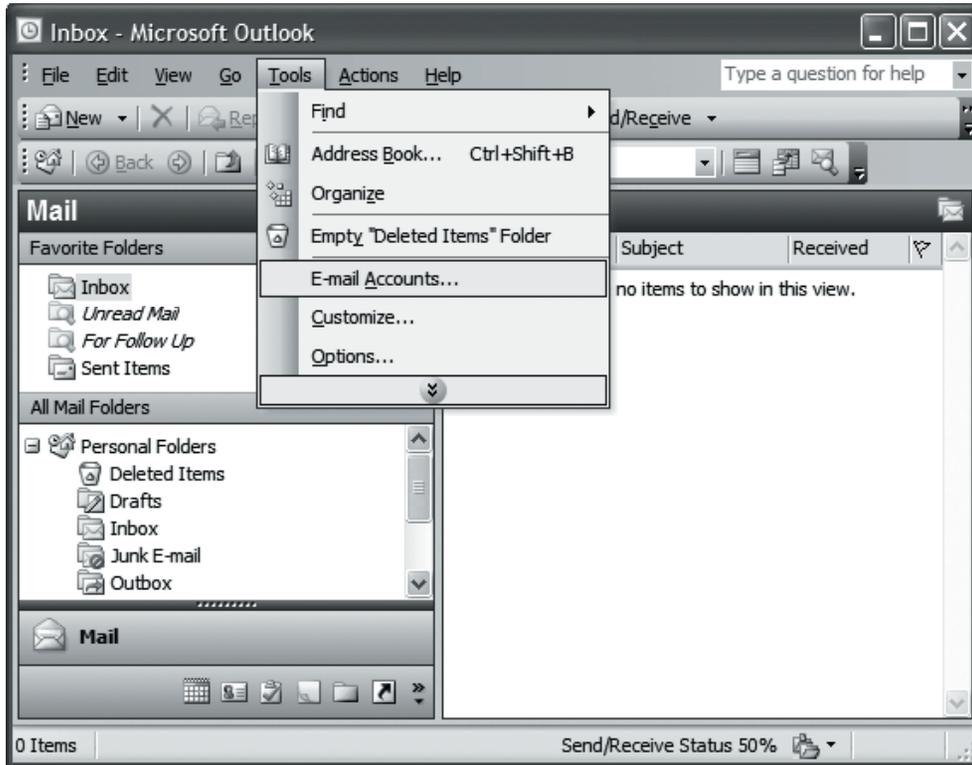


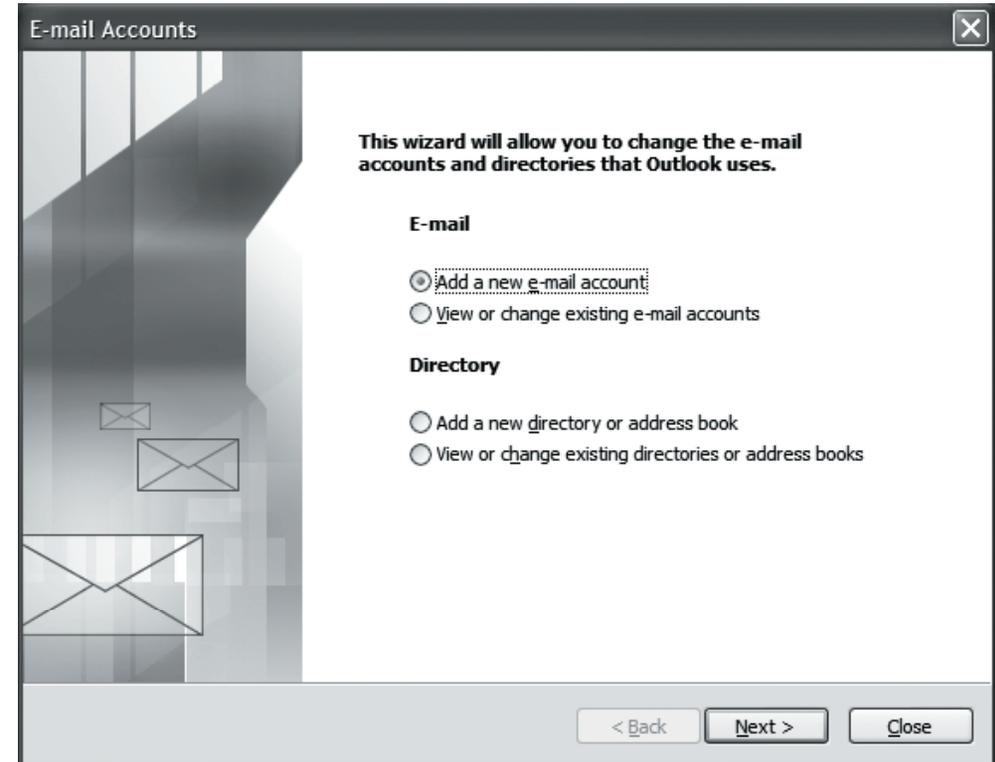
Setting Up Microsoft® Outlook 2003

IMAP EMAIL ACCOUNT SETUP

1. Open Outlook and select **Tools** -> **Email Accounts**.

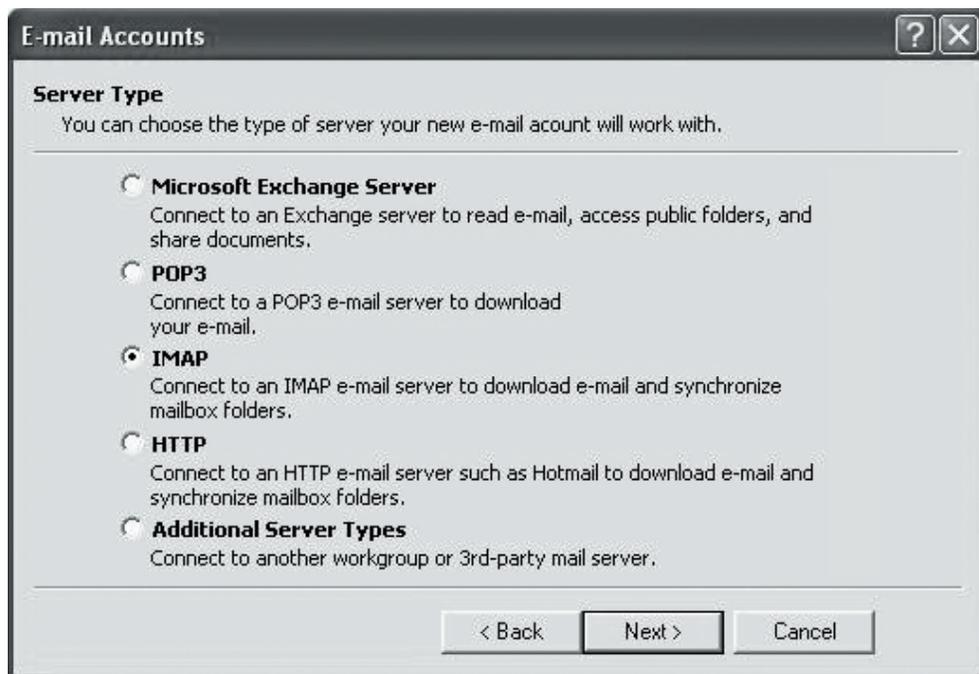


2. Select **"Add a new e-mail account"** and then click **Next**.



IMAP EMAIL ACCOUNT SETUP (cont.)

3. Select **IMAP** as your server type and click **Next**.



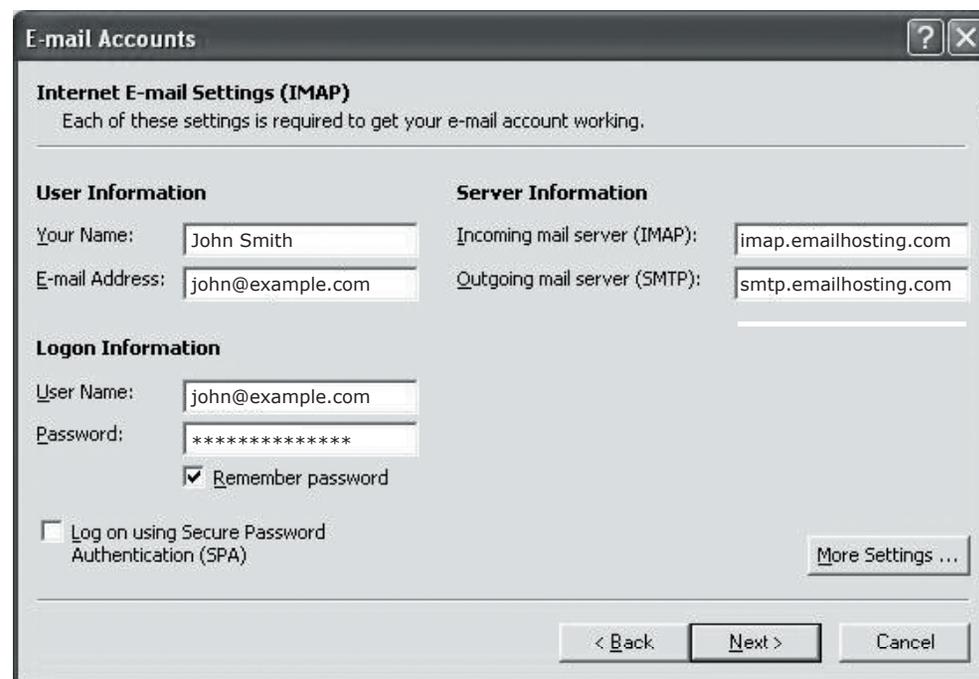
The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' tab selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'You can choose the type of server your new e-mail account will work with.' There are five radio button options:

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

4. 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*).
- **Incoming mail server:** *imap.emailhosting.com*
- **Outgoing mail server:** *smtp.emailhosting.com*
- **User name:** Enter your Emailhosting username.
- **Password:** Enter your Emailhosting password.
- Leave "**Log on using Secure Password Authentication**" unchecked and click "**More Settings**".



The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' tab selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Each of these settings is required to get your e-mail account working.' The dialog is divided into three sections:

- User Information**
 - Your Name:
 - E-mail Address:
- Server Information**
 - Incoming mail server (IMAP):
 - Outgoing mail server (SMTP):
- Logon Information**
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)

At the bottom right is a 'More Settings ...' button. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

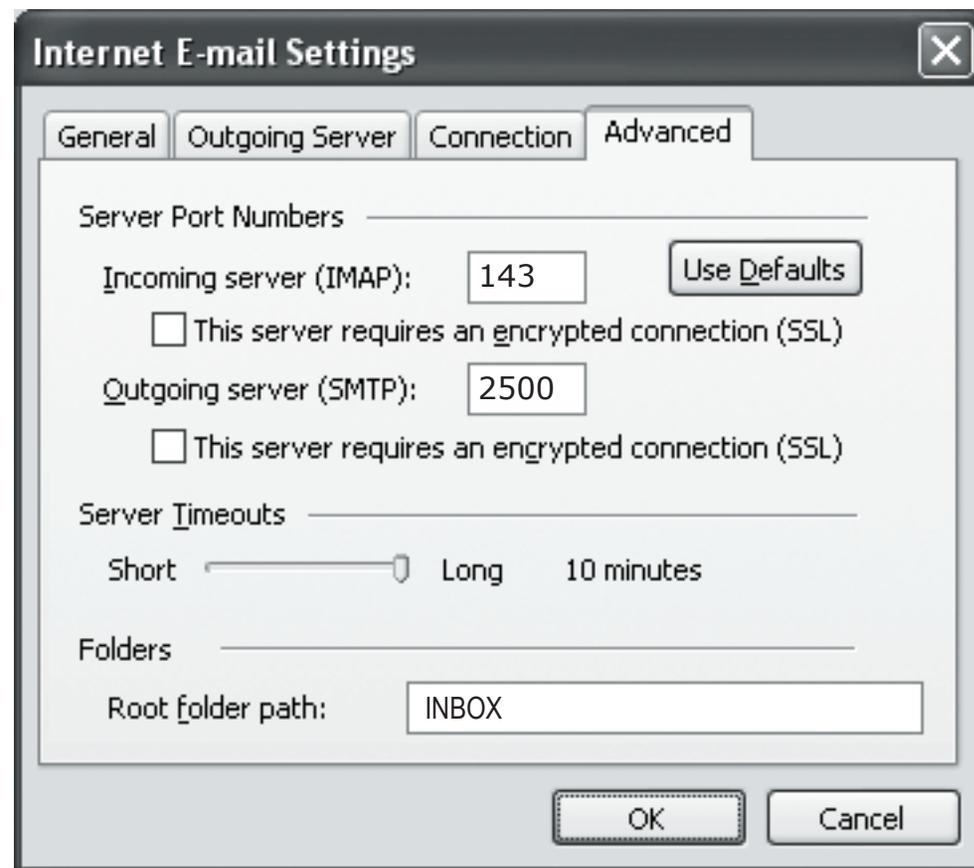
Setting Up Microsoft® Outlook 2003

IMAP EMAIL ACCOUNT SETUP (cont.)

- Click on the **Outgoing Server** tab and check “**My outgoing server (SMTP) requires authentication**”.
- Click **OK**.



- 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**.



- Click **OK**.
- Click **Next**.
- Click the **Finish** button to complete the setup. 

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