

Set Up IMAP - Outlook® 2010

Note: Users may notice some compatibility issues between Outlook 2010 and Office 2007 or 2003 in which previously set integration features are inoperable. Upgrading to Office 2010 should restore integration features.

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 2010 for IMAP, perform the following steps:

1. In Outlook, click the **File** tab.
2. Click the **Account Settings** button, and select **Account Settings**.
3. Click the **New** button.
4. Click the **Manually configure server settings or additional server types** option button.
5. Click the **Next** button.
6. Ensure that the **Internet E-mail** option button is selected, and click the **Next** button.
7. Enter the following information:
 - 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@mydomain.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@mydomain.com).
 - Password—Enter the password for your email account.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

8. Click the **More Settings** button.
9. Click the **Outgoing Server** tab.
10. Select the **My outgoing server (SMTP) requires authentication** check box. Leave the default setting, **Use same settings as my incoming mail server**.

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

11. Click the **Advanced** tab.

General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers		
Incoming server (IMAP):	<input type="text" value="993"/>	<input type="button" value="Use Defaults"/>
Use the following type of encrypted connection:		<input type="text" value="SSL"/>
Outgoing server (SMTP):	<input type="text" value="465"/>	
Use the following type of encrypted connection:		<input type="text" value="SSL"/>
Server Timeouts		
Short	<input type="text" value=""/>	Long 1 minute
Folders		
Root folder path:	<input type="text" value=""/>	

12. In both of the **Use the following type of encrypted connection** drop-down menus, select **SSL**.

13. In the **Incoming server (IMAP)** box, enter the secure incoming port: **993**
14. In the **Outgoing server (SMTP)** box, enter the secure outgoing port: **465**.
15. Click the **OK** button.
16. Click the **Next** button.
17. Click the **Finish** button.
18. Click the **Close** button.

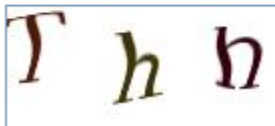
IMAP Folders

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. Right-click the account name in the folder list panel.
2. Select **IMAP Folders**.
3. Click the **Query** button.
4. Select the newly added folder(s), and click the **Subscribe** button.
5. Click the **OK** button.
6. Restart Outlook to update the folder list.

Did this article solve your problem? Yes No

Comments or suggestions...



Enter the characters shown in the image.
Ignore spaces and be careful about upper and lower case.