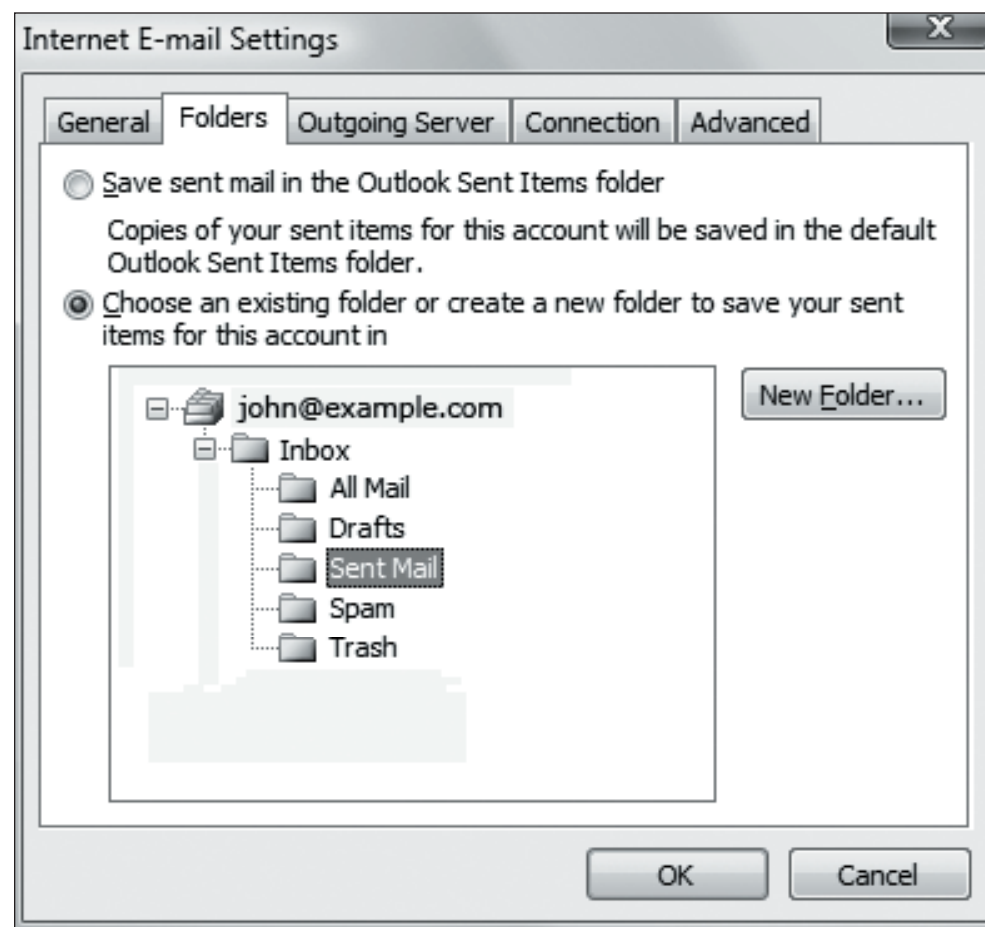


# Setting Up Microsoft® Outlook 2010

## IMAP EMAIL ACCOUNT SETUP (cont.)



9. Once this is complete, go back to **Tools** -> **Account Settings** -> Double click on **your account** -> Click on the **More Settings** button.
10. Go to the Folders tab. Select the second radio button (“**Choose an existing folder...**”). Expand the tree and select your **Emailhosting Sent Items** folder.
11. Click **OK**, **Next** and then **Finish** to complete the setup.



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