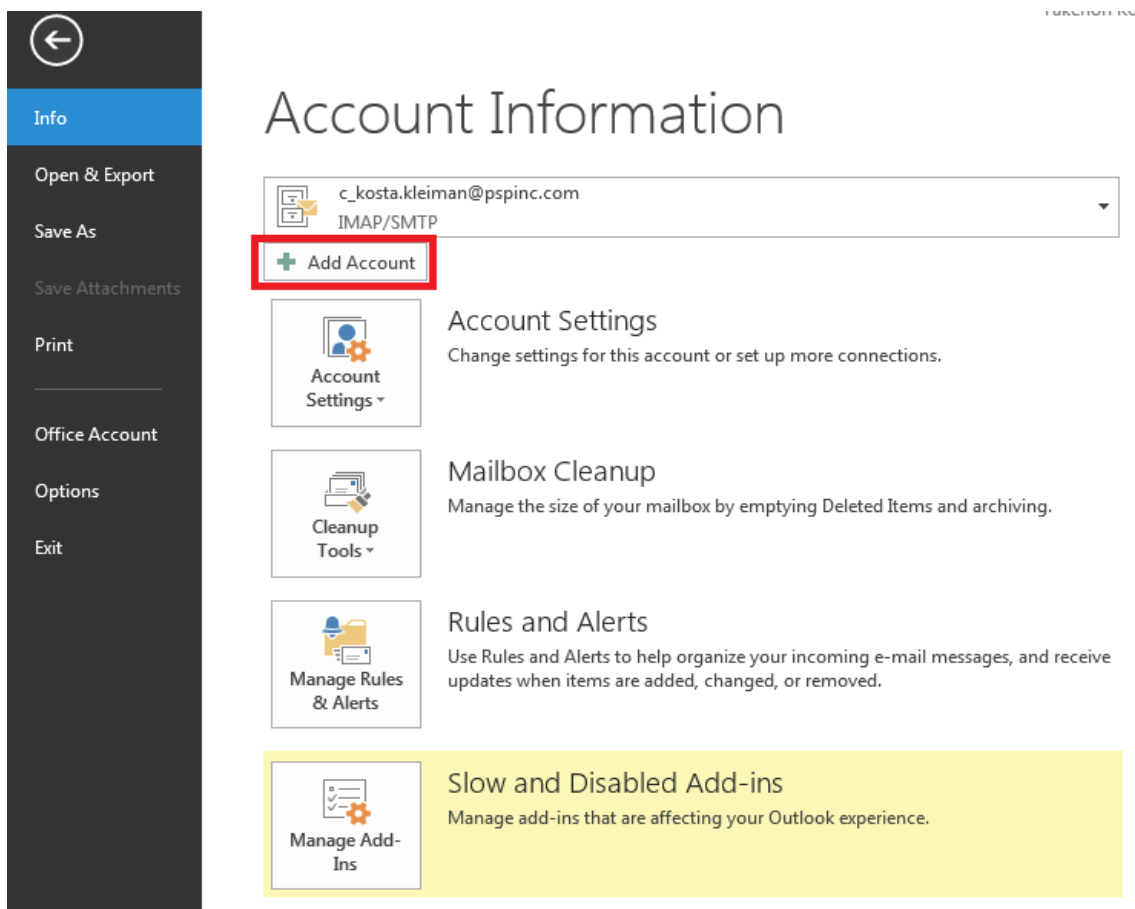# How to set up your IMAP e-mail address with Outlook 2010/2013/2016

The following instructions will configure Outlook as an IMAP client. This configuration will require

Username........................   This is the same as your e-mail
                                        address (ex.example@pspinc.com)
Password..........................   Provided by your e-mail hoster
SSL Incoming Server............   imap.**dreamersi**.net
SSL Outgoing Server (SMTP).   smtp.**dreamersi**.net

1. **Open up Outlook 2013. Then click File → Add Account**

2. Select "Manually setup or additional server types" then click Next.

3.   Select POP or IMAP click Next.

4. Enter the following information This is just an example)

Using IMAP with SSL:

Your Name......................   John Doe
E-mail Address...............   john_doe@yourdomainname.com
Account Type................   IMAP
Incoming mail server......   imap.dreamersi.net
Outgoing mail server (SMTP). smtp.dreamersi.net
User Name....................   john_doe@yogrdomainname.com
Password......................   Provided by your e-mail hoster

When you are done, click More Settings.

Add Account   X

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information   **Test Account Settings**

Your Name: John Doe   We recommend that you test your account to ensure that
                                            the entries are correct.
Email Address: john_doe@yourdomain.com

Server Information

Account Type: IMAP   ▼   [Test Account Settings ...]

Incoming mail server: Imap.dreaersi.net   ☑ Automatically test account settings when Next
                                                 is clicked
Outgoing mail server (SMTP): smtp.dreamersi.net   **Deliver new messages to:**

Logon Information   ● New Outlook Data File

User Name: john_doe@yourdomain.com   ○ Existing Outlook Data File

Password: *********   [_____]   [Browse]
                      ☑ Remember password

☐ Require logon using Secure Password Authentication
  (SPA)   [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".**

Internet E-mail Settings ☒

| General | Outgoing Server | 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)
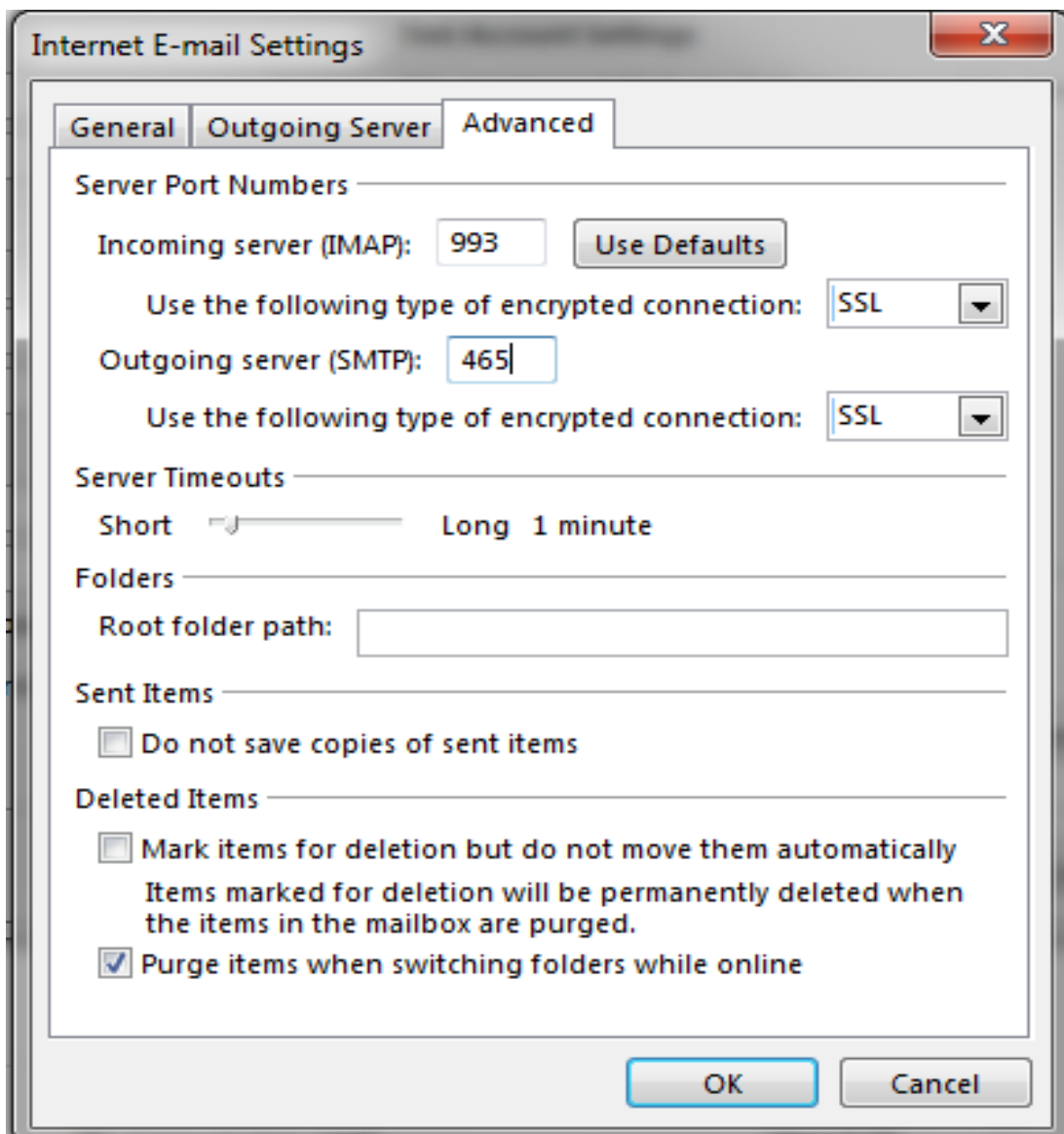
[OK]   [Cancel]
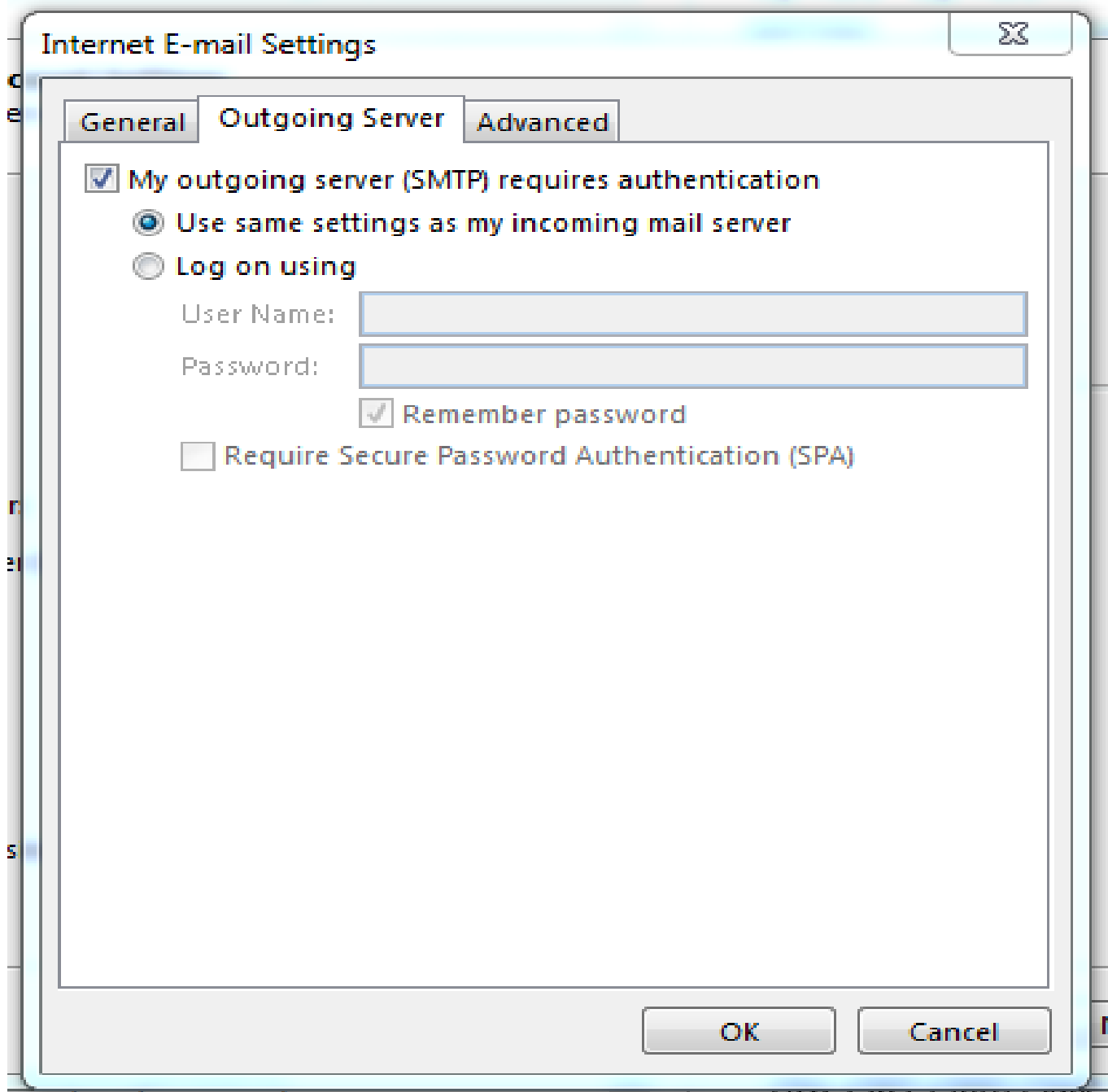
6. **Click on the Advanced tab and input:**

Using IMAP with SSL:
Make sure to choose the encryption type first before
You type in the port number.

Use the following type of encrypted connection: SSL
Incoming server (IMAP): 993

Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 465

Internet E-mail Settings

| General | Outgoing Server | **Advanced** |

Server Port Numbers

Incoming server (IMAP): 993   Use Defaults

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short ⌐⟍──────── Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically

Items marked for deletion will be permanently deleted when
the items in the mailbox are purged.

☑ Purge items when switching folders while online

OK   Cancel

7. **Click Next. Outlook will run connectivity test. When done, you can close it and click Finish.**

8. **Your new account should appear on the left pane named with your email address.**