

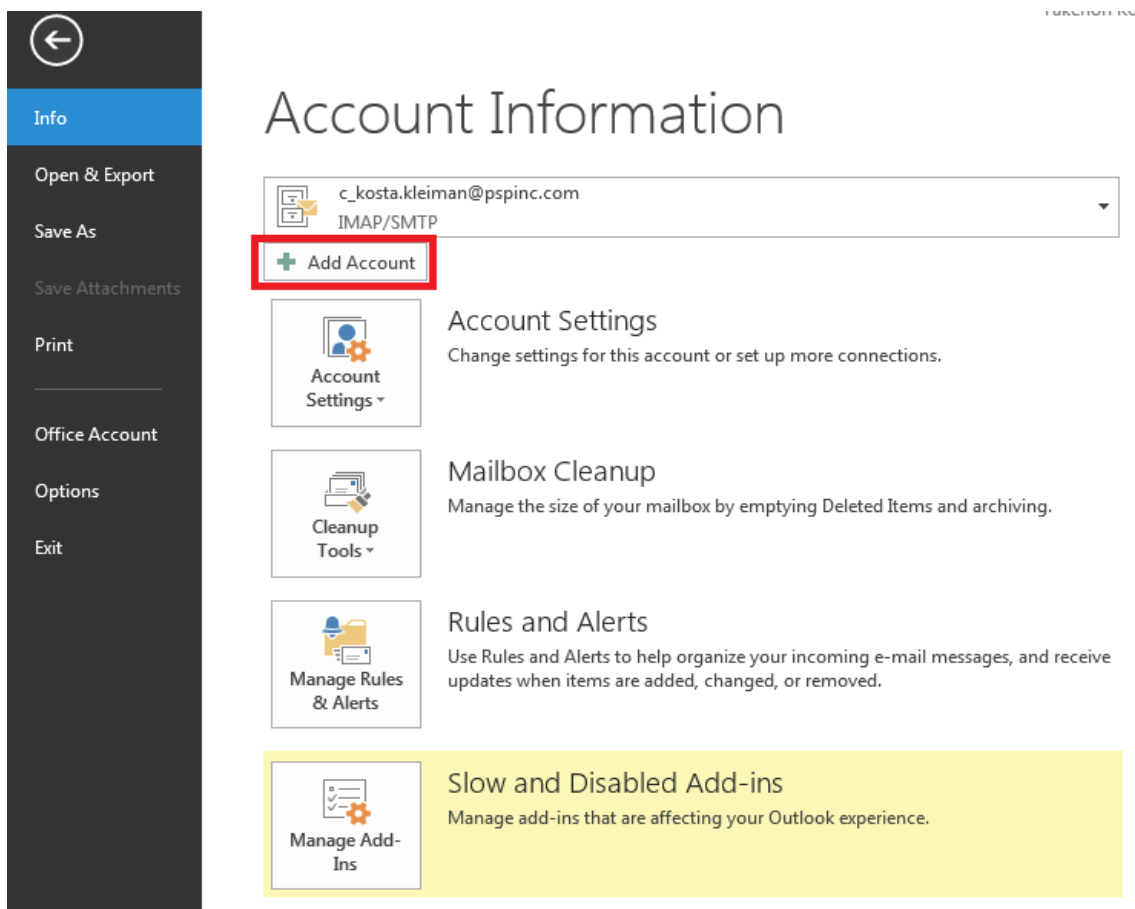
How to set up your IMAP e-mail address with Outlook 2010/2013/2016

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.

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:

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

Manual setup or additional server types

< Back **Next >** Cancel

3. Select POP or IMAP click Next.

The screenshot shows a window titled "Add Account" with a close button in the top right corner. Below the title bar is a section titled "Choose Service" with a help icon. There are four radio button options:

- Microsoft Exchange Server or compatible service**
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- 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
- Other**
Connect to a server type that is listed below

Under the "Other" option, there is a text box containing "Fax Mail Transport".

At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red box.

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

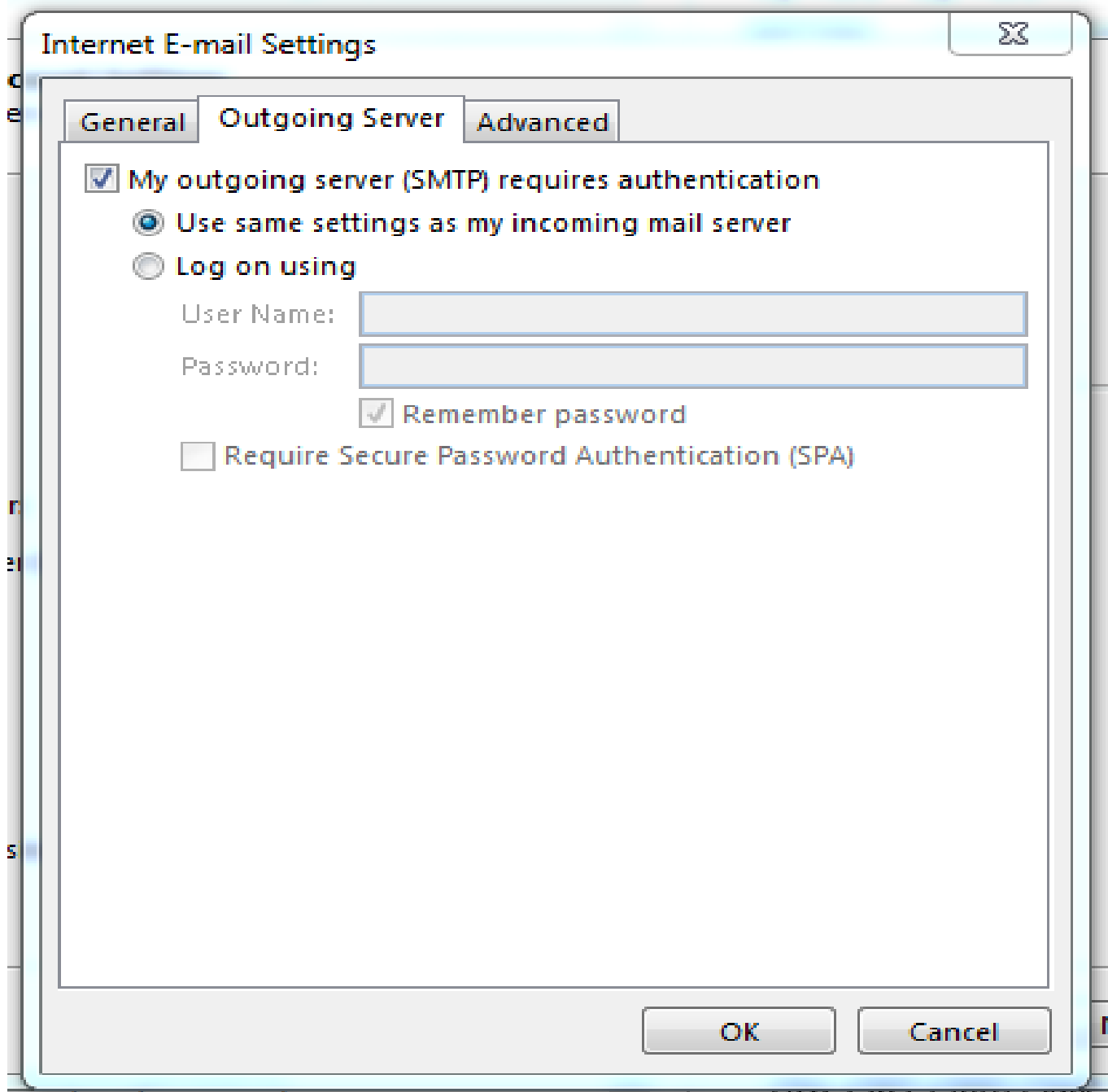
Using IMAP with SSL:

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.

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog box has a title bar with 'Add Account' and a close button. Below the title bar, there is a section for 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' and a help icon. The settings are organized into several sections: 'User Information' with fields for 'Your Name' (John Doe) and 'Email Address' (john_doe@yourdomain.com); 'Server Information' with a dropdown for 'Account Type' (IMAP), and text boxes for 'Incoming mail server' (Imap.dreaersi.net) and 'Outgoing mail server (SMTP):' (smtp.dreamersi.net); 'Logon Information' with fields for 'User Name' (john_doe@yourdomain.com) and 'Password' (masked with asterisks), and a checked checkbox for 'Remember password'; and 'Test Account Settings' with a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. Below this is the 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', and a 'Browse' button. At the bottom right, the 'More Settings ...' button is highlighted with a red box. At the very bottom, there are three buttons: '< Back', 'Next >', and '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”**.



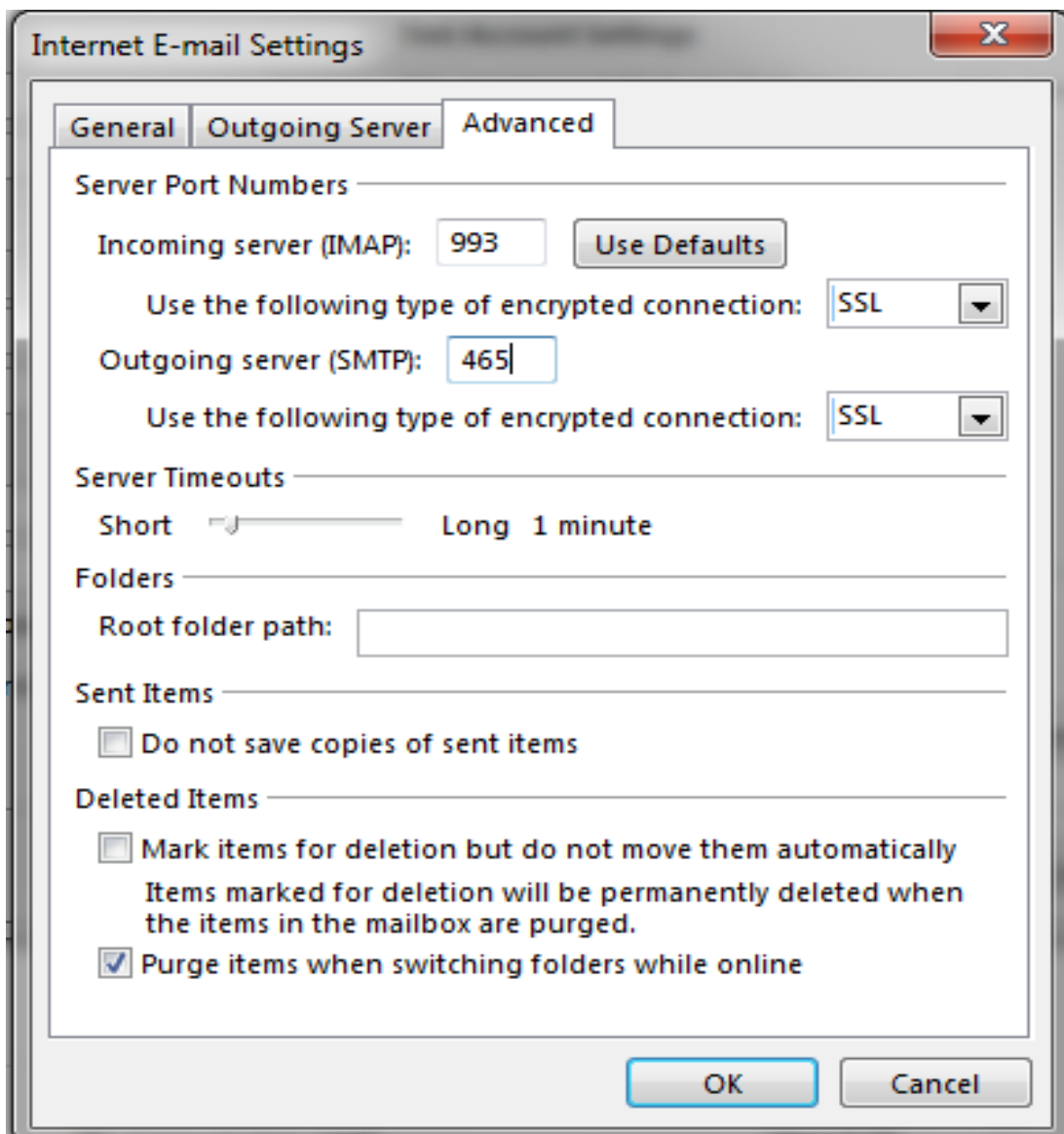
6. Click on the Advanced tab and input:

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**



**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.**