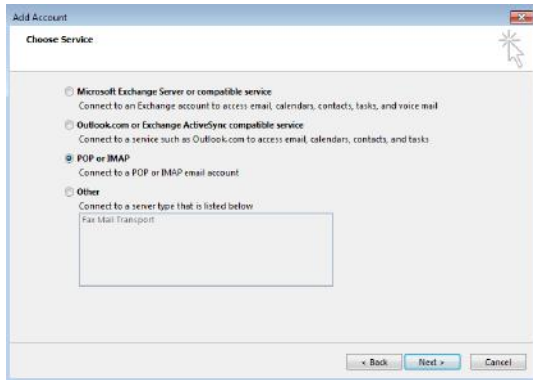The following article below will demonstrate how to setup an IMAP account with Outlook 2013.

1. In Outlook, select **File** and then **Account Settings** and **Account Settings** once again

2. Click on **New…** then select **Manual setup or additional server types** and click **Next**
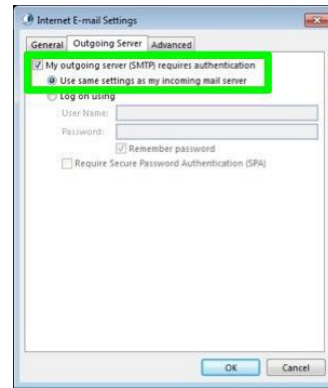
3. Select **POP or IMAP** and click **Next**
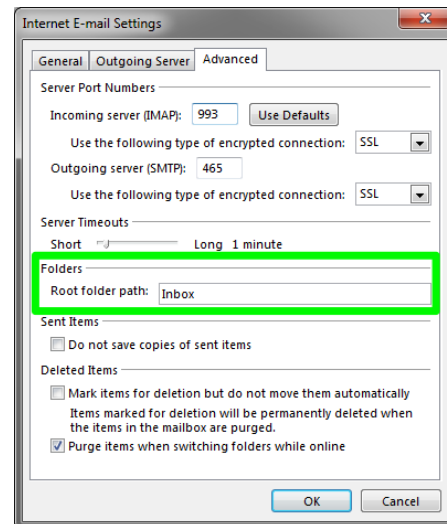


4. Enter the following information:

• Your Name:  **First and Last Name** (This is the name your recipients will see when you send mail)

• Email Address: **Your Full Email Address** (This is the Email address your recipients will see)

• Account Type: **IMAP**

• Incoming server: **secure.emailsrvr.com**

• Outgoing server: **secure.emailsrvr.com**

• User Name: **Your Full Email Address** (e.g., myname@mydomain.com), using all lowercase letters

• Password: **Your email account password**



5. Click on **More Settings…** Then on the **Outgoing Server** tab. Check the box **My Outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**



6. Next click on the **Advanced** tab. First change **Use the following type of encrypted connection:  to SSL** for <u>both</u> the Incoming and the Outgoing servers. Then, change the Incoming server port to 993 and the Outgoing server port to 465. *<u>Note</u>: (Optional) If Outlook 2013 does not successfully map your **Sent Items** folder; enter "Inbox" in the **Root folder path** field here



7. Click **OK** and then **Next**. Outlook will test the settings. If Outlook is configured correctly there will be 2 green check marks on both tasks. Click **Close** then **Finish**.

 *<u>Note</u>: **Using SSL (Secure Sockets Layer):**
SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to imap.emailsrvr.com using port 143 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025