

How to set up your IMAP/POP e-mail address with Outlook 2010

The following instructions will configure Outlook 2011 as an IMAP client.

This configuration will require your:

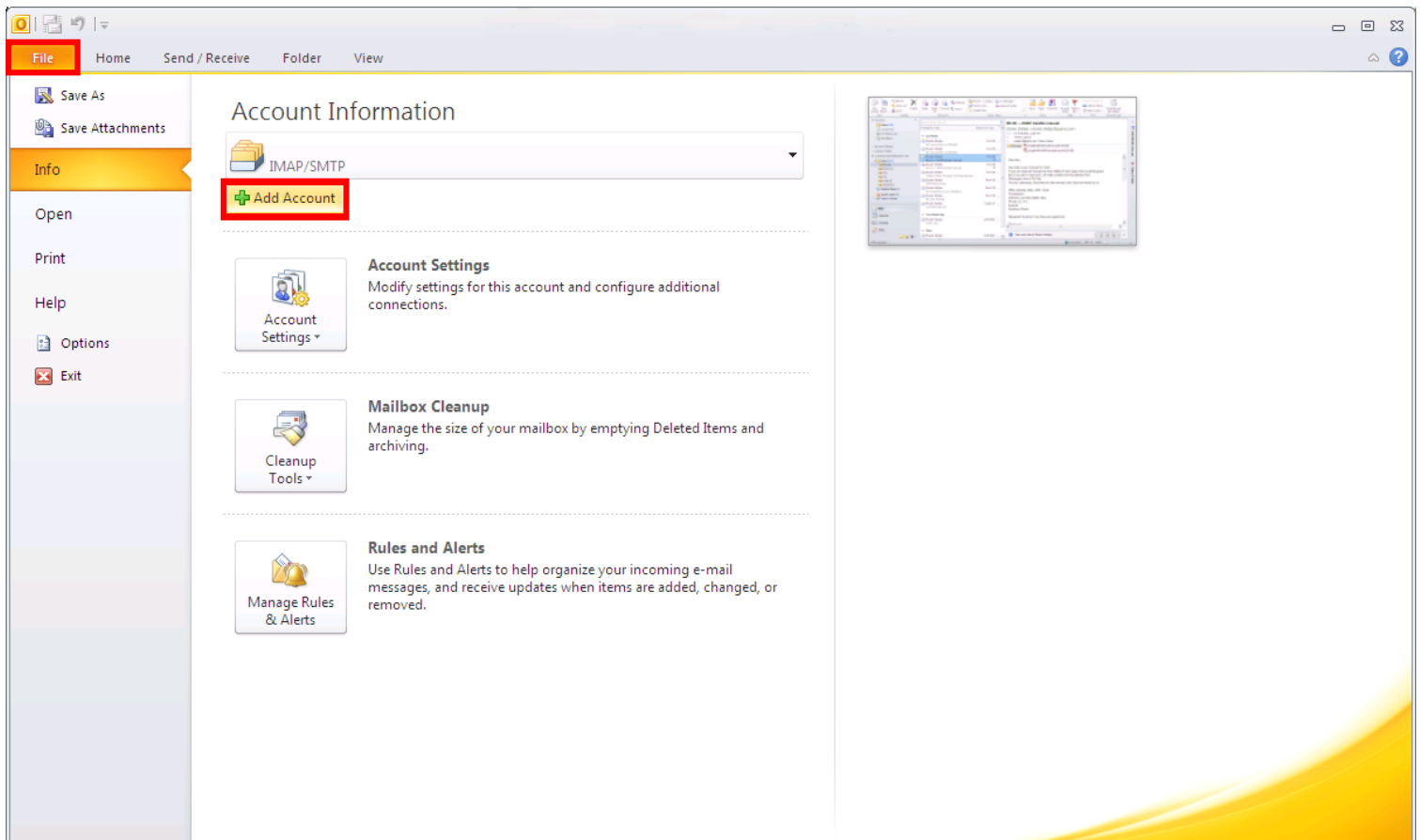
Username..... This is the same as your e-mail address (ex. example@pspinc.com)

Password..... The same password as your account

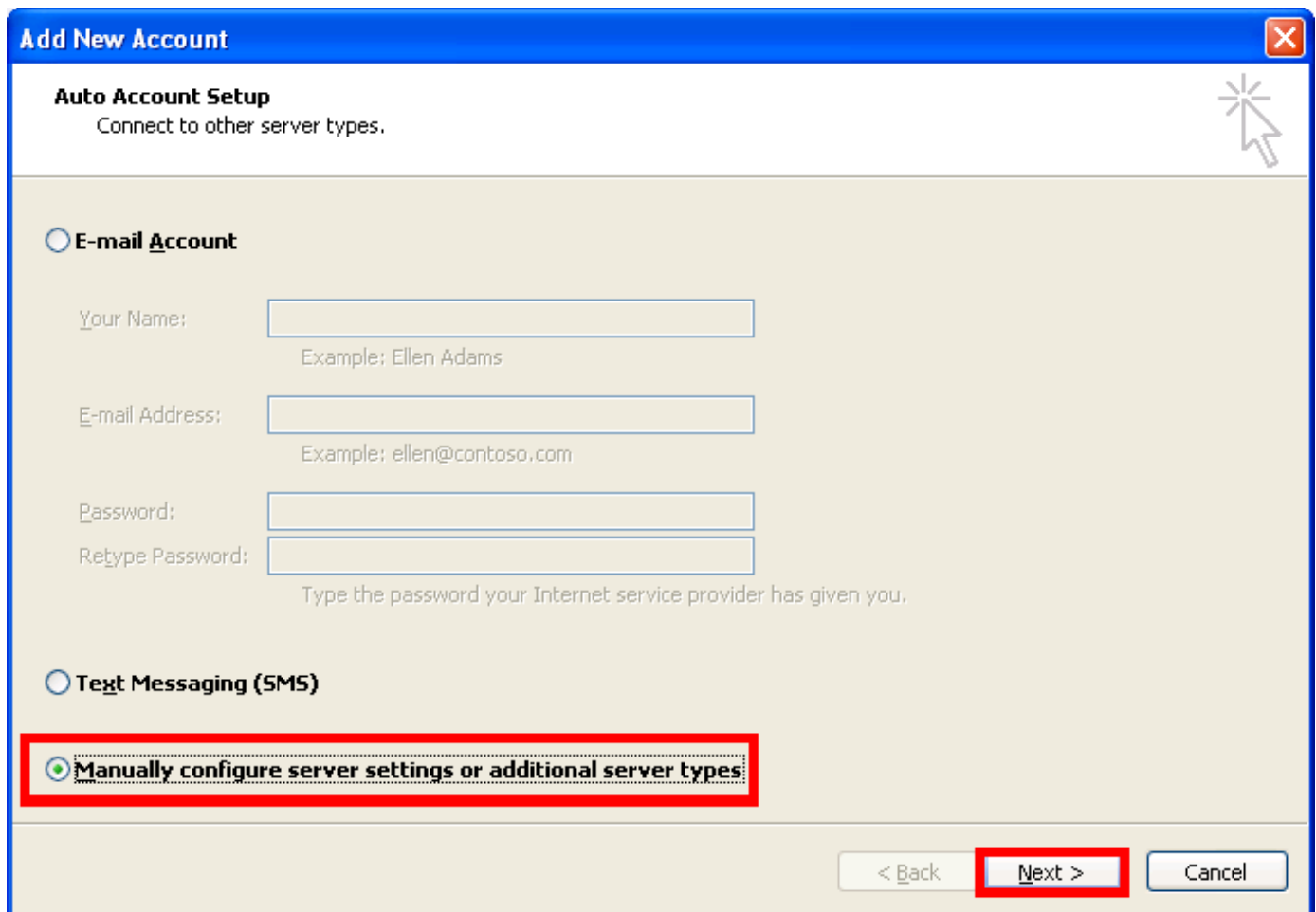
Incoming Server..... IMAP: imap.dreamersi.net

Outgoing Server (SMTP).. smtp.dreamersi.net

1. Open up Outlook 2010. Then click File → Add Account



2. Select Manually configure server settings or additional server types then click Next.



Add New Account [Close]

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

3. Select Internet E-mail then click Next.

Add New Account [Close]

Choose Service [Help]

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

Microsoft Outlook Hotmail Connector

< Back **Next >** Cancel

**4. Enter the following information (This is just an example)
When you are done, click More Settings.**

Your Name..... John Doe
E-mail Address..... john_doe@pspinc.com
Account Type..... IMAP
Incoming mail server..... IMAP: imap.dreamersi.net
Outgoing mail server (SMTP). smtp.dreamersi.net
User Name..... john_doe@pspinc.com
Password..... The same password as your account

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: John Doe
E-mail Address: john_doe@pspinc.com

Server Information

Account Type: IMAP
Incoming mail server: Imap.dreamersi.net
Outgoing mail server (SMTP): smtp.dreamersi.net

Logon Information

User Name: john_doe@pspinc.com
Password: *****
 Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Test Account Settings by clicking the Next button

Before switch, UNCHECK this

More Settings ...

< Back Next > Cancel

5. Click on the **Outgoing Server** tab then put a check mark on **My outgoing server (SMTP) requires authentication**. There should be a radio button for **Use same settings as my incoming mail server**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Outgoing Server' tab is highlighted with a red rectangle. Below it, the checkbox 'My outgoing server (SMTP) requires authentication' is checked and also highlighted with a red rectangle. The radio button 'Use same settings as my incoming mail server' is selected. Below this are fields for 'User Name' and 'Password', and a checked checkbox for 'Remember password'. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. At the bottom, the 'OK' button is highlighted with a red rectangle.

Internet E-mail Settings

General Sent Items Deleted Items
Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

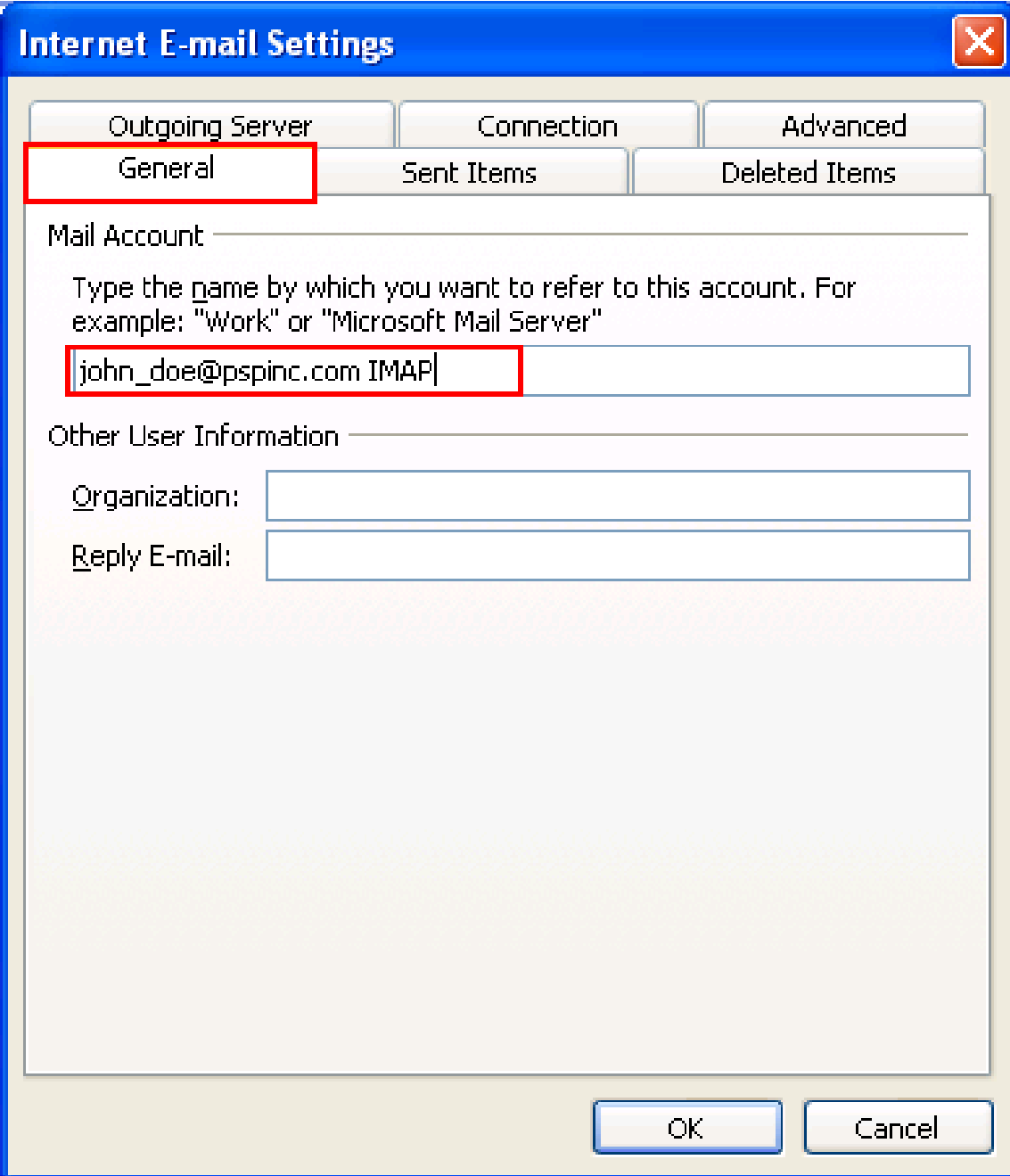
Password:

Remember password

Require Secure Password Authentication (SPA)

OK Cancel

6. Click on the **General** tab and insert **"IMAP"** after your account name so you can easily distinguish between your old e-mail account and your new IMAP account.



The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "General" tab is selected and highlighted with a red border. The "Mail Account" field contains the text "john_doe@pspinc.com IMAP", also highlighted with a red border. The "Other User Information" section has empty text boxes for "Organization:" and "Reply E-mail:". The "OK" and "Cancel" buttons are at the bottom right.

Internet E-mail Settings

Outgoing Server Connection Advanced

General Sent Items Deleted Items

Mail Account _____

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

john_doe@pspinc.com IMAP

Other User Information _____

Organization: _____

Reply E-mail: _____

OK Cancel

7. Click Next then click Finish

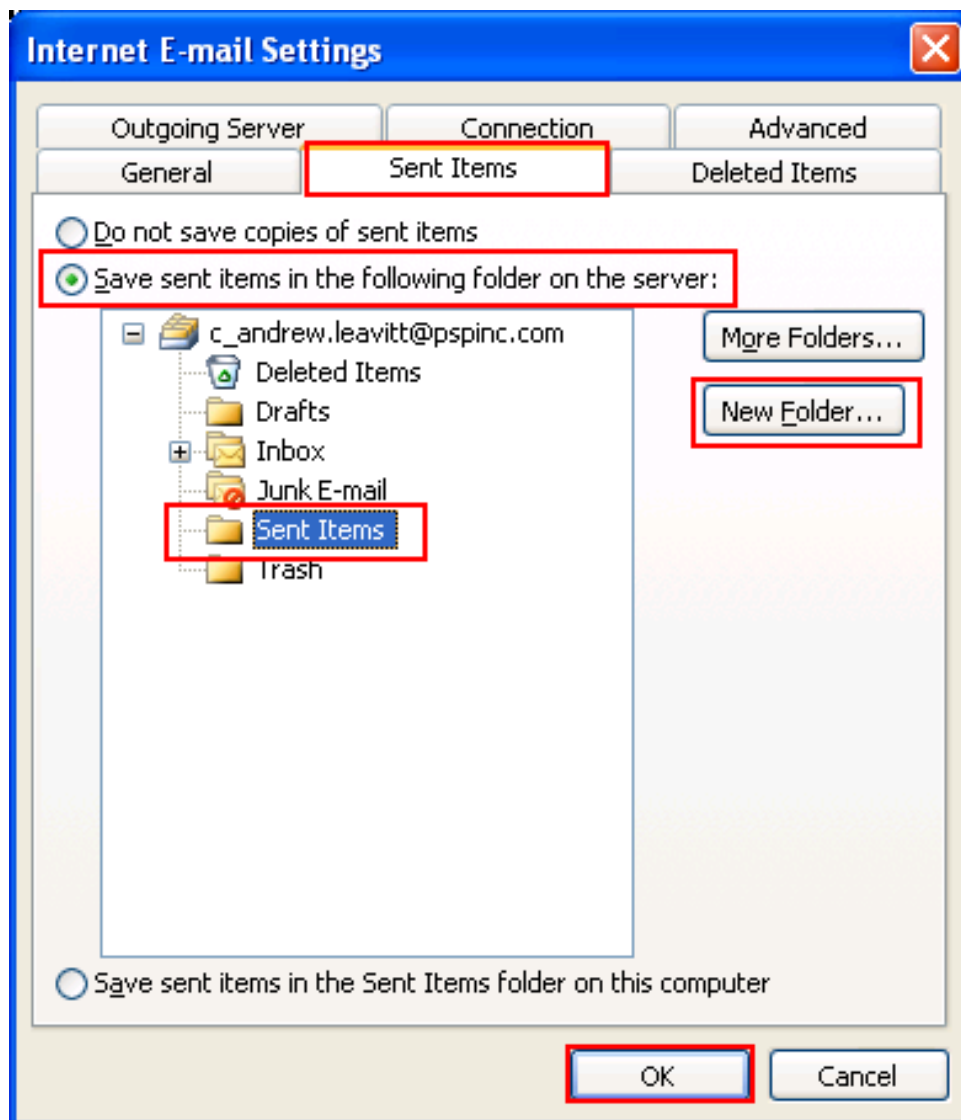
After the switch (Only for IMAP):

Click File → Account Settings → double click on your newly → created IMAP account → More Settings

Creating an IMAP “Sent Items” folder:

By default, all sent items will be saved in your POP account’s “Sent Items” folder, so if you would like a separate “Sent Items” folder, please do the following:

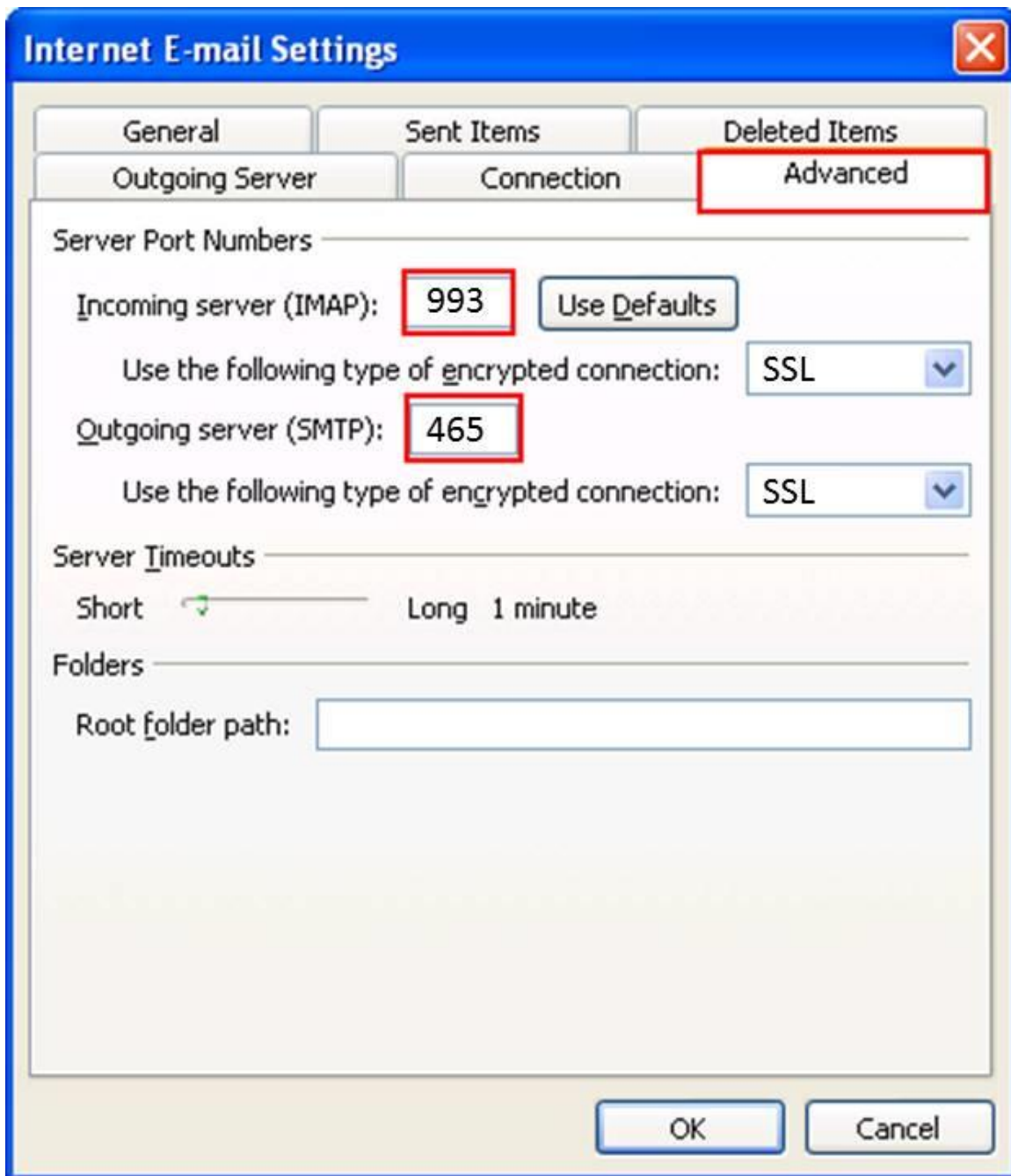
Click on the Sent Items tab, and select “Save sent items in the following folder on the server”. If there is no folder called Sent Items, click “New Folder” and create a new folder called “Sent Items”. After you are done specifying the folder to Sent Items, click OK.



6. Click on the **Advanced** tab and input:

Incoming server (IMAP): 993

Outgoing server (SMTP): 465



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Advanced' tab is highlighted with a red box. The 'Server Port Numbers' section contains the following fields:

- Incoming server (IMAP):** 993 (highlighted with a red box) and a 'Use Defaults' button.
- Use the following type of encrypted connection:** SSL (dropdown menu).
- Outgoing server (SMTP):** 465 (highlighted with a red box).
- Use the following type of encrypted connection:** SSL (dropdown menu).

The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a 'Root folder path:' label and an empty text input field. At the bottom, there are 'OK' and 'Cancel' buttons.

Automatically purge deleted items from the server:

By default, any mail that you delete will be marked for deletion and will not be deleted until you “purge” the items. If you would like the items permanently deleted after switching folders, please do the following.

Here is an example of items that were marked for deletion:

Date: Yesterday		
		postmaster@dreamersi.net Spam-summary_05/15
		postmaster@dreamersi.net Spam-summary_05/15
		eNom, Inc. 2nd NOTICE: One domain name and one service will expire on 05/29/2011
		eNom, Inc. One domain name will expire on 06/13/2011
		postmaster@callpack.nl Delivery Status Notification (Failure)

Click on the “Deleted Items” tab and select “Purge items when switching folders while online”. This will make it so after deleting an item, all you have to do is click on a different folder and back to the folder where the original item was deleted. You will notice the deleted item is gone. Note that you must be online for this.

