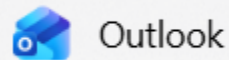


How to Set Up Your IMAP Email Address in Outlook (new) for Windows *(Version: 20260227002.10)*

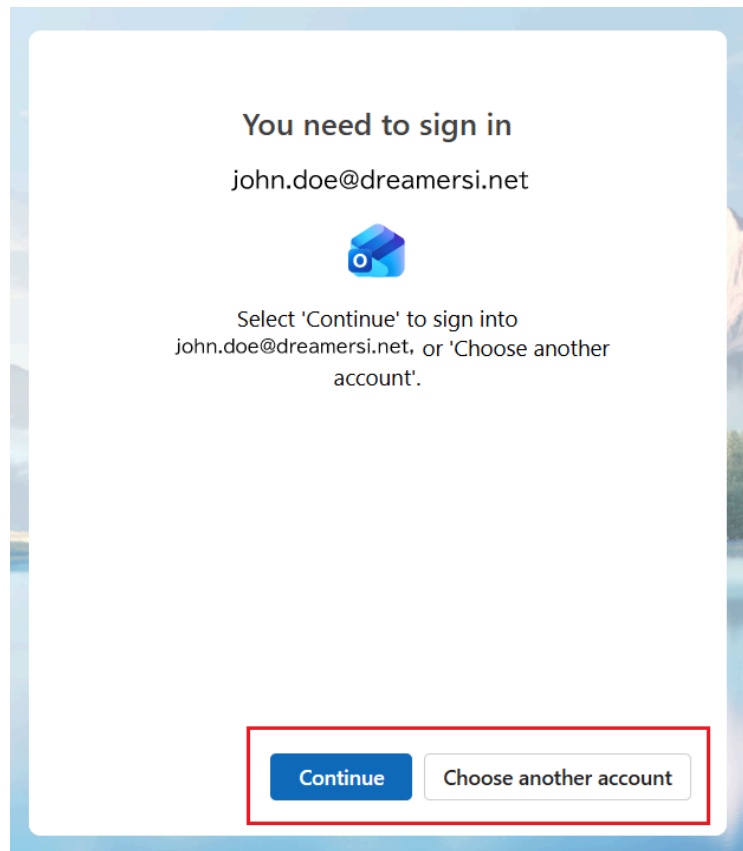
Setup Outlook for PC for the first time

1. Open “Outlook (New)” on your PC.



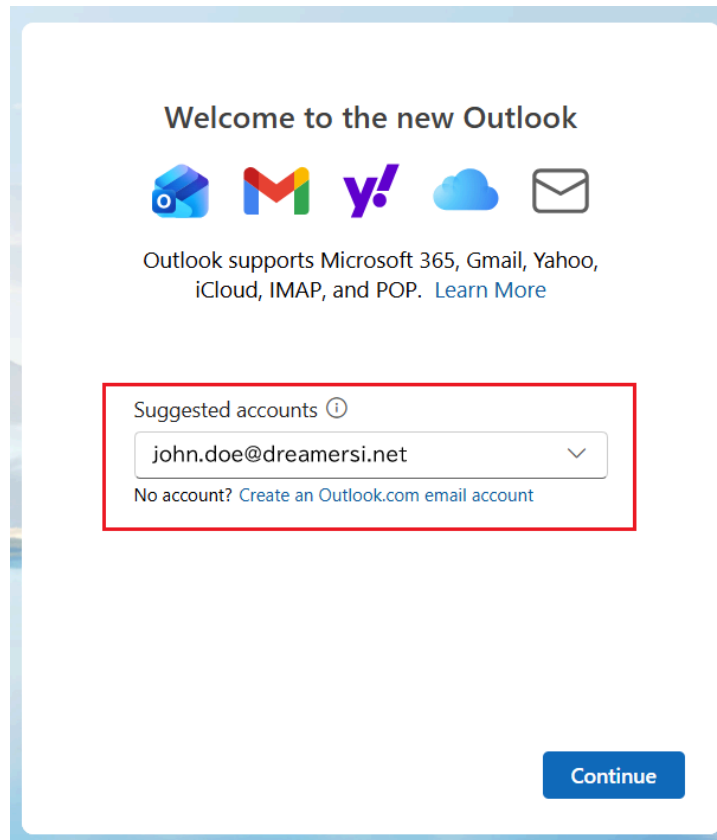
2. If Outlook Finds an Existing Account

- If your account is detected, you will see it listed.
 - Tap “Continue” to add this email account and then enter your password.
 - Or tap “Choose another account” to continue to add a different new account.



3. If No Account is Found

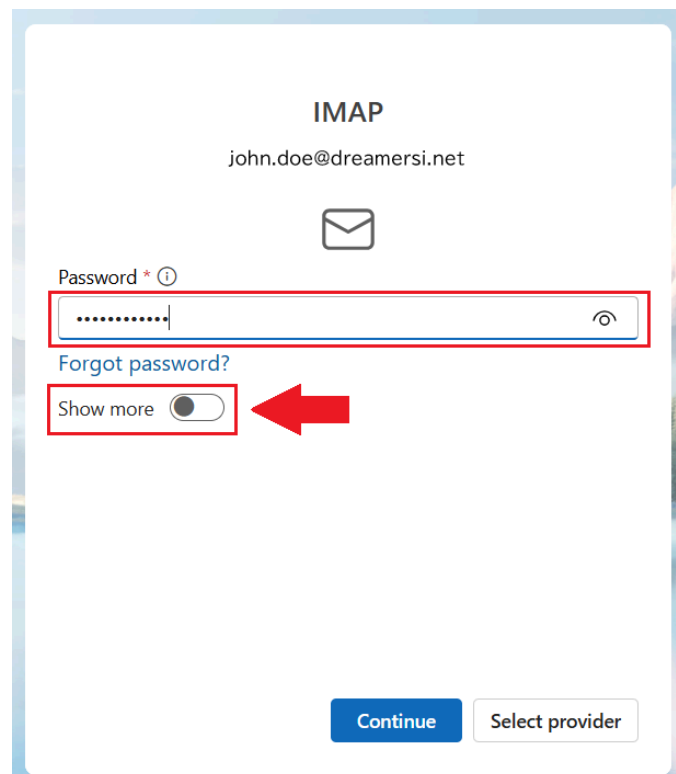
- If no account is detected, tapping “Add another Account” will take you to the account setup page.
4. Enter your email address. (e.g., john.doe@dreamersi.net)
 5. Tap “Continue”.



6. Wait until the signing process is complete.

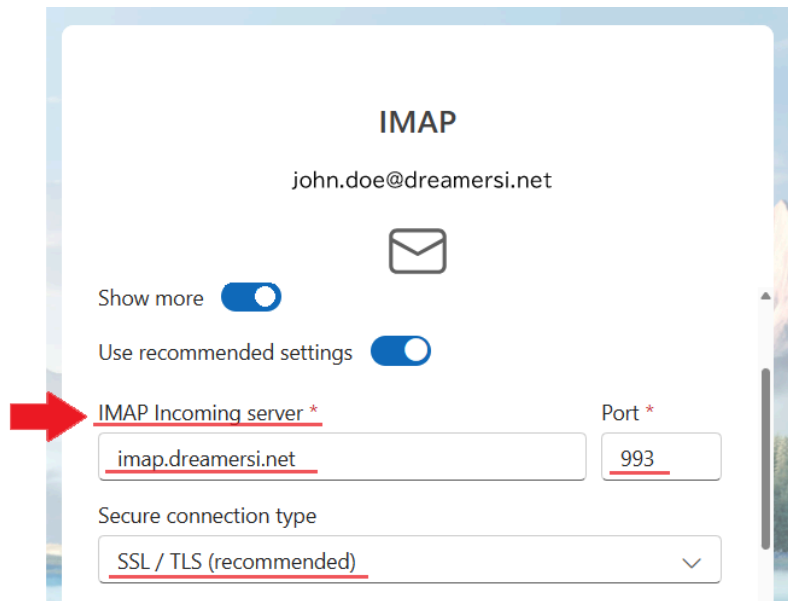


7. Once it's complete, enter your password. (e.g., Your email account password)
8. Tap "Show more".



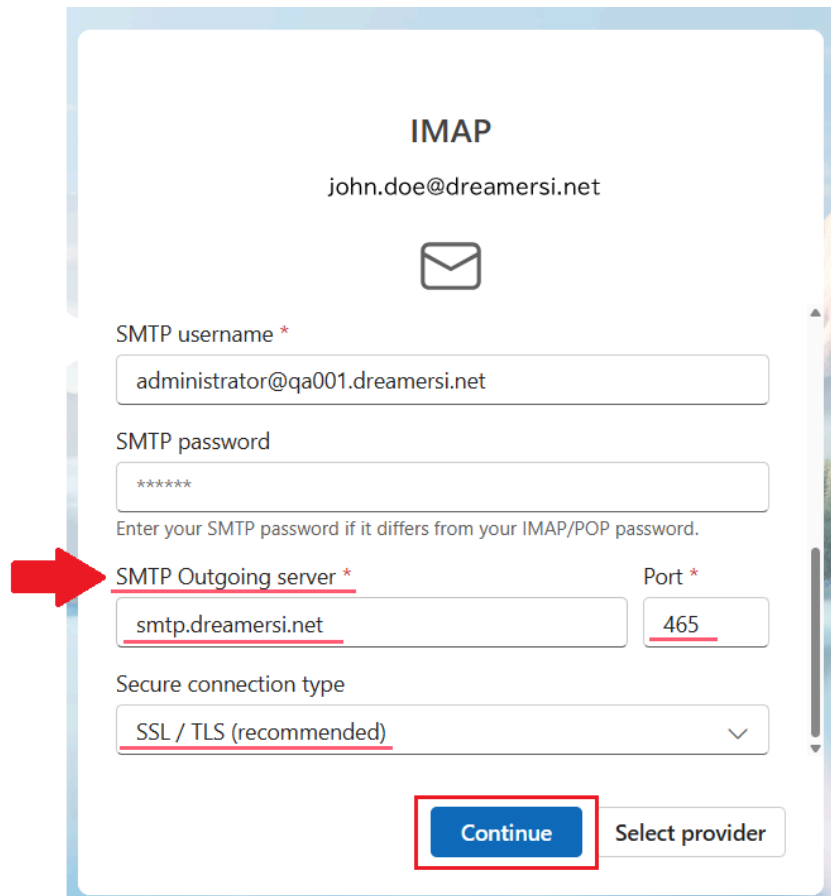
9. Enter the following information.

IMAP Incoming Server Configuration



The screenshot shows the 'IMAP Incoming Server Configuration' form. At the top, it says 'IMAP' and 'john.doe@dreamersi.net'. There is an envelope icon. Below that, there are two toggle switches: 'Show more' (turned on) and 'Use recommended settings' (turned on). A red arrow points to the 'IMAP Incoming server *' field, which contains 'imap.dreamersi.net'. To its right is the 'Port *' field, which contains '993'. Below these is a dropdown menu for 'Secure connection type' with 'SSL / TLS (recommended)' selected.

SMTP Outgoing Server Configuration



The screenshot shows the 'SMTP Outgoing Server Configuration' form. At the top, it says 'IMAP' and 'john.doe@dreamersi.net'. There is an envelope icon. Below that, there is a field for 'SMTP username *' containing 'administrator@qa001.dreamersi.net'. Below that is a field for 'SMTP password' containing '*****'. A note below the password field says 'Enter your SMTP password if it differs from your IMAP/POP password.' A red arrow points to the 'SMTP Outgoing server *' field, which contains 'smtp.dreamersi.net'. To its right is the 'Port *' field, which contains '465'. Below these is a dropdown menu for 'Secure connection type' with 'SSL / TLS (recommended)' selected. At the bottom, there is a blue 'Continue' button and a 'Select provider' button.

IMAP Incoming server

- **IMAP Incoming server:** imap.dreamersi.net
- **Port:** 993
- **Secure connection type:** SSL/TLS (recommended)

SMTP Outgoing server

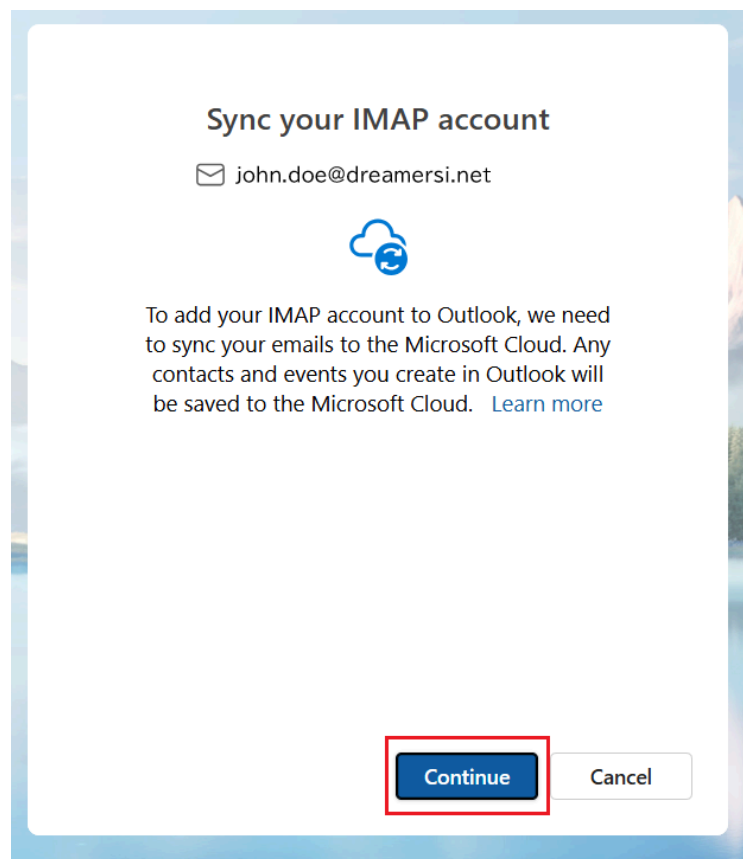
- **SMTP username:** Your email address (e.g., john.doe@dreamersi.net)
- **SMTP password:** Your email address password
- **SMTP Outgoing server:** smtp.dreamersi.net
- **Port:** 465
- **Secure connection type:** SSL/TLS (recommended)

Notes

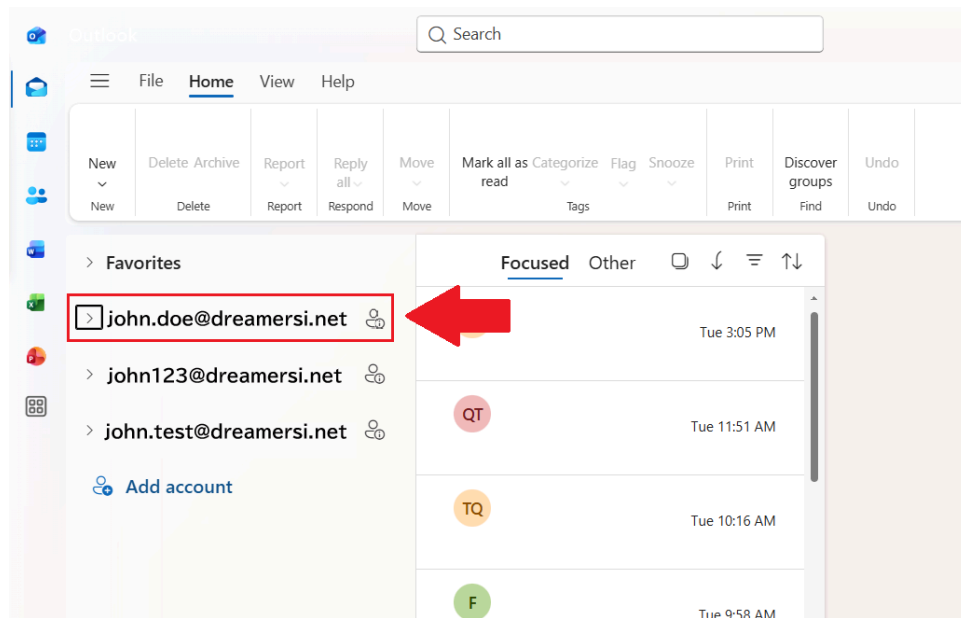
- The **Host Name** must be entered exactly as shown above. They **cannot be changed**.
- If you see an error such as “Cannot Connect Using SSL,” please check for typos or extra spaces in your host name, username, or password.

10. Tap “Continue” to add your IMAP account.

* Outlook requires syncing your emails with the Microsoft Cloud to complete the setup.

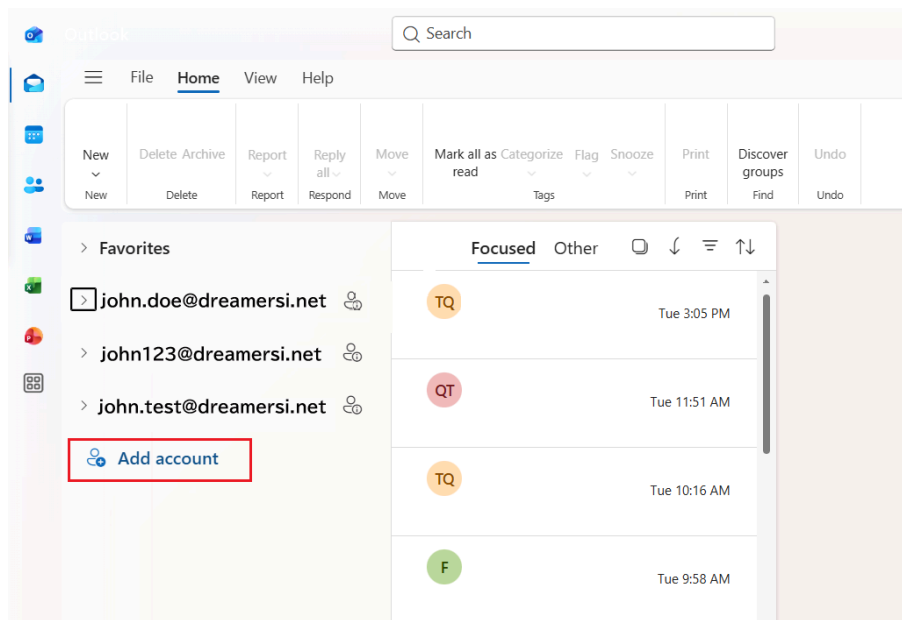


11. You can now see your mailbox in the Mail app, with your email address.

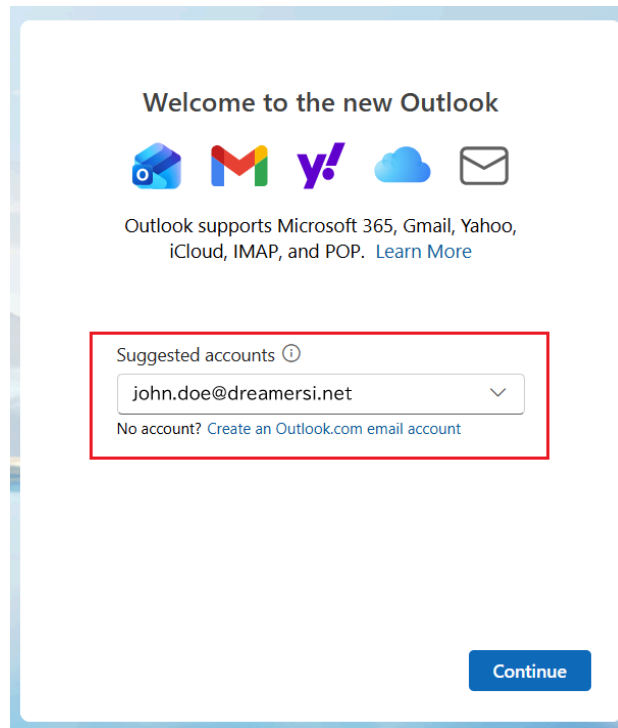


Setup Another Email Account in Outlook for PC

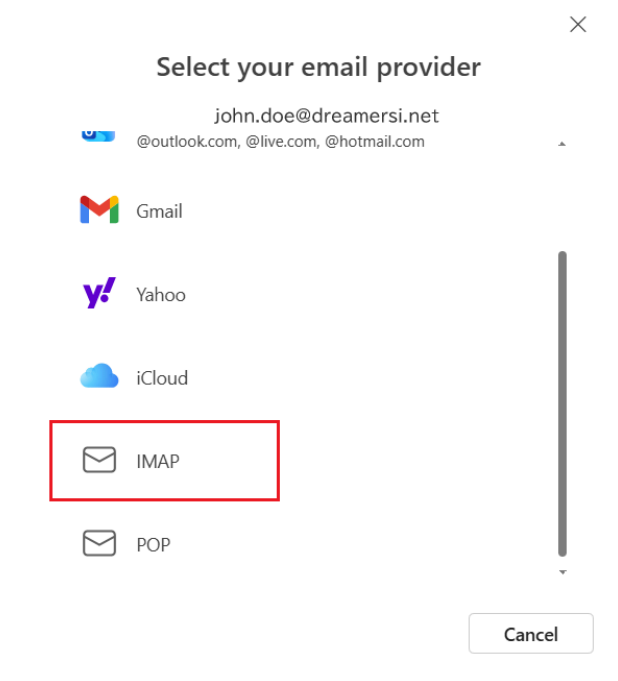
1. Tap “Add account”



2. Enter your email address. (e.g., john.doe@dreamersi.net)
3. Tap “Continue”.



4. Select “IMAP” for the email provider.



5. Once it's complete, enter your password. (e.g., Your email account password)

6. Tap “Show more”.

The screenshot shows the IMAP configuration screen for the email address john.doe@dreamersi.net. At the top, it says "IMAP" and "john.doe@dreamersi.net" with an envelope icon. Below that is a "Password *" field with a red box around it and a red arrow pointing to the "Show more" toggle switch below it. The "Show more" toggle is currently off. At the bottom, there are "Continue" and "Select provider" buttons.

7. Enter the following information.


IMAP Incoming Server Configuration

The screenshot shows the "IMAP Incoming Server Configuration" screen for the email address john.doe@dreamersi.net. It features a "Show more" toggle (turned on), a "Use recommended settings" toggle (turned on), and an envelope icon. The "IMAP Incoming server *" field is highlighted with a red box and a red arrow pointing to it, containing the value "imap.dreamersi.net". The "Port *" field contains "993". The "Secure connection type" dropdown is set to "SSL / TLS (recommended)".

SMTP Outgoing Server Configuration

IMAP

john.doe@dreamersi.net



SMTP username *

administrator@qa001.dreamersi.net

SMTP password

Enter your SMTP password if it differs from your IMAP/POP password.

SMTP Outgoing server * Port *

smtp.dreamersi.net 465

Secure connection type

SSL / TLS (recommended) v

Continue Select provider

IMAP Incoming server

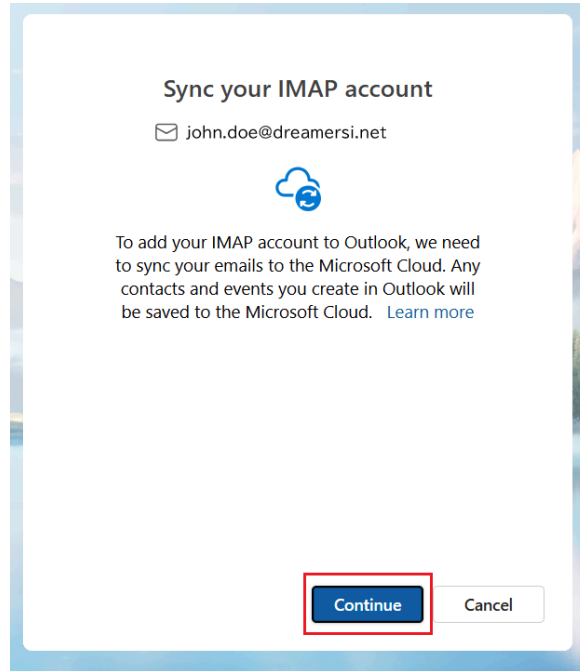
- **IMAP Incoming server:** imap.dreamersi.net
- **Port:** 993
- **Secure connection type:** SSL/TLS (recommended)

SMTP Outgoing server

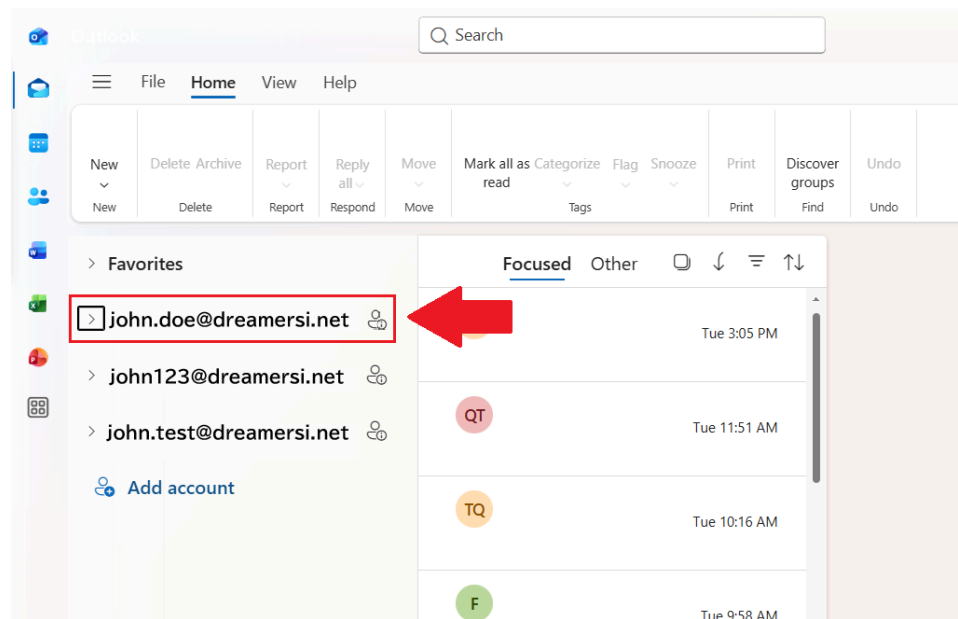
- **SMTP username:** Your email address (e.g., john.doe@dreamersi.net)
- **SMTP password:** Your email address password
- **SMTP Outgoing server:** smtp.dreamersi.net
- **Port:** 465
- **Secure connection type:** SSL/TLS (recommended)

8. Click “Continue” to add your IMAP account.

* Outlook requires syncing your emails with the Microsoft Cloud to complete the setup.

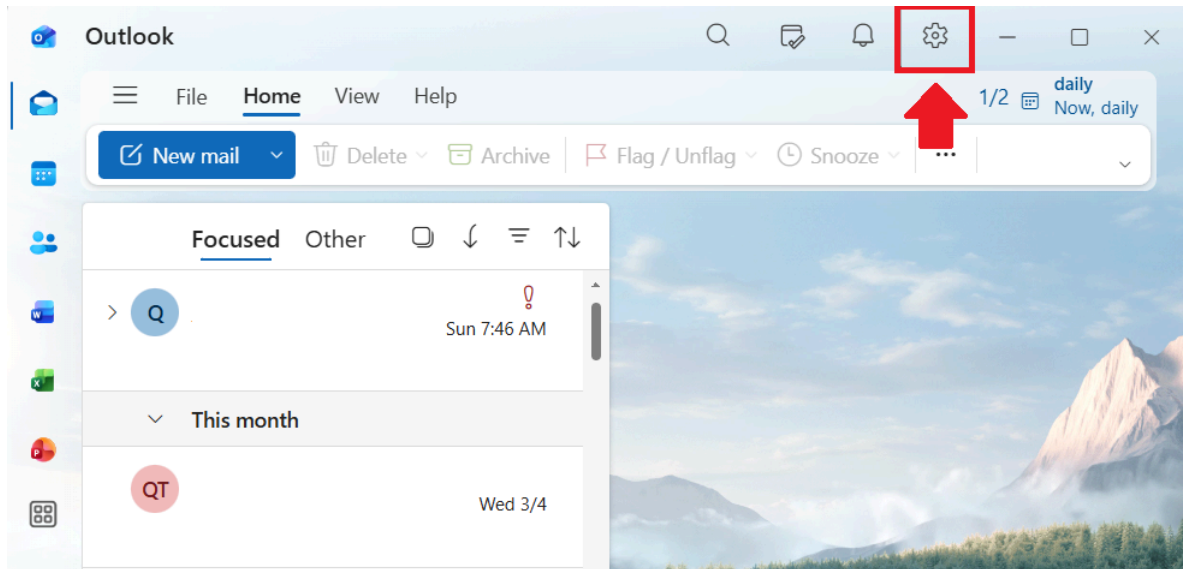


9. You can now see your mailbox in the Mail app, with your email address.

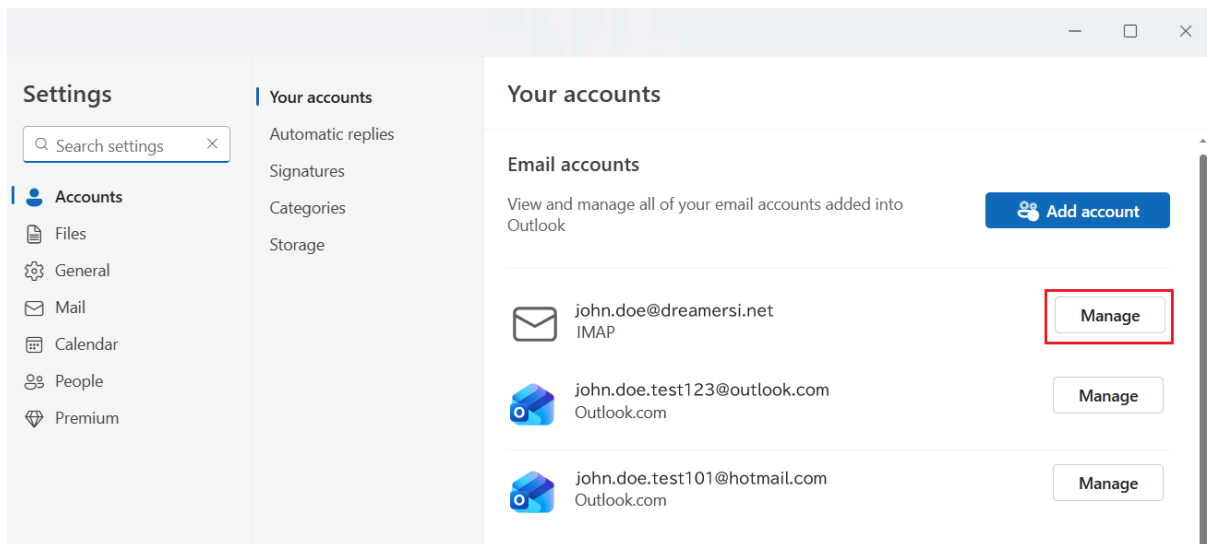


How to Delete the Account You Set Up

1. Tap the “Settings icon” 



2. Select the account you want to delete and tap “Manage”



3. Scroll down the page and tap “Remove”

Settings

Search settings

Accounts

- Files
- General
- Mail
- Calendar
- People
- Premium

Your accounts

- Automatic replies
- Signatures
- Categories
- Storage

Your accounts

993

Secure connection type

SSL / TLS (recommended)

SMTP configuration

Hostname

smtp.dreamersi.net

Port

465

Secure connection type

SSL / TLS (recommended)

Repair

Remove account from Outlook

Removing an account from Outlook does not delete it.

Remove