

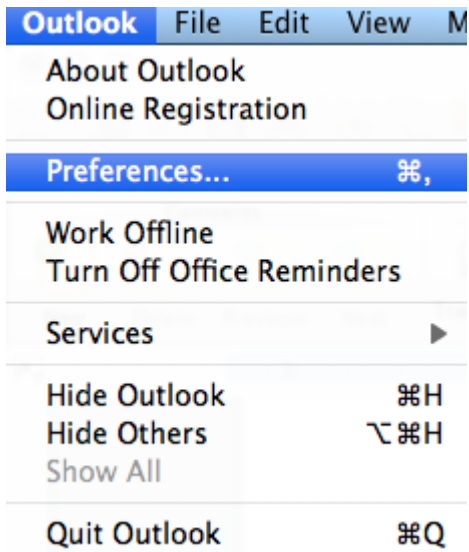
Set Up IMAP - Outlook for Mac 2011

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "[POP vs. IMAP](#)".

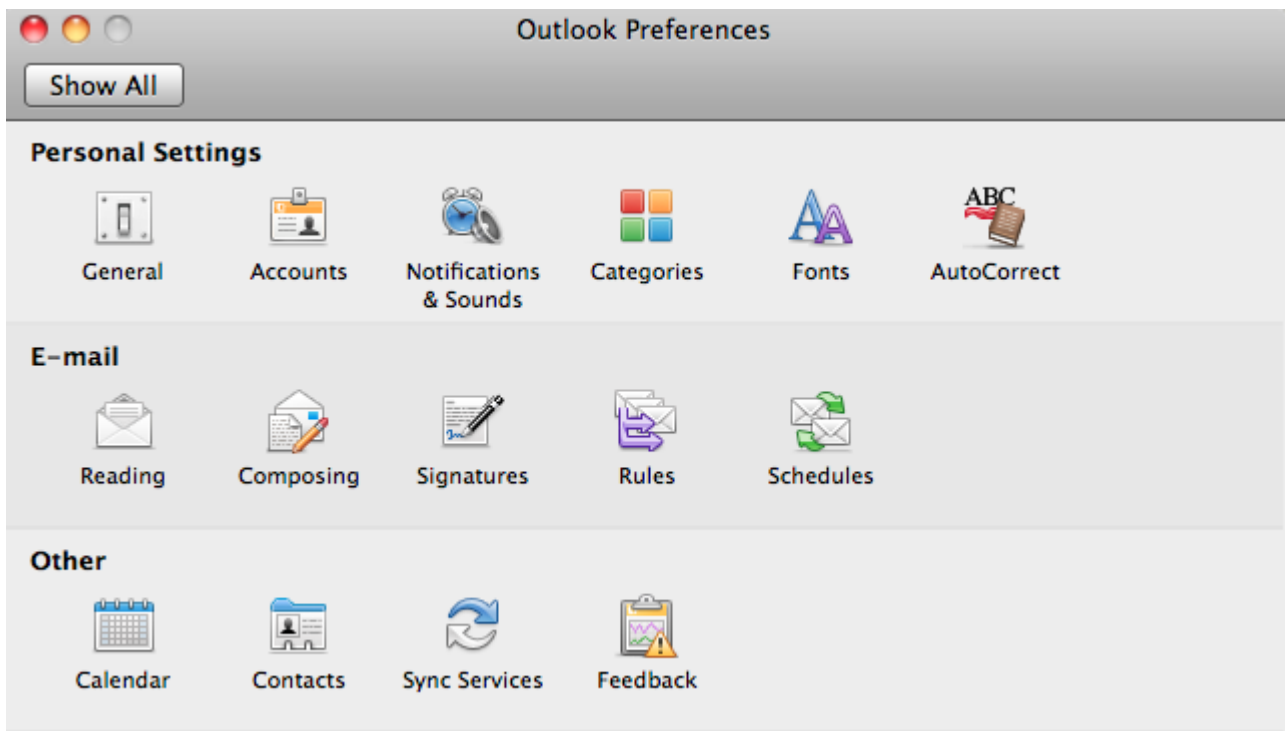
For increased security, we recommend that you use our secure (SSL) servers, as detailed below. Note: If your internal system configurations require non-SSL ports, please see the "[Email Server Settings](#)" page for our full list of available servers and ports.

To set up Outlook for Mac 2011, perform the following steps:

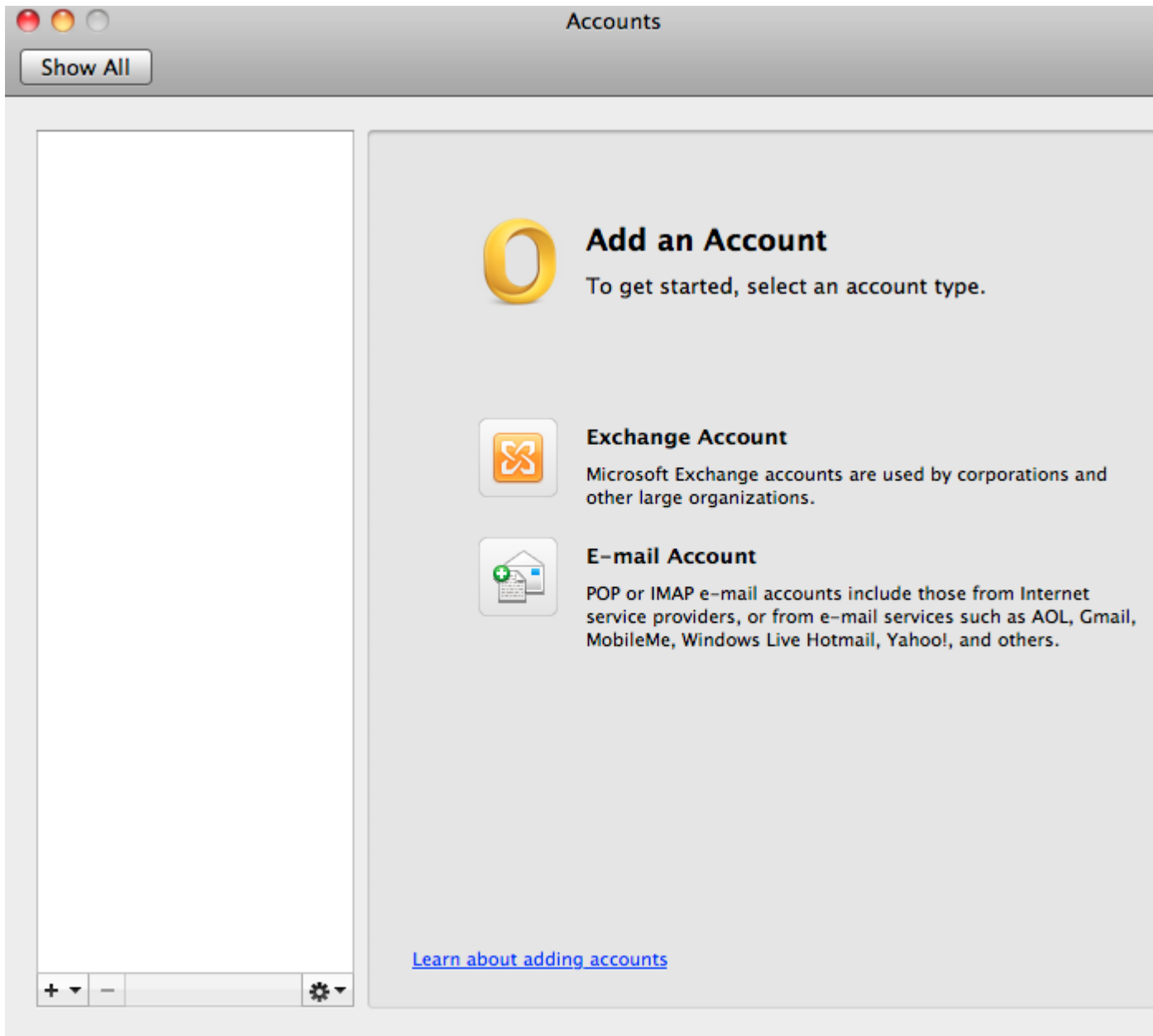
1. Open Outlook for Mac 2011. From the Outlook drop-down menu in the top bar, select **Preferences**.



2. On the Preferences menu, under the Personal Settings heading, click **Accounts**.



3. On the Accounts screen, select **E-mail Account**.



4. Enter your full email address (e.g., myname@mydomain.com) and password. Click **Add Account**.

Enter your account information.

E-mail address:

Password:

Configure automatically

5. Once you add your email address and password, the box will expand. Enter the following information into the expanded screen:

Enter your account information.

E-mail address:

Password:

Configure automatically

Personal Information

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

- Username — Enter your entire email address (e.g., [myname@mydomain.com](#))
- Type — Select **IMAP** from the drop-down menu.
- Use one of following combinations for the Outgoing Server and Incoming Server fields:
 Incoming server: **imap.emailsrvr.com Port: 143**
 Outgoing server: **smtp.emailsrvr.com Port: 25**

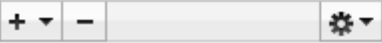
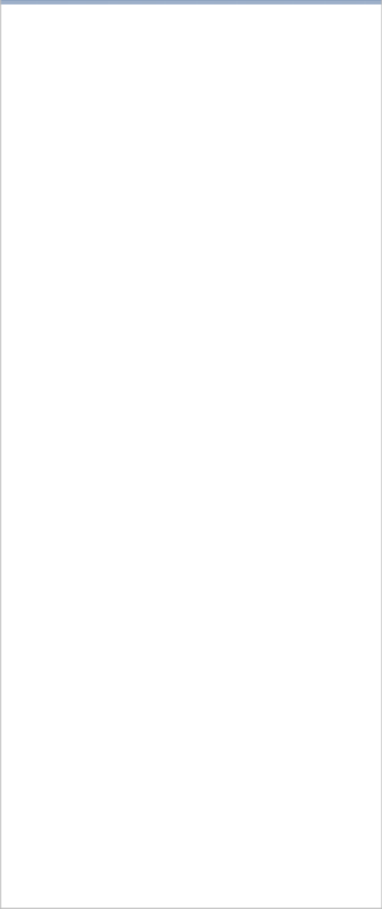
 Incoming server: **secure.emailsrvr.com Port: 993**
 Outgoing server: **secure.emailsrvr.com Port: 465**

6. Click **Add Account**.
7. Confirm changes and close.



Show All

Default Account
Rsemailapps
macuser@rsemailapps.com



Rsemailapps

IMAP Account

Account description: Rsemailapps

Personal information

Full name: Mac User

E-mail address: macuser@rsemailapps.com

Server information

User name: macuser@rsemailapps.com

Password:

Incoming server: secure.emailsrvr.com : 993

- Override default port
- Use SSL to connect (recommended)
- Always use secure password

Outgoing server: secure.emailsrvr.com : 465

- Override default port
- Use SSL to connect (recommended)

More Options...

[Learn about IMAP account settings](#)

Advanced...