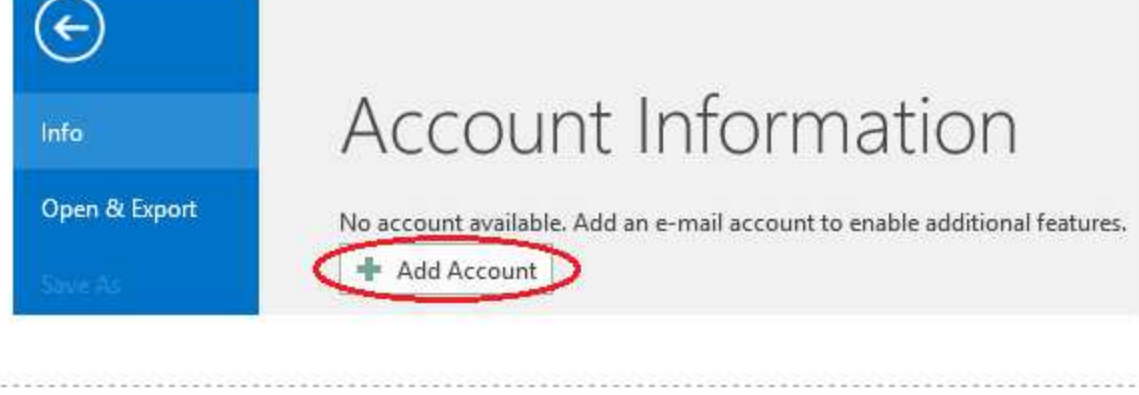


# OUTLOOK 2006 EMAIL SETUP USING IMAP MAIL

## 1. Start the Microsoft Outlook program.

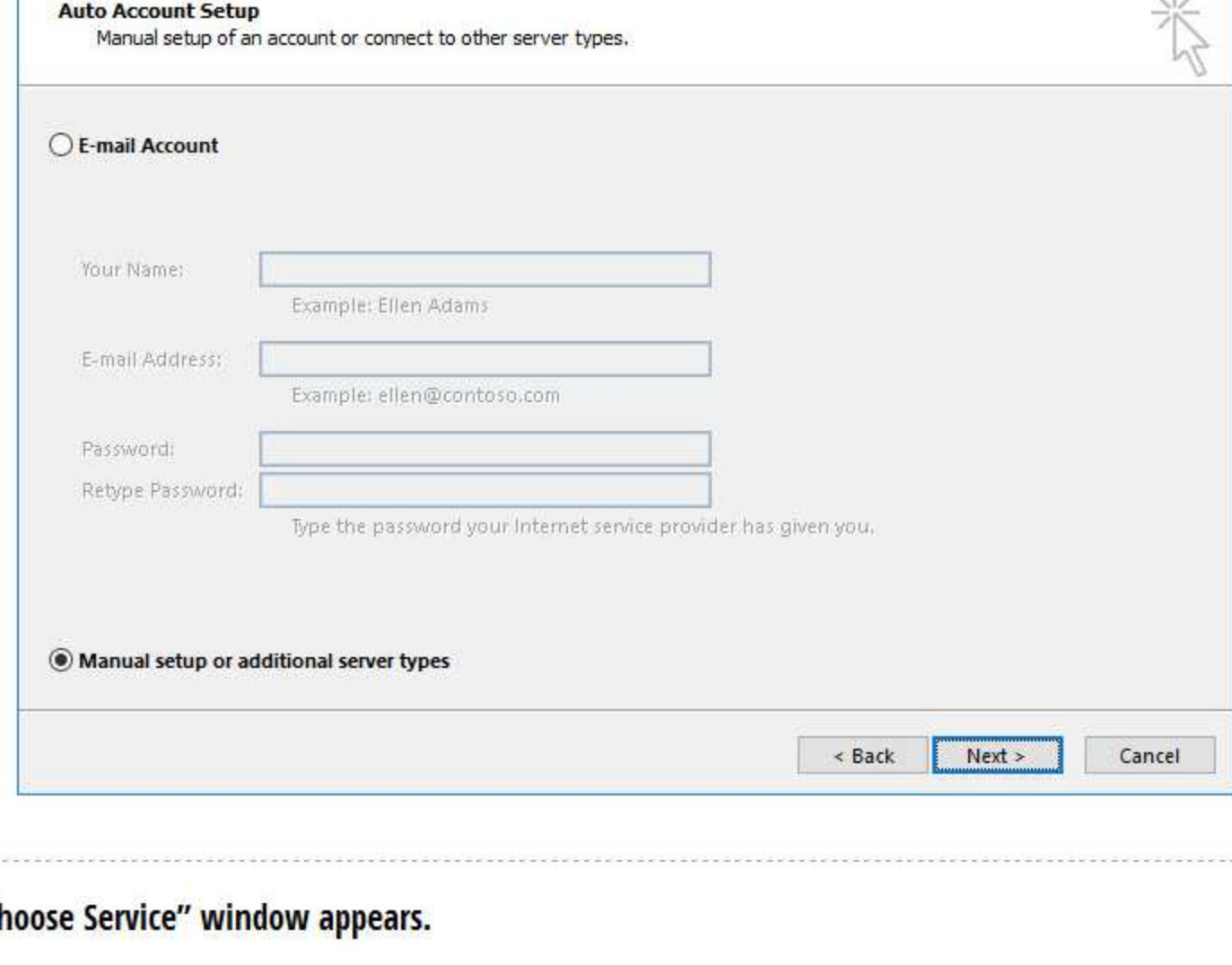
Use the Start menu to start Outlook 2006. If you've never used Outlook before, it will prompt you to create a new account. In that case, skip ahead to step 2.

If you've previously used Outlook and it doesn't prompt you, click the **File** tab, then the **Add Account** button:



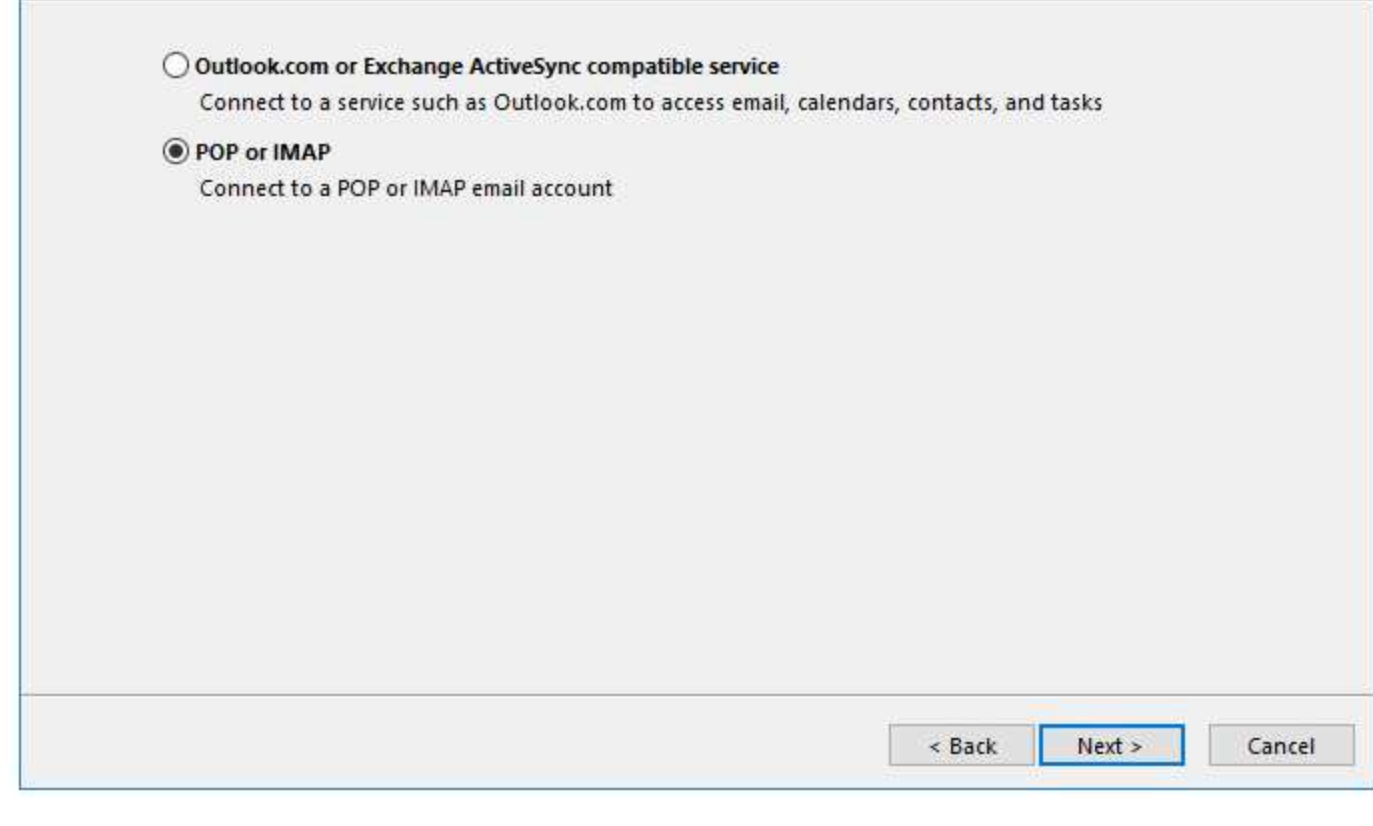
## 2. The "Auto Account Setup" window appears.

When this window appears, leave the spaces empty, choose the **Manual setup or additional server types** option, then click **Next**.



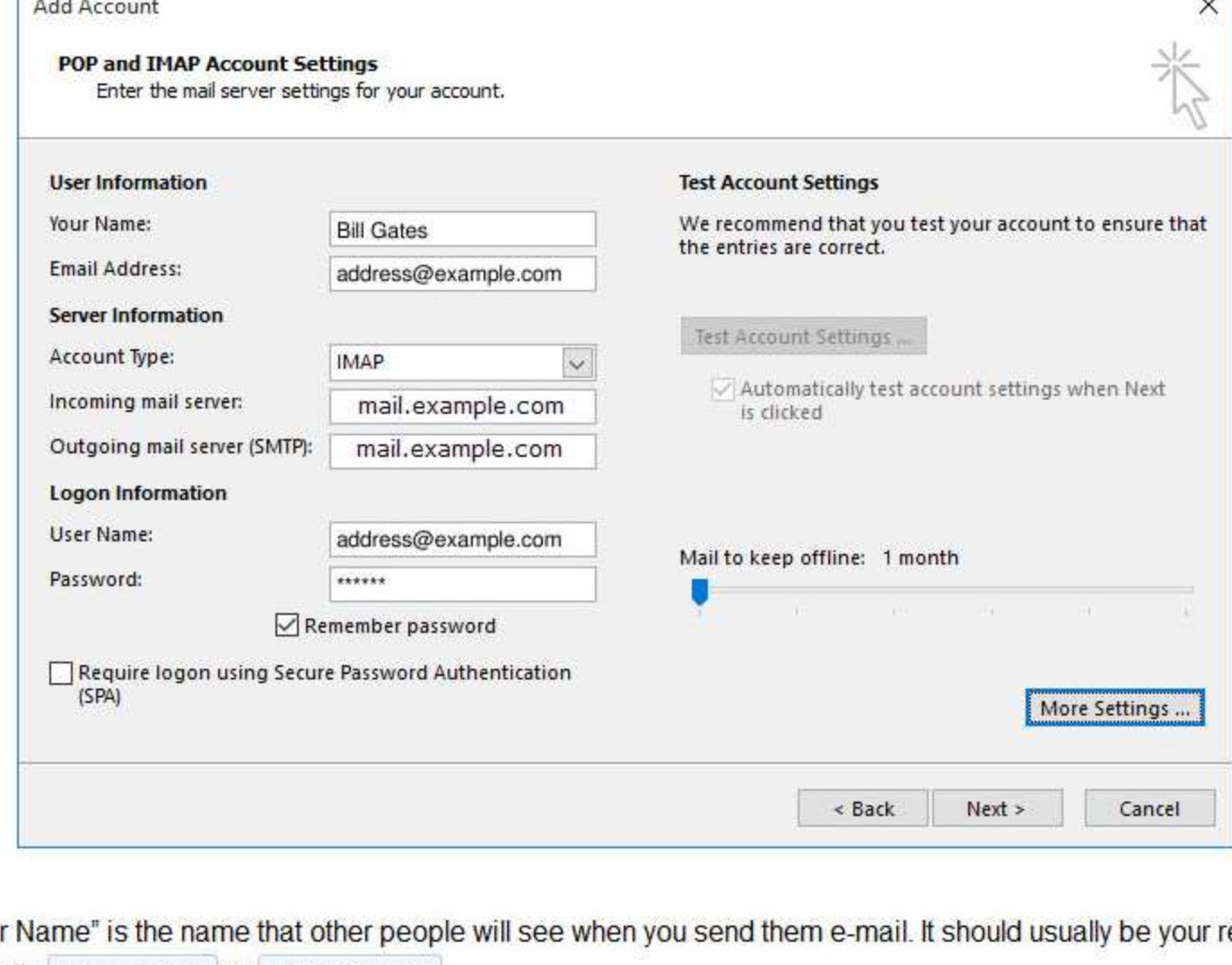
## 3. The "Choose Service" window appears.

Choose **POP or IMAP**, then click **Next**.



## 4. The "POP and IMAP Account Settings" window appears.

This is the window where you'll enter most of your account settings. You want the window to look like this:



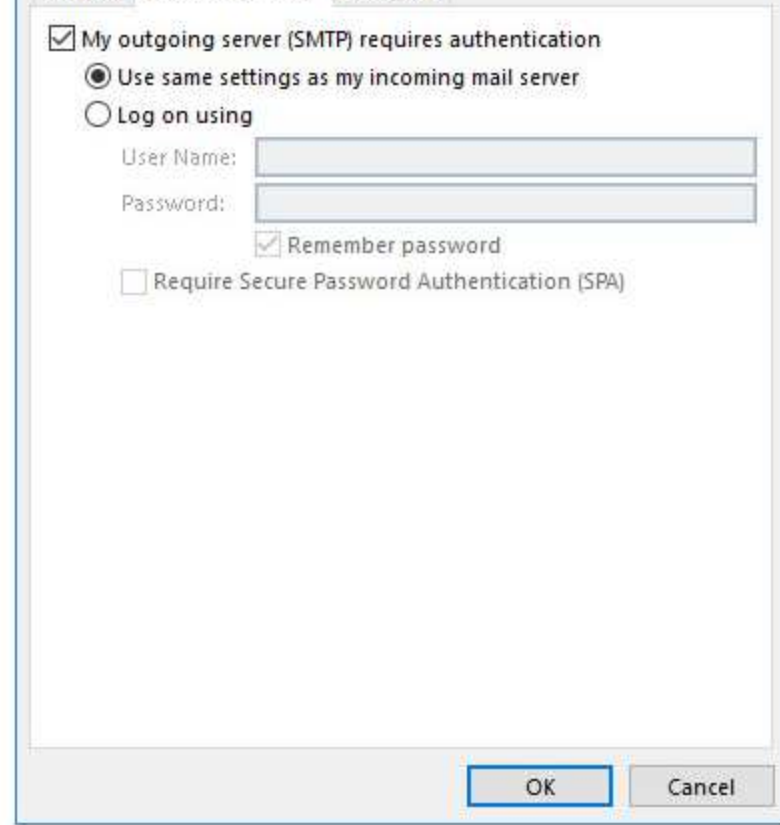
- "Your Name" is the name that other people will see when you send them e-mail. It should usually be your real name, such as **Bill Gates** or **Joan of Arc**.
- Enter your "Email Address". The address must be the e-mail address of the mailbox you created in your account management control panel.
- For "Account Type", choose **IMAP**.
- Enter **mail.example.com** for both the "Incoming mail server" and "Outgoing mail server (SMTP)".
- Enter your e-mail address again as the "User Name". (The user name must be all lowercase).
- Type your **e-mail password** into the "Password" box.
- Make sure that "Require logon using Secure Password Authentication (SPA)" is **not** checked.
- Do **not** click "Test Account Settings" or "Next" yet; they will not work until you complete the next steps.

## 5. View "More Settings".

Click the **More Settings** button. A new "Internet E-mail Settings" window appears.

## 6. Choose the "Outgoing Server" tab.

In the "Outgoing Server" tab, check **My outgoing server (SMTP) requires authentication** and make sure **Use same settings as my incoming mail server** is selected:

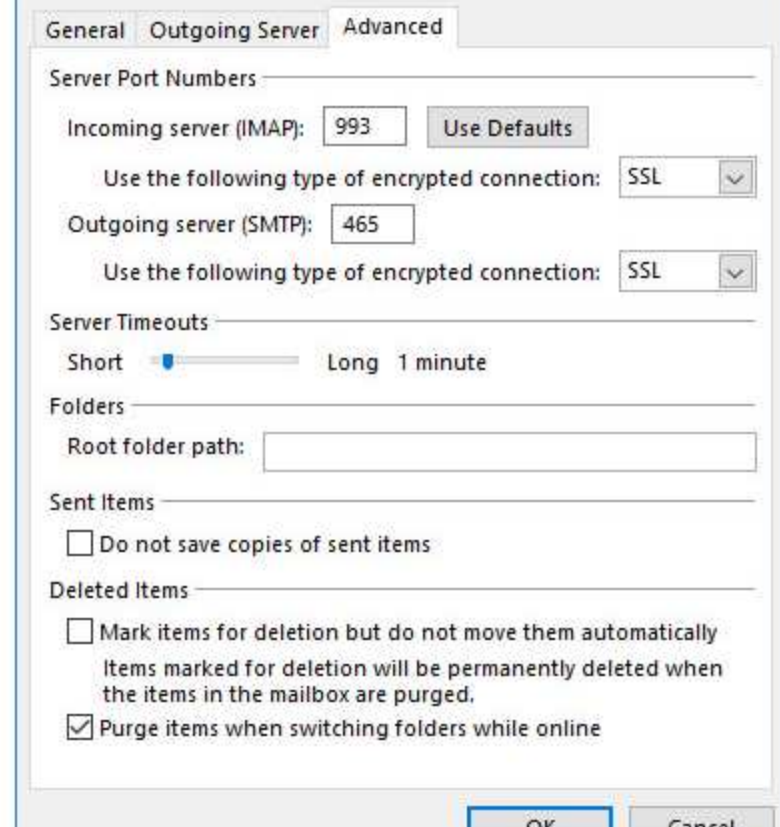


## 7. Choose the "Advanced" tab.

Click the "Advanced" tab, then:

- Change **both** the "Use the following type of encrypted connection" settings to **SSL**. (This will make the IMAP port number change from "143" to "993"; that's normal.)
- Change the "Outgoing server (SMTP)" port number from "25" to **465**.

Those parts of the window should look like this:

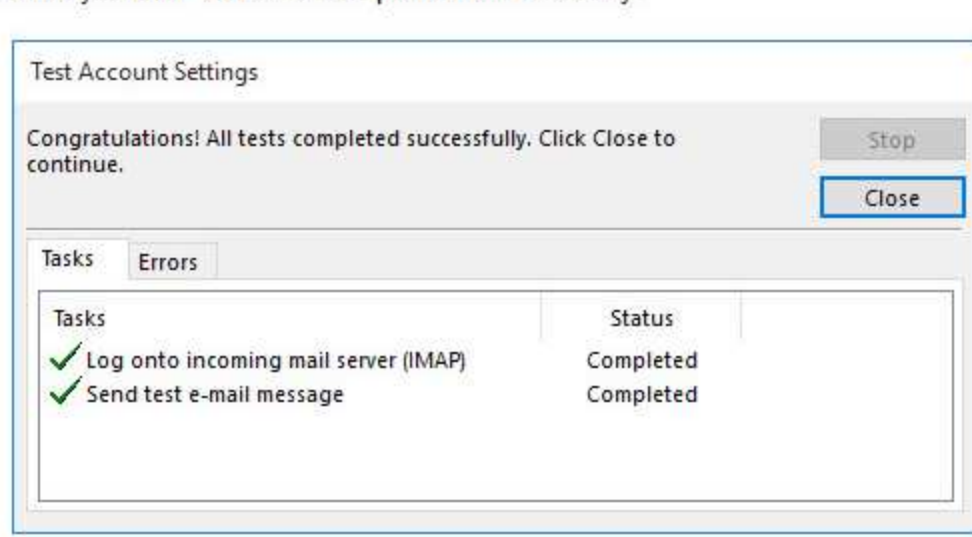


## 8. Close the "Internet E-mail Settings" window.

Click **OK** to close the "Internet E-mail Settings" window. The "Add New Account" window will still be visible.

## 9. Test the settings.

Click **Next**. Outlook should tell you that "all tests completed successfully":



If Outlook tells you a test failed, double-check to be sure you've entered the settings correctly.

## 10. Finish the wizard.

If the "Test Account Settings" window is still open, click **Close** to continue.

Click **Finish** to finish the wizard.

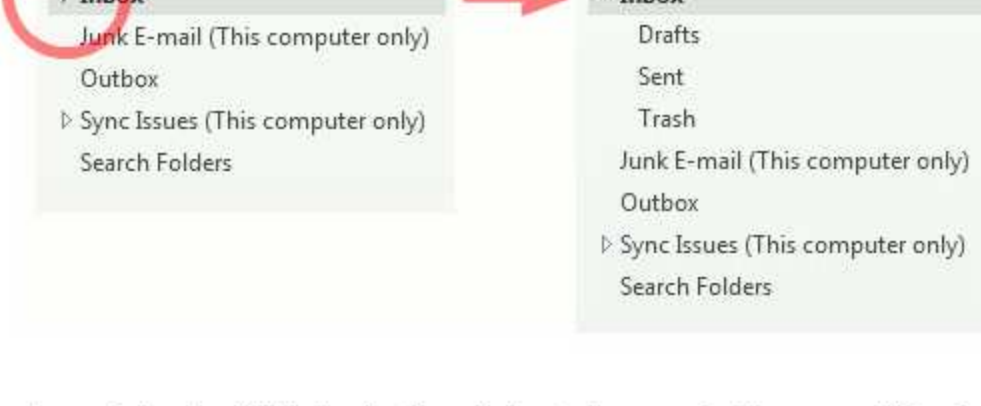
## Outlook setup is complete

You're finished! Try sending yourself a test e-mail message to make sure it works.

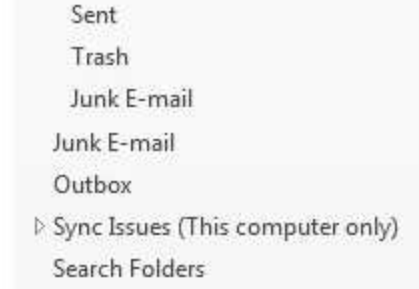
## Outlook 2006 and folders

When you use IMAP for an account, Outlook may display the account (and its folders) below the other accounts you have created. However, you can grab any account and drag it up or down in the list of folders.

You might need to click on the little triangle icon below the address to see all the folders on the server, too:



We've seen some cases where Outlook will display both an indented server folder named "Drafts", "Deleted Items", "Junk E-mail", or "Sent Items" plus a separate local unindented local folder of the same name, as in this "Junk E-mail" example:



This is just a quirk of Outlook; there's no way we know of to remove the extra local folder.

Note that Outlook shows IMAP server folders indented beneath the e-mail address by default. You can cause Outlook to display the folders unindented so that they line up with the Inbox folder. To do so:

1. Click the **File** tab, then **Account Settings**
2. Choose your e-mail account, then click **Change**
3. Click **More Settings**
4. Click the **Advanced** tab
5. In the **Root folder path** type **INBOX**
6. Click **OK** and **Next** to save your changes

Also, please note that if you have multiple addresses, each address is separate: you can't (for example) combine the "Drafts" folders of two different addresses into one folder.