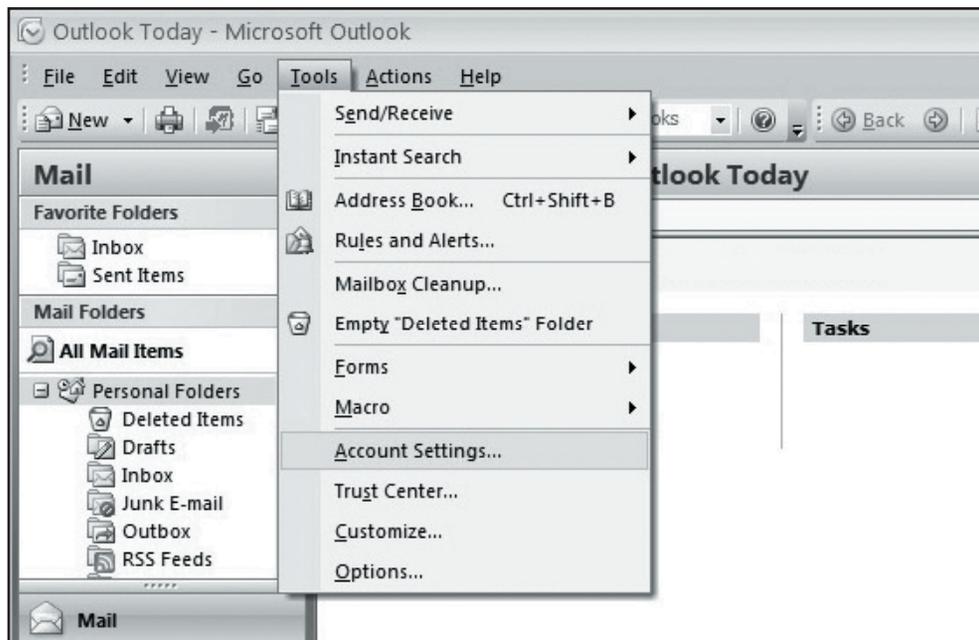


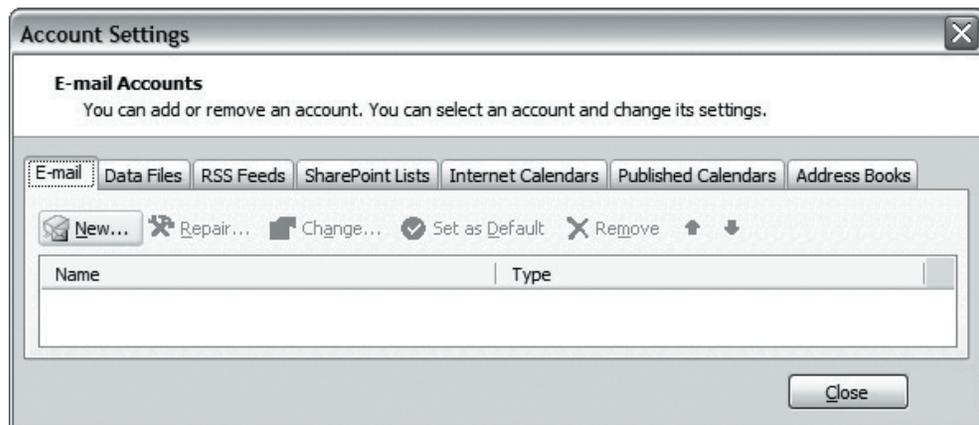
# Setting Up Microsoft® Outlook 2007

## IMAP EMAIL ACCOUNT SETUP

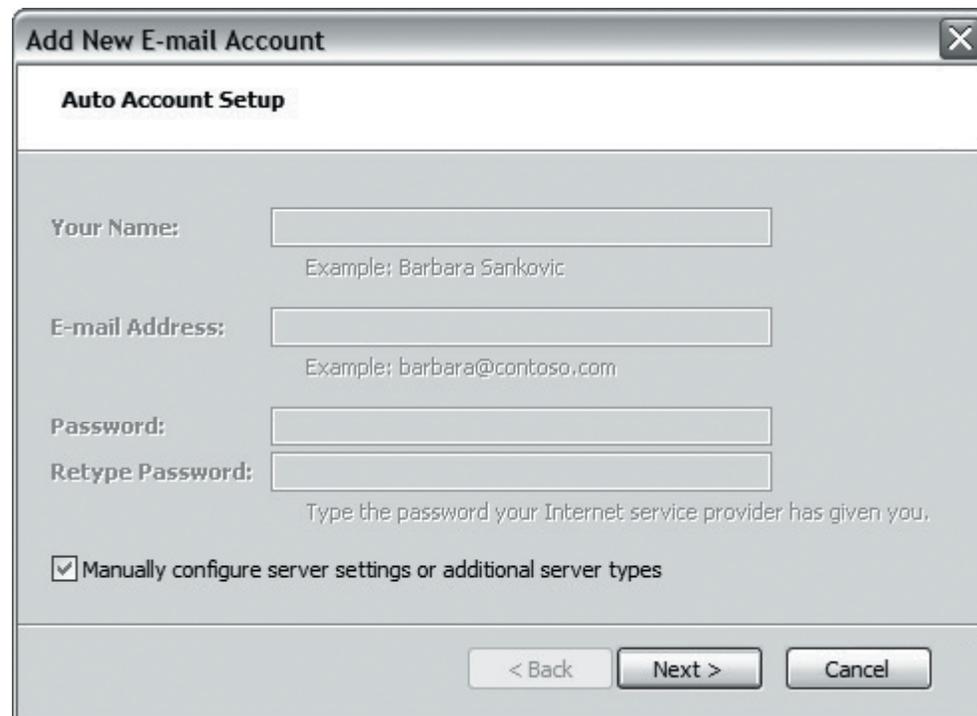
1. Open Outlook and select **Tools** -> **Account Settings**.



2. Make sure you are on the **E-mail** tab in the Account Settings window and click “**New...**”



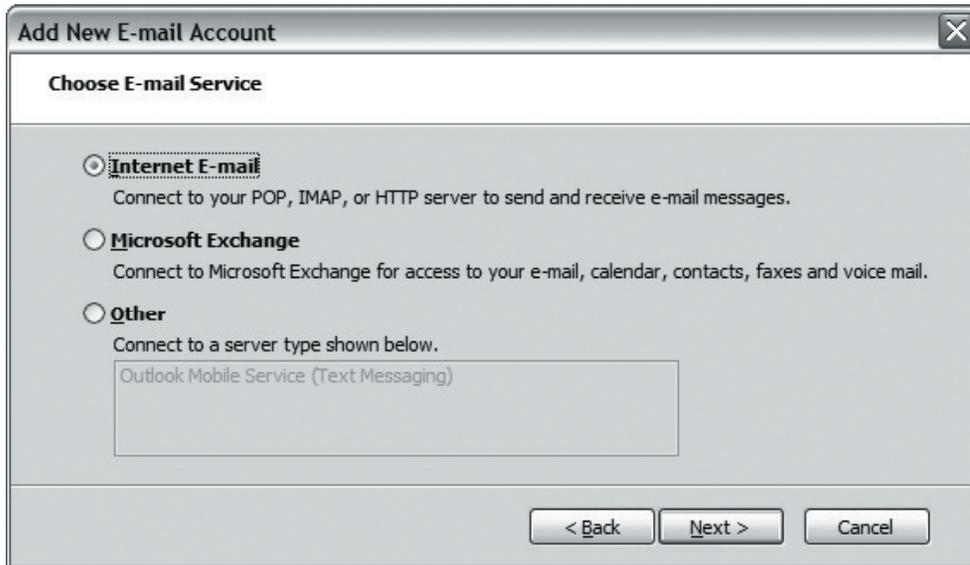
3. If prompted, select “**Microsoft Exchange, POP3, IMAP, or HTTP**” and click **Next**.
4. On the following page, do not enter any information. Check “**Manually configure server settings or additional server types**” and click **Next**.



# Setting Up Microsoft® Outlook 2007

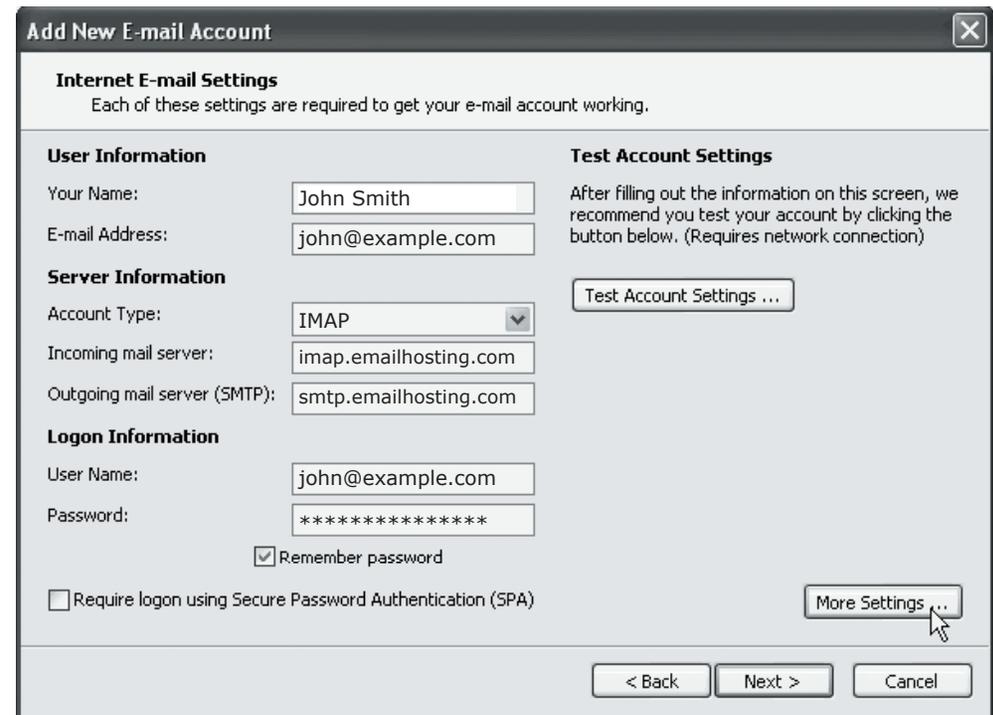
## IMAP EMAIL ACCOUNT SETUP (cont.)

5. Select “Internet E-mail” and click **Next**.



6. Enter the following information:

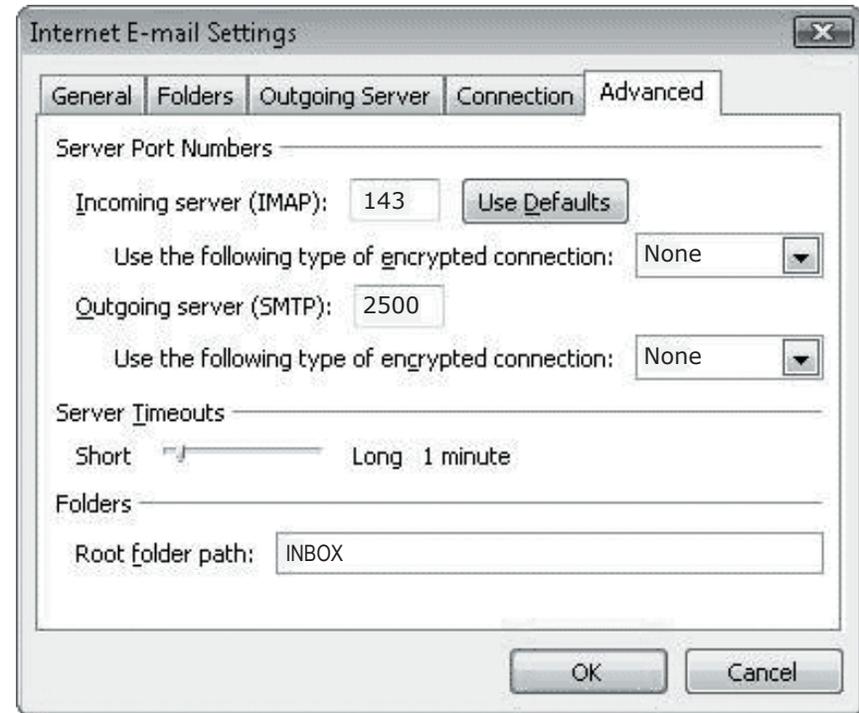
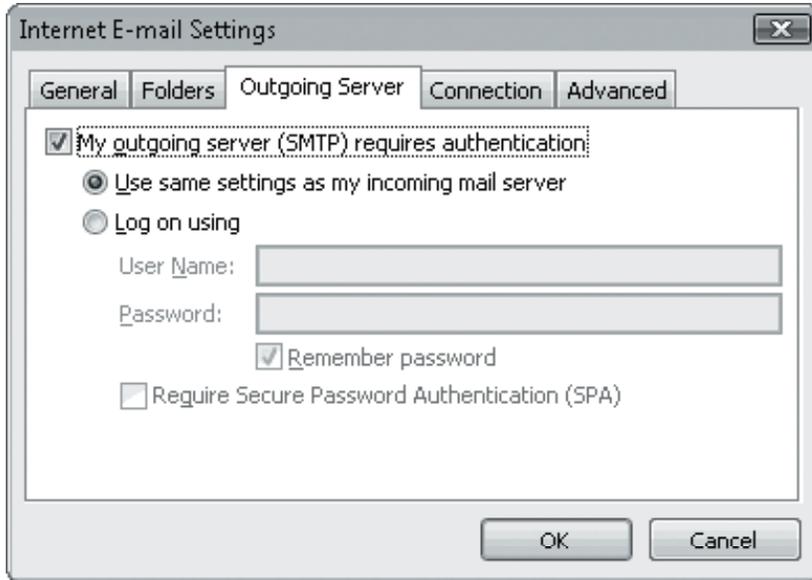
- **Your Name:** Enter your name as you want it to appear on outgoing messages.
- **E-mail Address:** Enter your email address (e.g. *myname@mydomain.com*).
- **Account type:** Select “IMAP.”
- **Incoming mail server:** *imap.emailhosting.com*
- **Outgoing mail server (SMTP):** *smtp.emailhosting.com*
- Click on “More Settings”.



# Setting Up Microsoft® Outlook 2007

## IMAP EMAIL ACCOUNT SETUP (cont.)

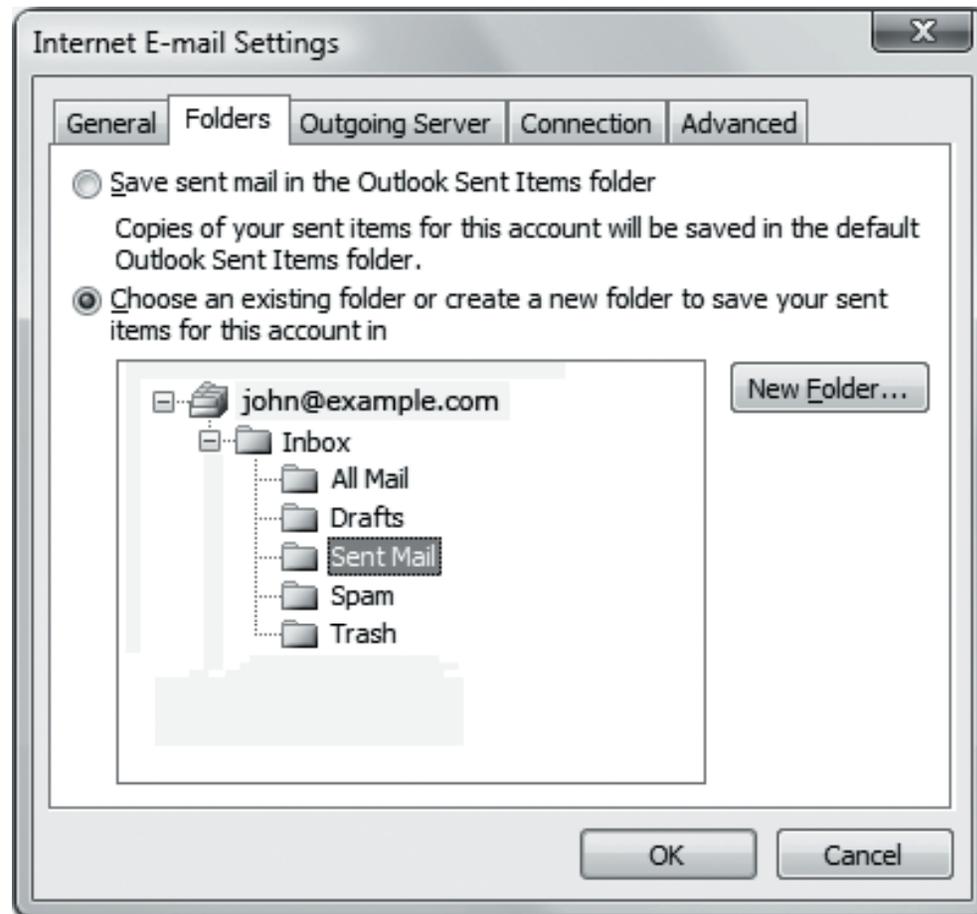
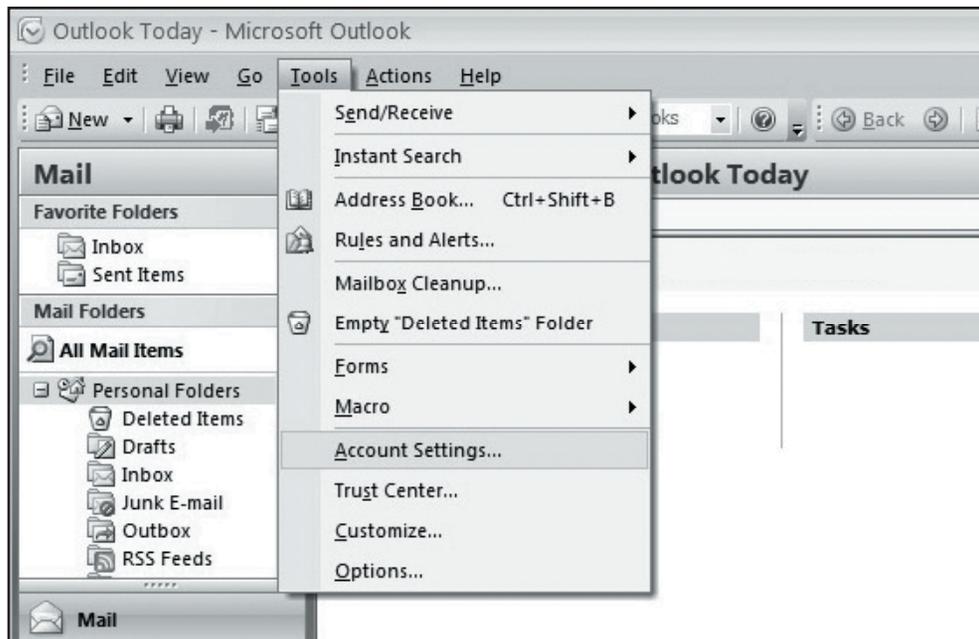
- Click on the **Outgoing Server** tab.
- Check “**My outgoing server (SMTP) requires authentication**”.
- Click on the **Advanced** tab and change your **Outgoing server (SMTP)** port from 25 to **2500**.
- Enter the word **INBOX** for the “**Root folder path**”.



# Setting Up Microsoft® Outlook 2007

## IMAP EMAIL ACCOUNT SETUP (cont.)

11. Click **OK**, **Next** and then **Finish**.
12. Once this is complete, go back to **Tools** -> **Account Settings** -> Double click on **your account** -> Click on the **More Settings** button.
13. Go to the Folders tab. Select the second radio button (“**Choose an existing folder...**”). Expand the tree and select your **Emailhosting Sent Items** folder.
14. Click **OK**, **Next** and then **Finish** to complete the setup. 🌐



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