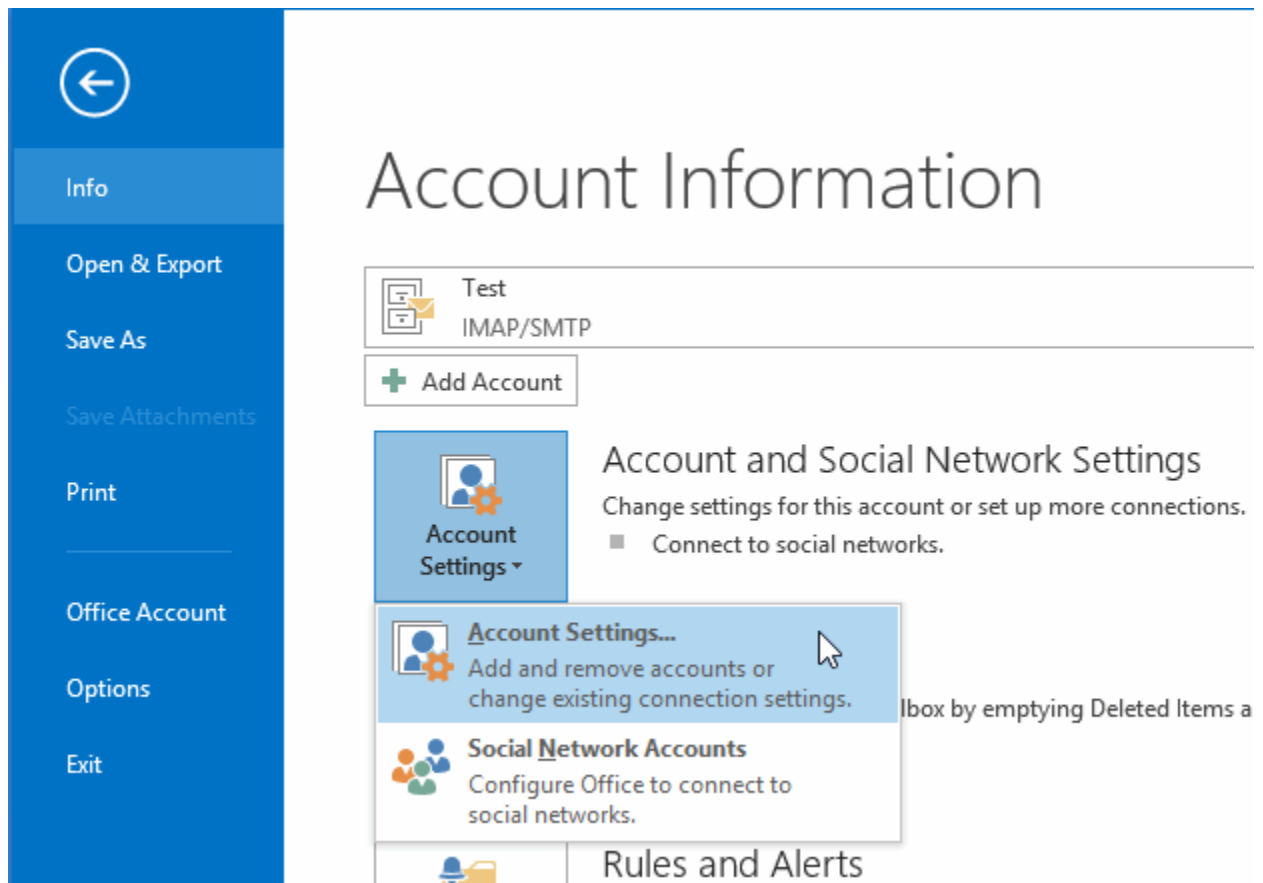




How to configure account in Microsoft Outlook 2013 using IMAP?

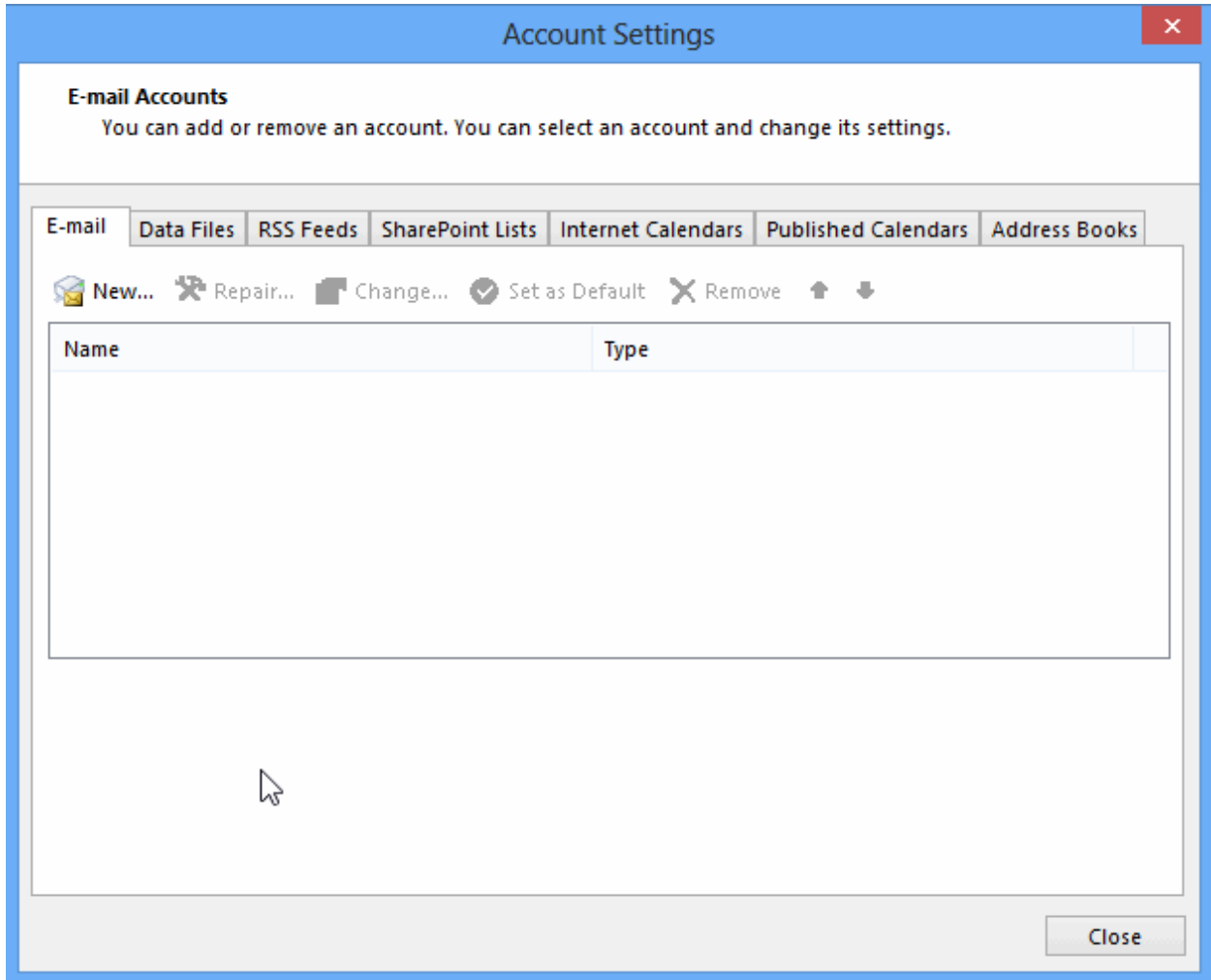
1. Open Account Settings
 - In Outlook 2013 or 2016 go up to the upper left and click **File**, then go to **Info - Account and Social Network Settings - Account Settings** to open the Account Settings window.
 - Click the **Email** tab if not already selected.





2. Setup an Account

- Click the **New...** button.






3. Auto Account Setup

- Select **Manual setup or additional server types** and 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:

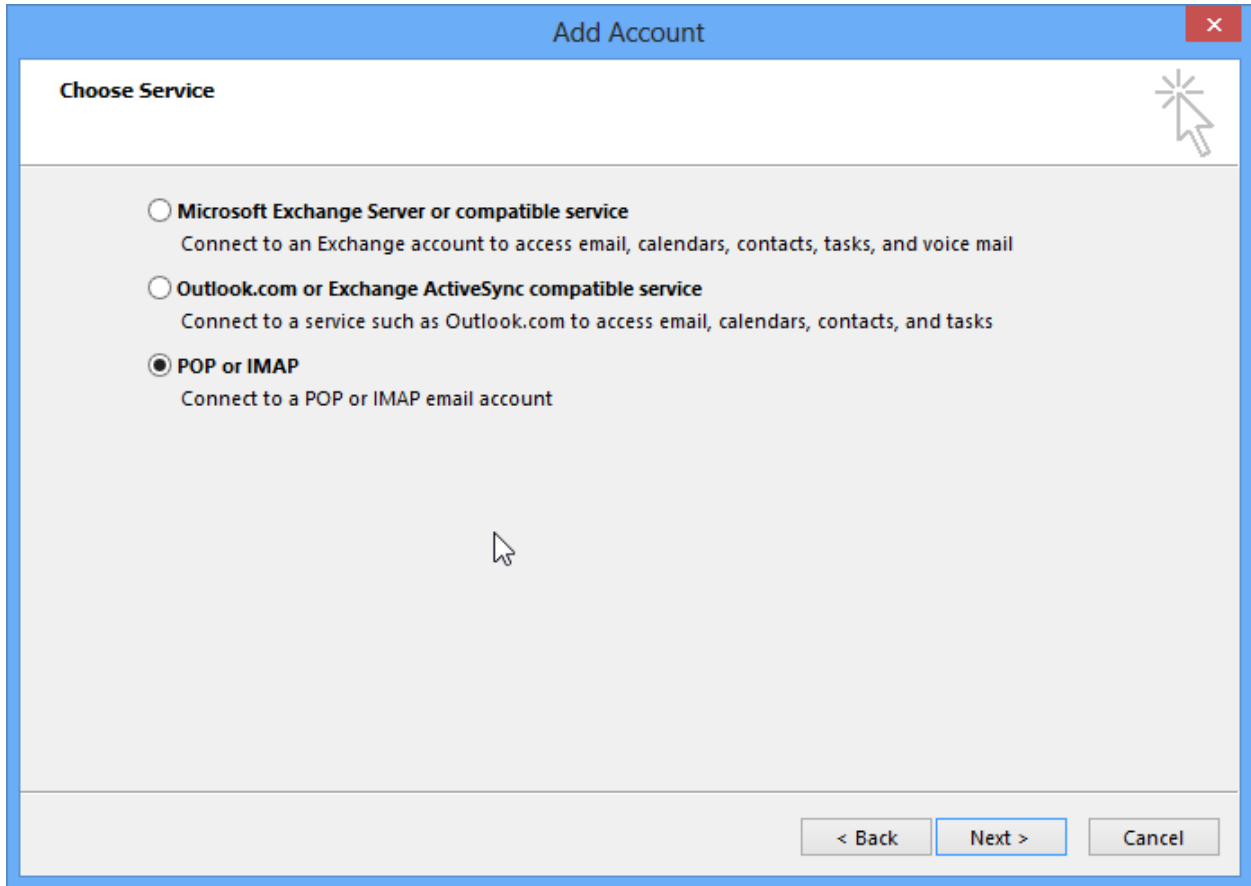
Re-type Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types



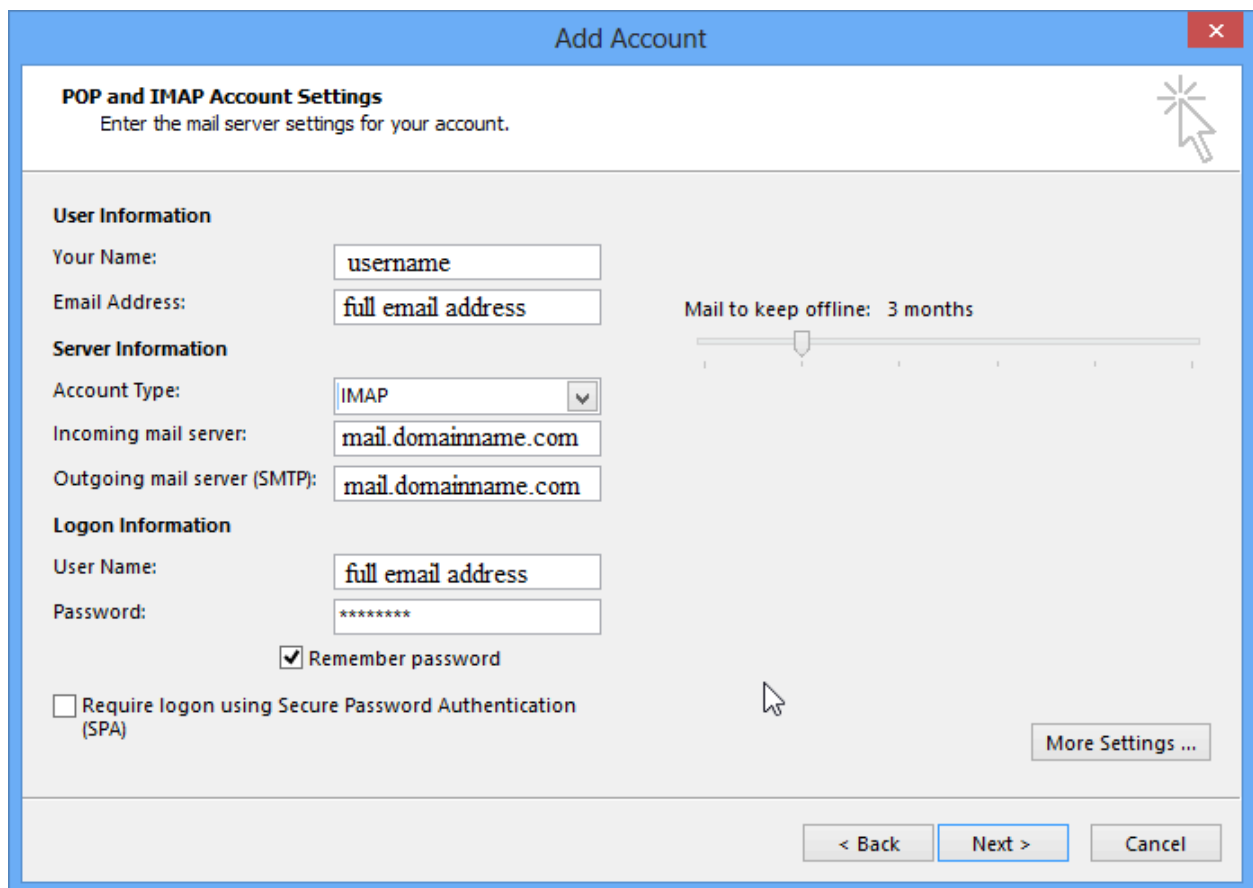
4. Choose an Email Service

- Select **POP or IMAP** and then click **Next** in the Add Account window.



5. Enter Your Internet Email Settings

- **Your Name:** your full name, including spaces and capitalization
- **Email address:** your entire email address
- **Account Type:** IMAP
- **Incoming mail server:** mail.domainname.com
- **Outgoing mail server:** mail.domainname.com
- **User Name:** full email address
- **Password:** webmail password
- Select **More Settings ...**



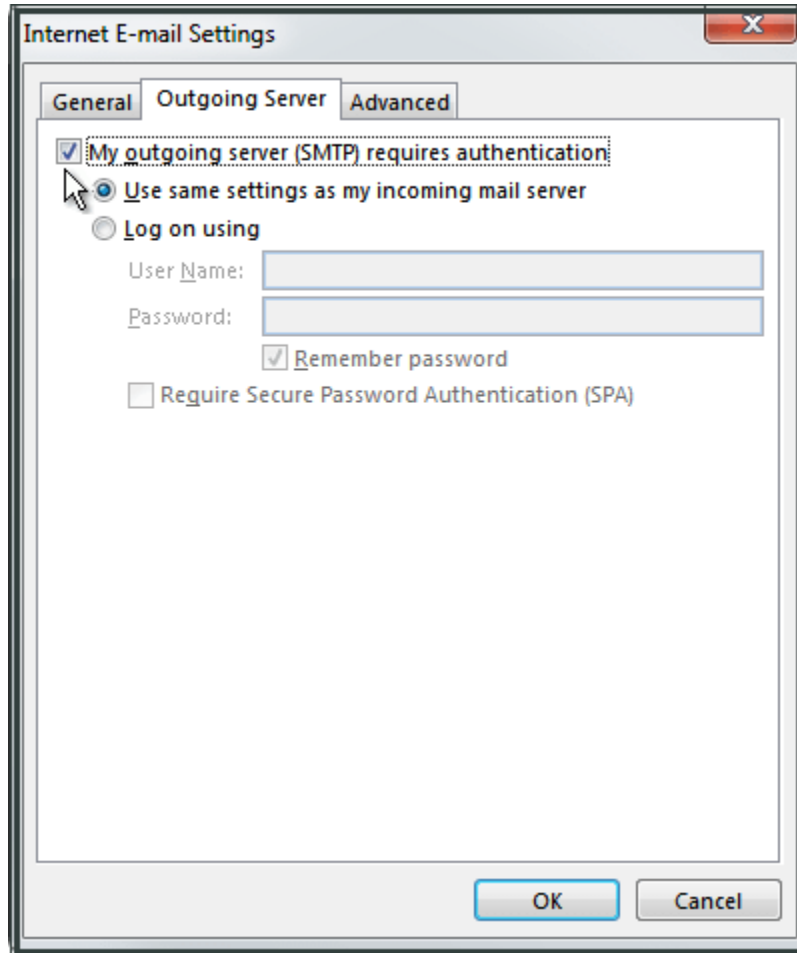
The screenshot shows a window titled "Add Account" with a close button (X) in the top right corner. The main content area is titled "POP and IMAP Account Settings" and includes the instruction "Enter the mail server settings for your account." Below this, there are several sections of input fields:

- User Information:** "Your Name:" with a text box containing "username"; "Email Address:" with a text box containing "full email address".
- Server Information:** "Account Type:" with a dropdown menu set to "IMAP"; "Incoming mail server:" with a text box containing "mail.domainname.com"; "Outgoing mail server (SMTP):" with a text box containing "mail.domainname.com".
- Logon Information:** "User Name:" with a text box containing "full email address"; "Password:" with a text box containing "*****".

Additional features include a "Mail to keep offline: 3 months" slider, a "Remember password" checkbox (checked), and a "Require logon using Secure Password Authentication (SPA)" checkbox (unchecked). A "More Settings ..." button is located at the bottom right of the main area. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

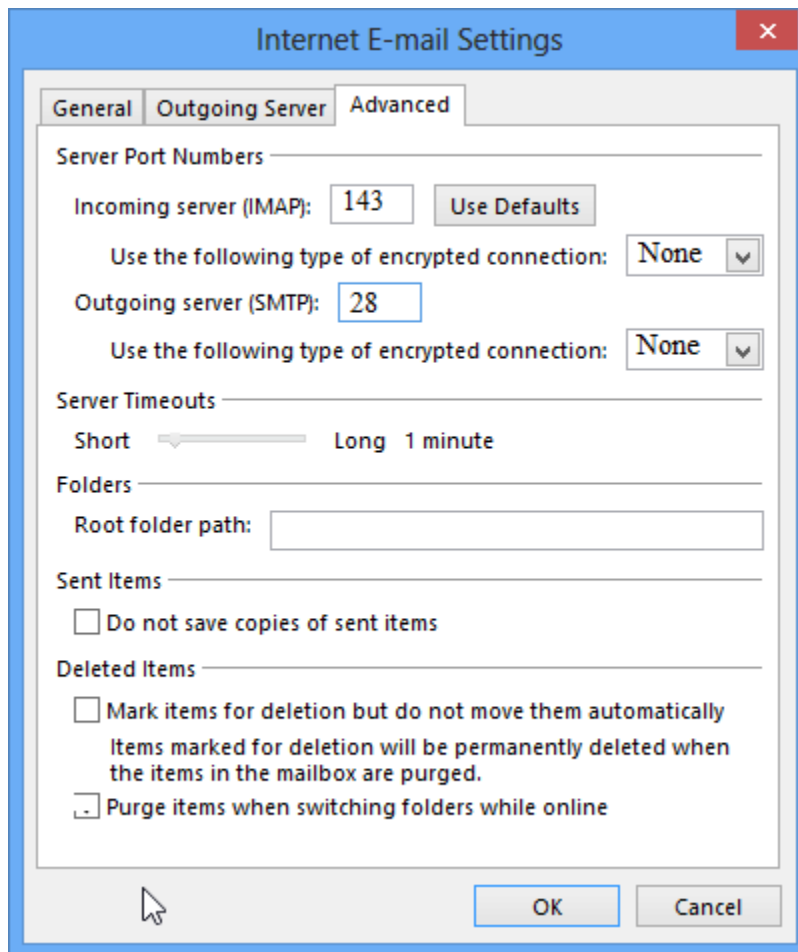
6. Internet Email Setting – Outgoing Server

- Click the **Outgoing Server** tab in the Internet Email Settings window.
- Check **My outgoing server (SMTP) requires authentication.**
- Select **OK** and **Next**



7. Internet Email Setting – Advanced

- Click the **Advanced** tab
- For **Incoming server (POP3)** enter **143**
- For **Incoming server (SMTP)** enter **28**
- Select **OK** and **Next**



8. Test Account Setting

- Once Log onto incoming mail server (IMAP) and Send test email message tests are completed, click **Close**.
- Click **Finish**

