



Outlook Email Setup For IMAP.

Firstly, open outlook then click yes and then next.

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes
 No

< Back Next > Cancel

Then click "manual setup or additional server types" then click next (2).

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:
Re-type Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

Then choose pop or Imap then click next.

Add Account

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks.

POP or IMAP
Connect to a POP or IMAP email account.

< Back Next > Cancel



Then type in your name then your Email address.

For server information change the drop-down menu from pop to IMAP

Then for your incoming and outgoing mail server make sure you put your Mail host.

Now put in your username - usually the same as your email address & password.

Make sure you slide the "mail to keep offline" to all (sometimes it is default to this)

Click on "More Settings" and then outgoing server

Select "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming server"

Then click ok

Then you will be back to the main screen, where you click Next and Finish

Your Emails should now all load up without any problems unless it is a new email account therefore you will have no mail in there.

If you are using one of our email accounts, please contact us to obtain your email credentials.

If you still having issues, please contact us and we can provide you a quote to help you set it all up or do it for you if your one our customers.