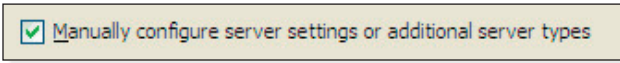


## Setting Up an IMAP Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Check the “**Manually configure server settings or additional server types**” checkbox.



4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:



**User Information**  
Your Name: EnterCaps Team  
E-mail Address: your e-mail here

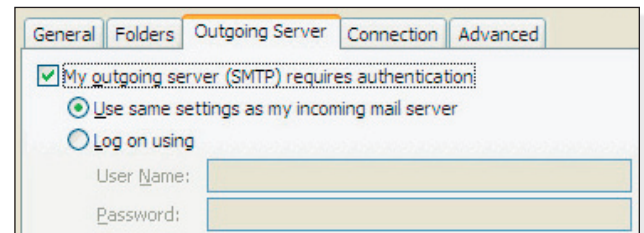
**Server Information**  
Account Type: POP3  
Incoming mail server: mail.your domain name.com  
Outgoing mail server (SMTP): mail.your domain name.com

**Logon Information**  
User Name: your e-mail here  
Password: [masked]  
 Remember password

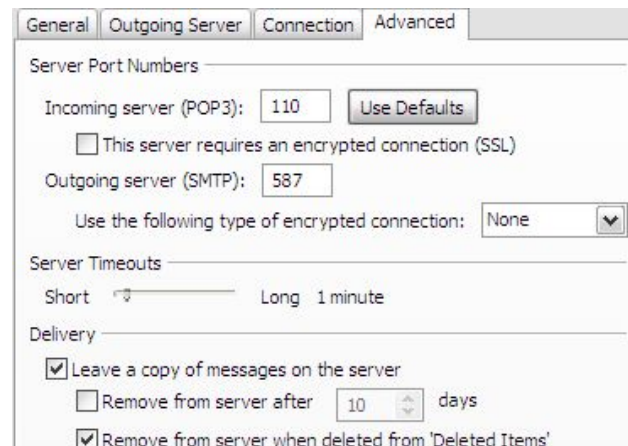
Require logon using Secure Password Authentication (SPA)

- Your Name—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- E-mail Address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Account Type—Select **IMAP** from the drop-down menu.
- Incoming mail server—Enter the following server name:  
**secure.emailsrvr.com**
- Outgoing mail server (SMTP)—Enter the following server name:  
**secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Password—Enter the password for your email account.

8. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server**.”



12. Click the **Advanced** tab.
13. Enter the following information:



General **Outgoing Server** Connection Advanced

Server Port Numbers  
Incoming server (POP3): 110 Use Defaults  
 This server requires an encrypted connection (SSL)  
Outgoing server (SMTP): 587  
Use the following type of encrypted connection: None

Server Timeouts  
Short [slider] Long 1 minute

Delivery  
 Leave a copy of messages on the server  
 Remove from server after 10 days  
 Remove from server when deleted from 'Deleted Items'

14. Click the **Folders** tab.
15. Click the “**Choose an existing folder or create a new folder to save your sent items for this account in**” button.
16. Locate and select the folder in which you want to save your sent email. (Or, to create a new folder, click the **New Folder** button.)
17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.
20. Click the **Close** button.

Note: Outlook’s *Test Account Settings* tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.