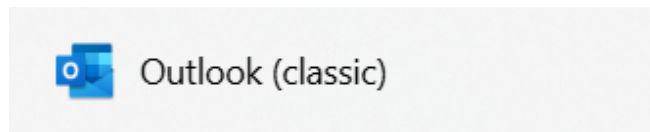


How to Set Up Your IMAP Email Address in Outlook (classic) for Windows

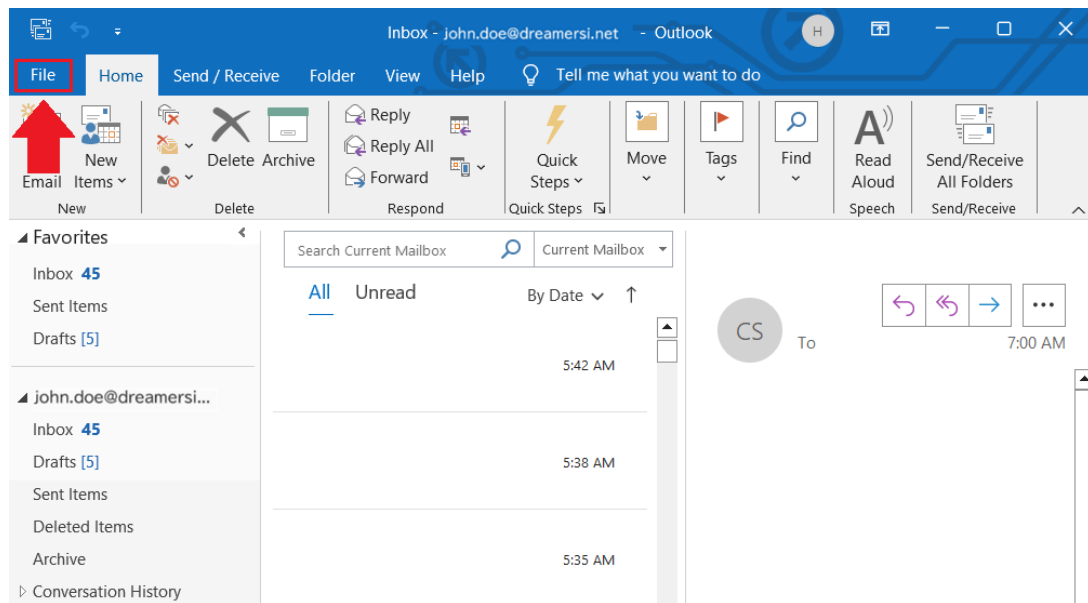
*Microsoft Outlook 2019
MSO (Version 2602 Build 16.0.19725.20126) 64-bit*

Setup Outlook for PC for the first time

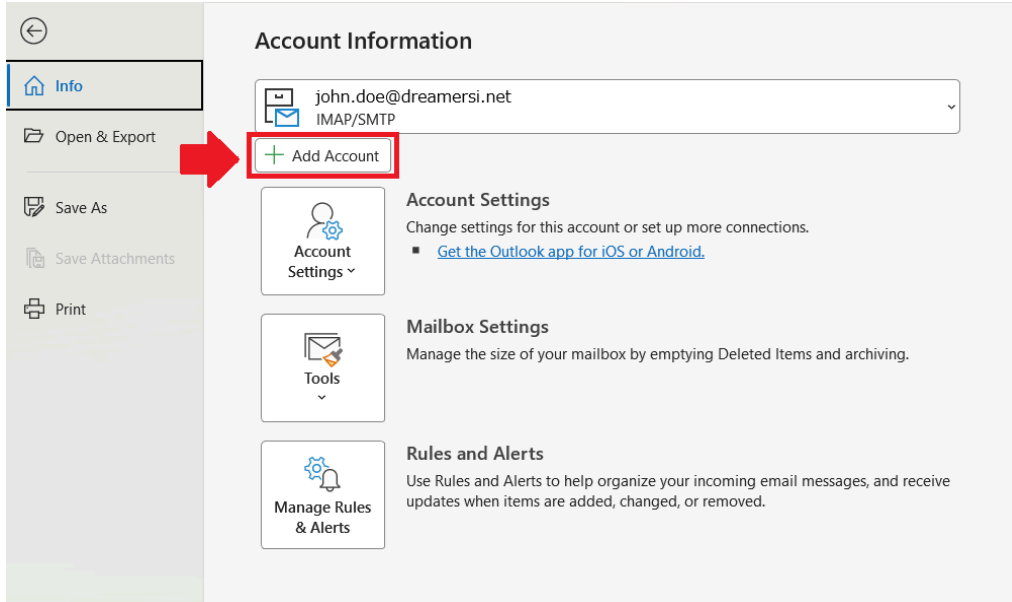
1. Open “Outlook (classic)” on your PC.



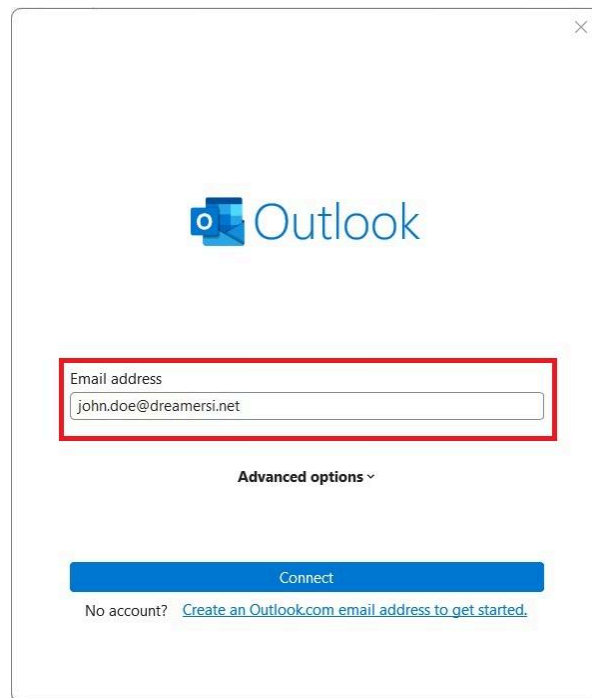
2. Tap “File” and make sure you’re on the “Info” page.



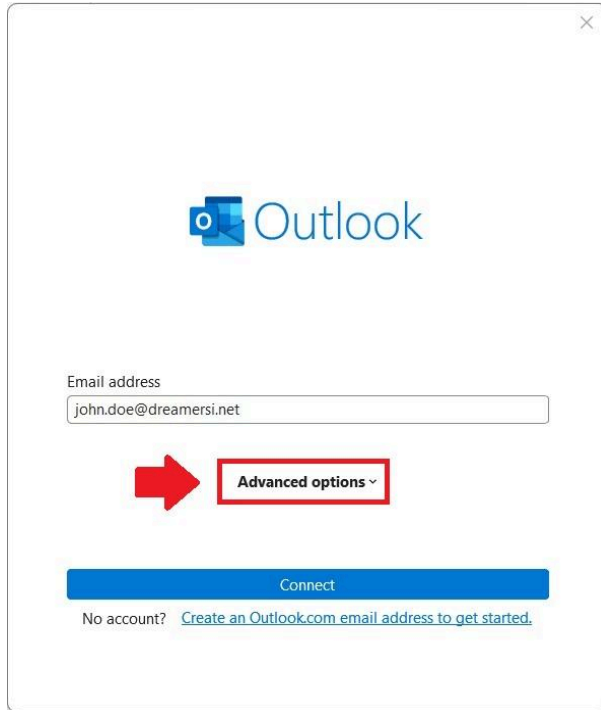
3. Tap “Add Account”



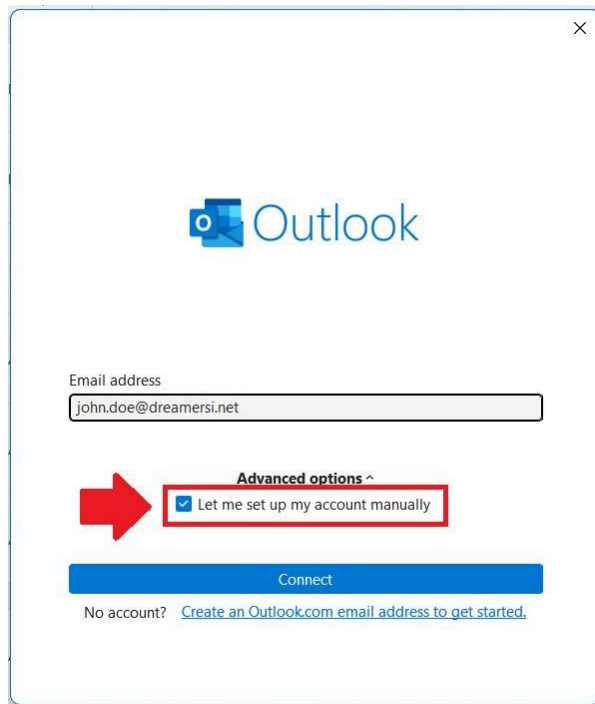
4. Enter your email address. (e.g., john.doe@dreamersi.net)



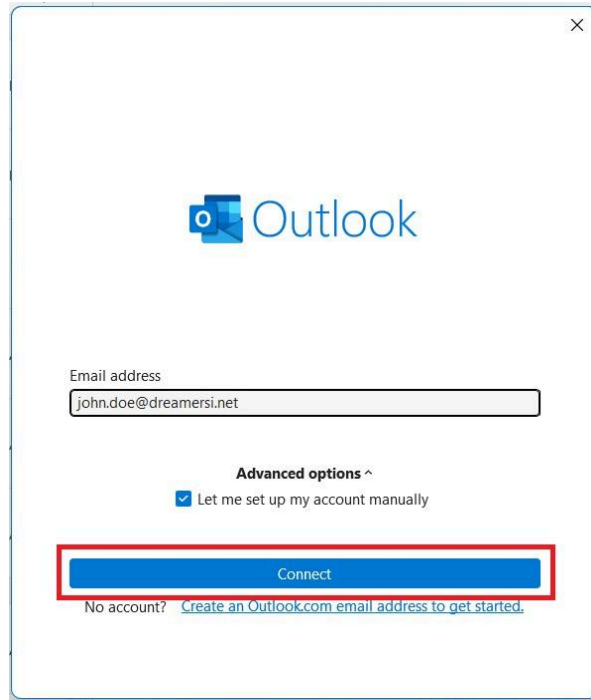
5. Tap "Advanced options"



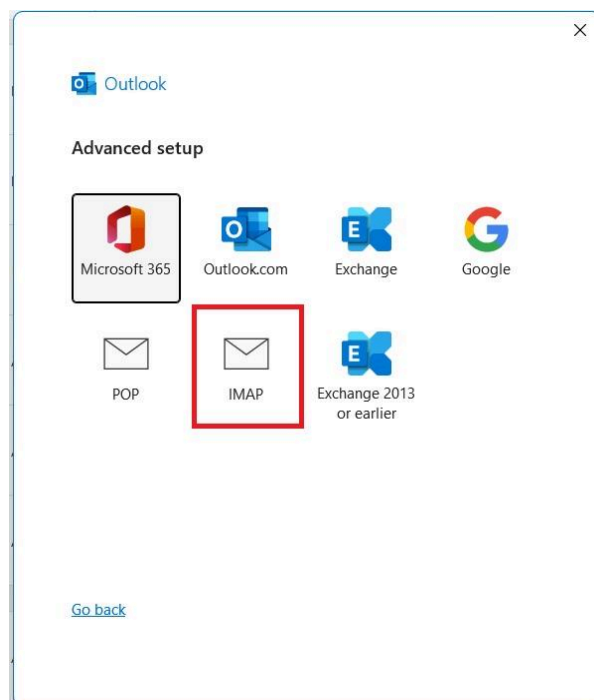
6. Check “Let me set up my account manually”



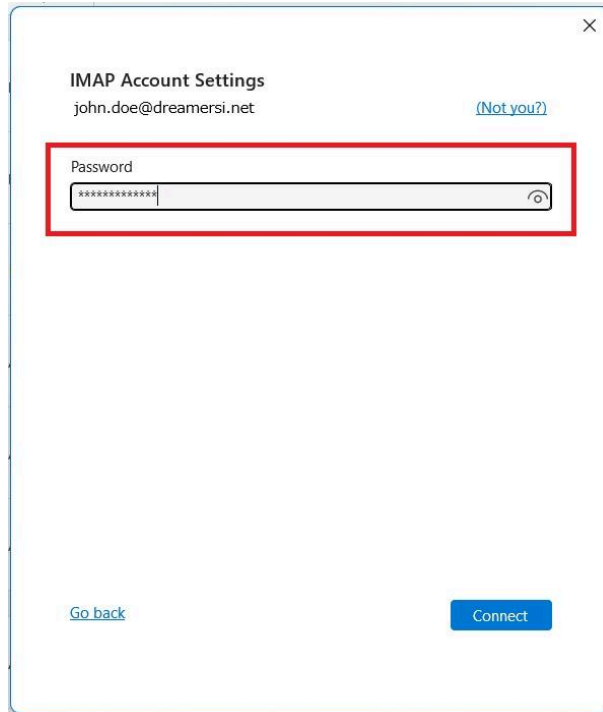
7. Tap “Connect”.



8. Select "IMAP" for the email provider.



9. Enter your password, and tap "Connect" .



10. Enter the following information, and tap “Next”.

Incoming server

- **Server:** **imap.dreamersi.net**
- **Port:** **993**
- **Encryption method:** **SSL/TLS**

IMAP Account Settings
john.doe@dreamersi.net

Incoming mail

User name john.doe@dreamersi.net
Password *****
 Remember password

Server imap.dreamersi.net Port 993
Encryption method SSL/TLS
 Require logon using Secure Password Authentication (SPA)

Outgoing mail ▾

Next

Outgoing server

- **Server:** smtp.dreamersi.net
- **Port:** 465
- **Encryption method:** SSL/TLS

IMAP Account Settings
administrator@qa001.dreamersi.net

Incoming mail ▾
Outgoing mail

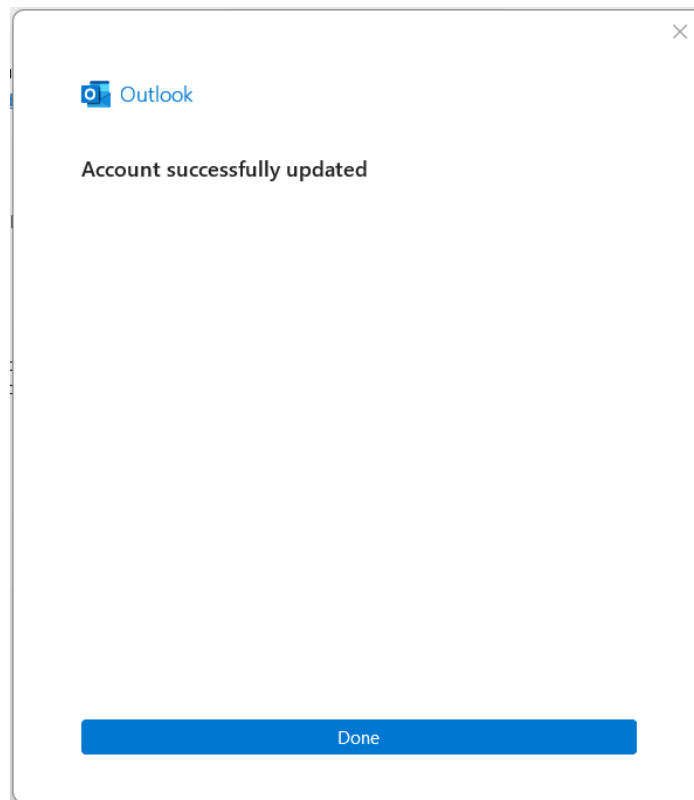
Server smtp.dreamersi.net Port 465
Encryption method SSL/TLS
Server timeouts —|—

Require logon using Secure Password Authentication (SPA)
 My outgoing (SMTP) server requires authentication

- Use same settings as my incoming mail server
- Log on using user name and password

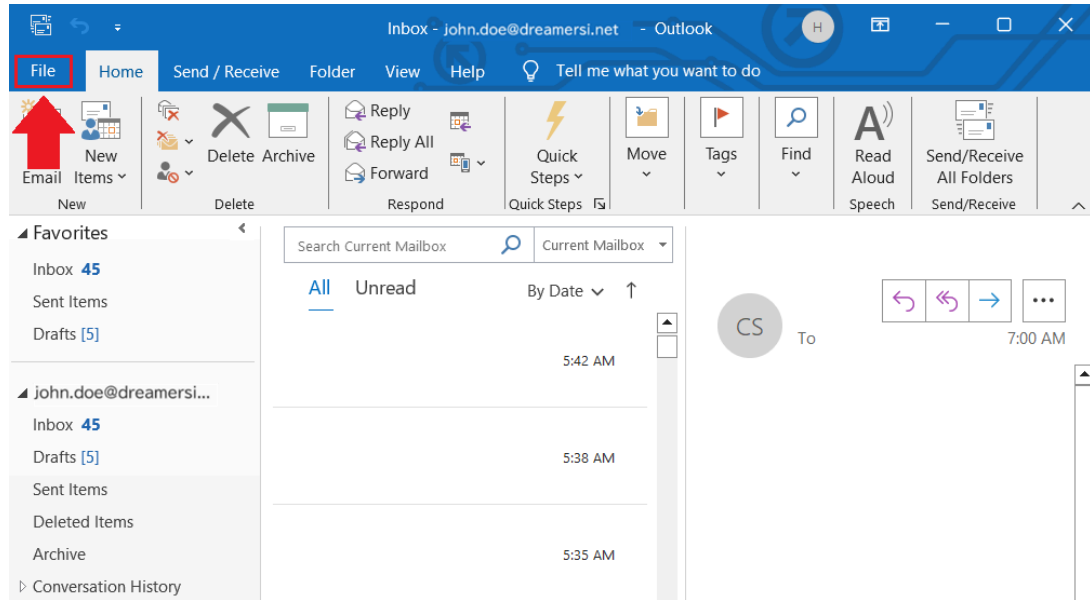
Next

11. Wait until the signing process is complete, and tap “Done”.

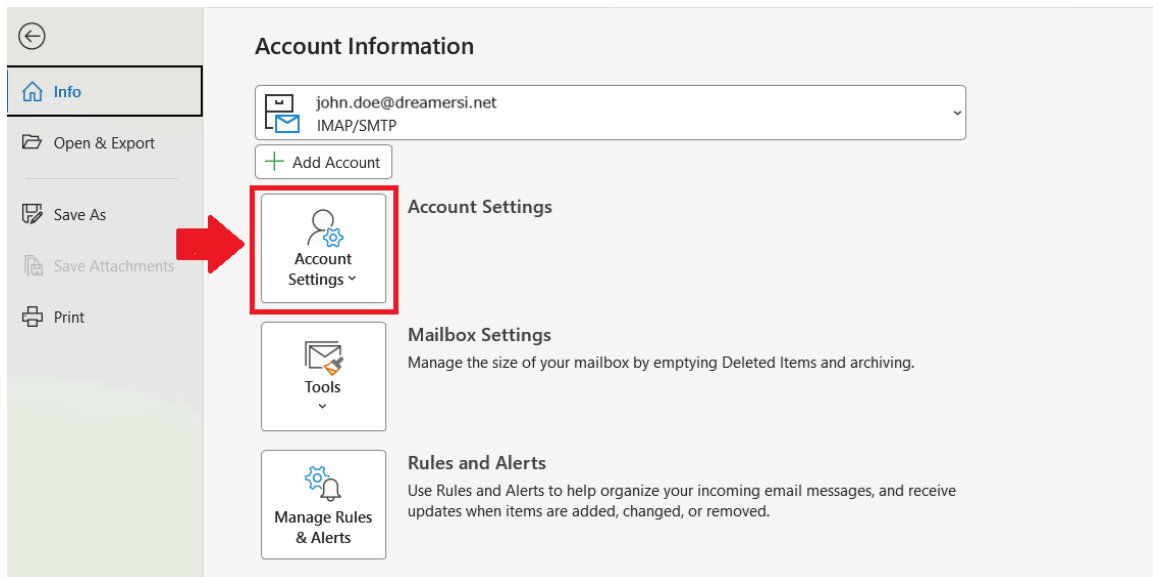


How to Delete the Account You Set Up

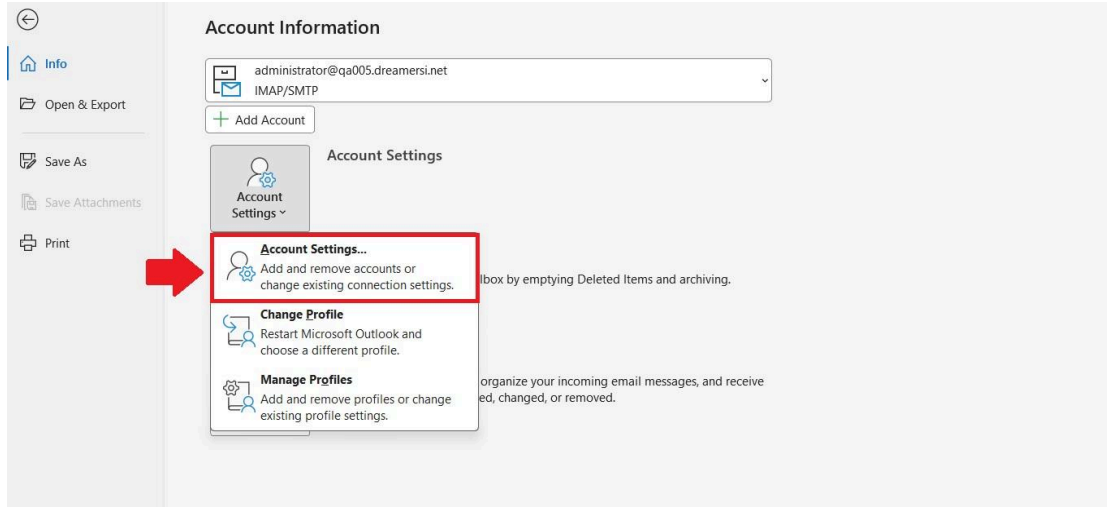
1. Tap “File” and make sure you’re on the “Info” page.



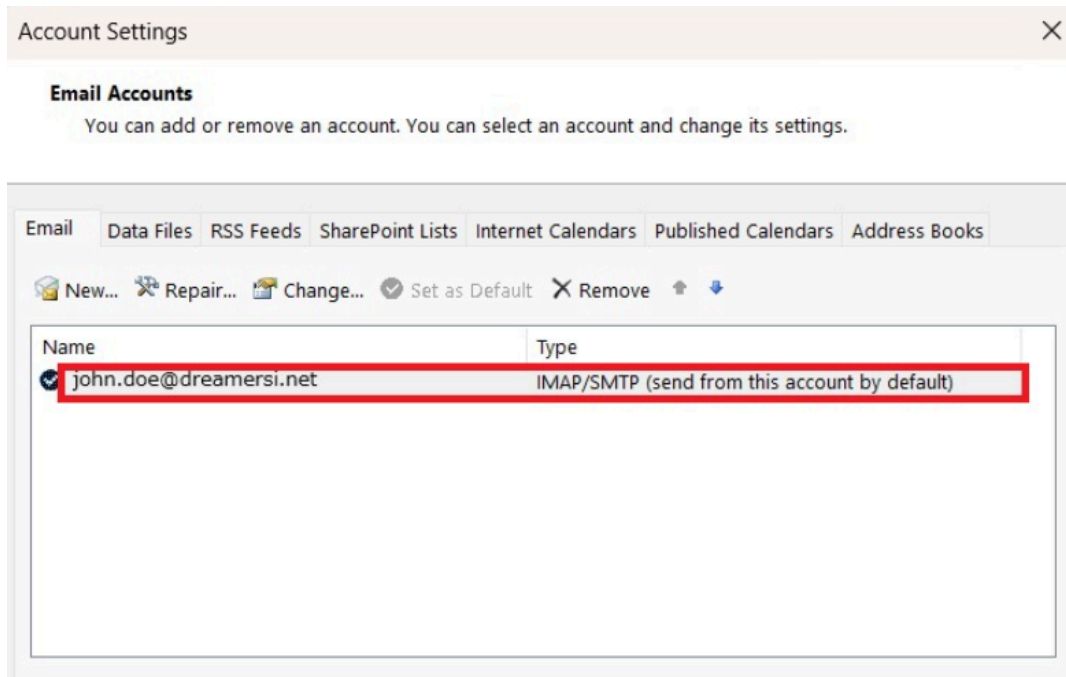
2. Tap “Account Settings”



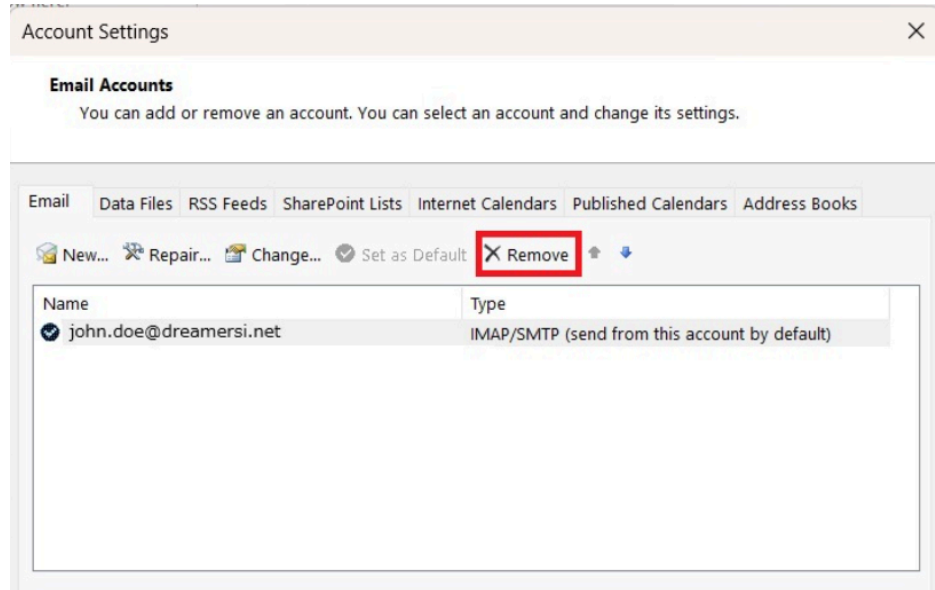
3. Tap “Account Settings”



4. Tap the account you want to delete.



5. Tap The "Remove"



6. Tap "Yes".

