

# Setting Up Outlook Express®

## IMAP EMAIL ACCOUNT SETUP

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



2. Select **Add** -> **Mail**.



## IMAP EMAIL ACCOUNT SETUP (cont.)

3. Type your name as you want it to appear on outgoing messages and then click **Next**.



**Internet Connection Wizard**

**Your Name**

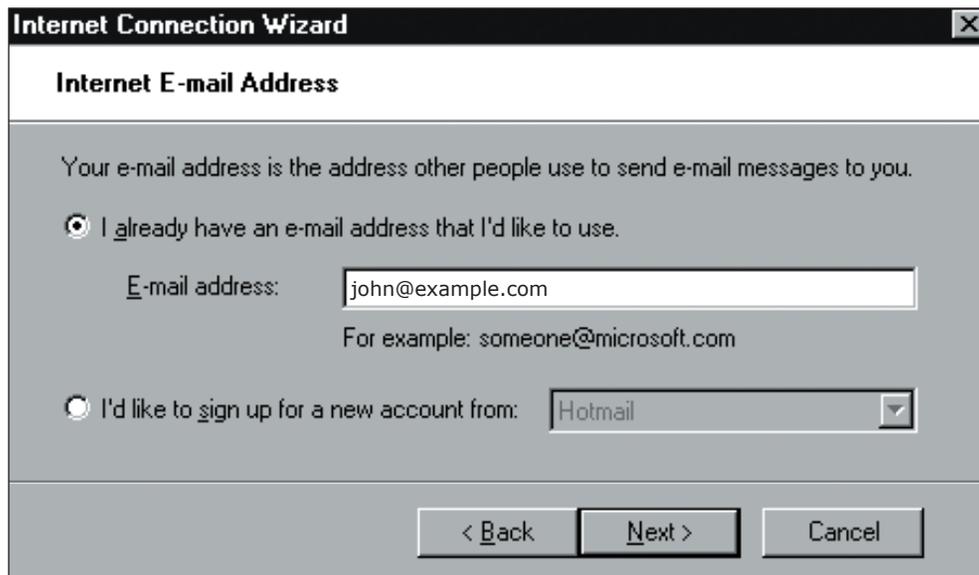
When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.

Display name:

For example: John Smith

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4. Type your email address and then click **Next**.



**Internet Connection Wizard**

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

I already have an e-mail address that I'd like to use.

E-mail address:

For example: someone@microsoft.com

I'd like to sign up for a new account from:

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5. Enter Emailhosting's server information.

- My incoming mail server is a **IMAP** server.
- **Incoming mail (POP3, IMAP OR HTTP) server:** imap.emailhosting.com
- **Outgoing mail (SMTP) server:** smtp.emailhosting.com
- Click **Next**.



**Internet Connection Wizard**

**E-mail Server Names**

My incoming mail server is a  server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

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## IMAP EMAIL ACCOUNT SETUP (cont.)

6. Enter your Emailhosting username where you are prompted to enter your account name.
  - Enter your Emailhosting password below where you entered your username.
  - Be sure to leave “**Log on using Secure Password Authentication**” unchecked.
  - Click **Next**.



**Internet Connection Wizard**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account name:

Password:

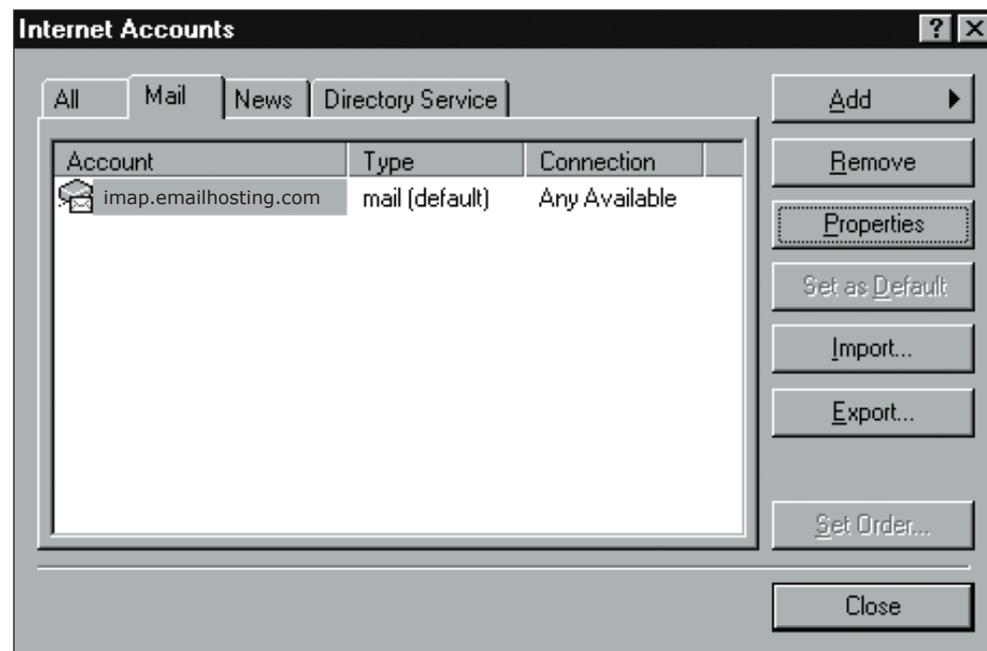
Remember password

If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

< Back   Next >   Cancel

7. You will be returned to the **Internet Accounts** window.
  - Select your Emailhosting account and then click on the **Properties** button.



**Internet Accounts**

All   Mail   News   Directory Service

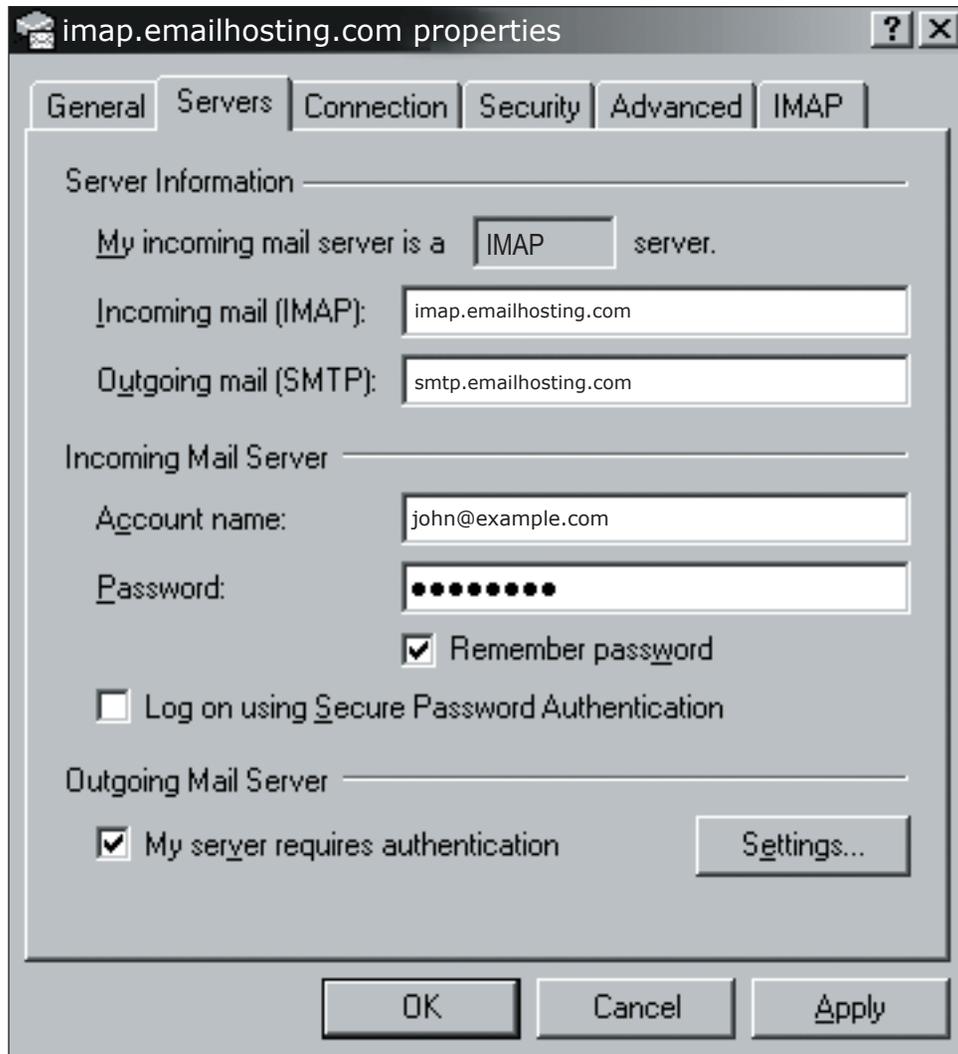
Account	Type	Connection
 imap.emailhosting.com	mail (default)	Any Available

Buttons: Add, Remove, Properties, Set as Default, Import..., Export..., Set Order..., Close

# Setting Up Outlook Express®

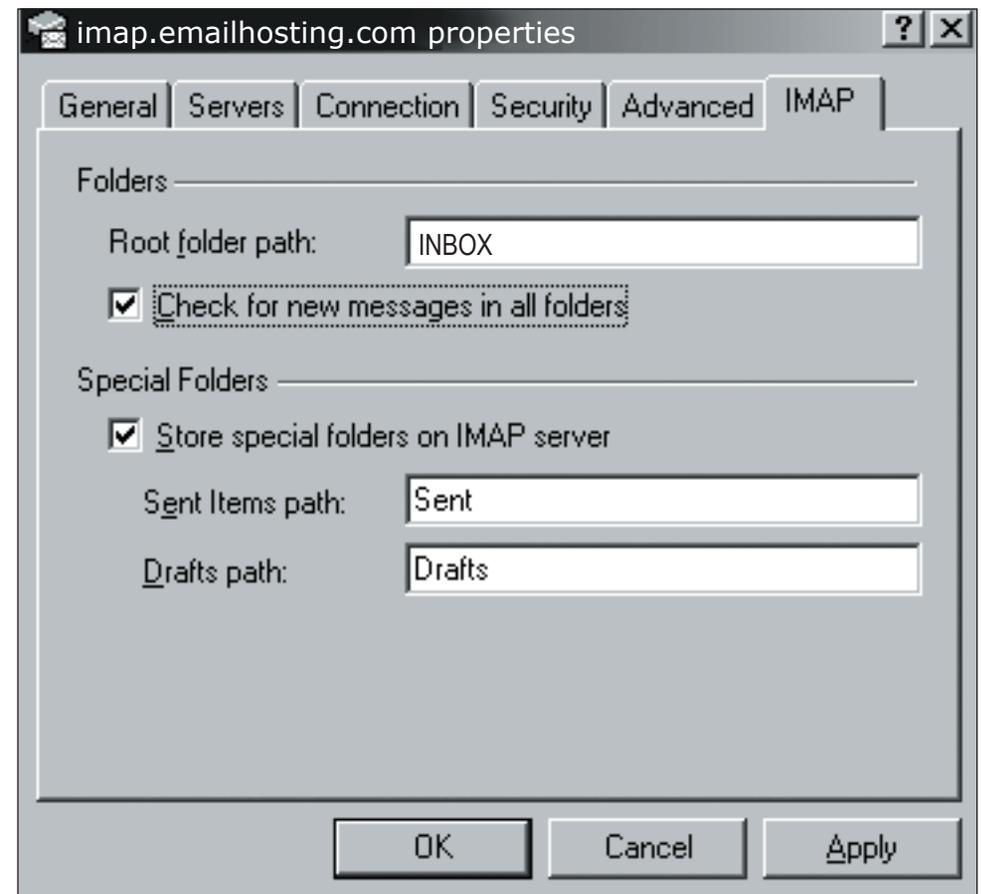
## IMAP EMAIL ACCOUNT SETUP (cont.)

- Click on the **Servers** tab.
  - Check **“My server requires authentication”**.



The screenshot shows the 'imap.emailhosting.com properties' dialog box with the 'Servers' tab selected. The 'Server Information' section indicates it is an IMAP server. The 'Incoming mail (IMAP)' field is 'imap.emailhosting.com' and the 'Outgoing mail (SMTP)' field is 'smtp.emailhosting.com'. The 'Incoming Mail Server' section has 'Account name' as 'john@example.com' and a masked password. The 'Remember password' checkbox is checked, and 'Log on using Secure Password Authentication' is unchecked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked. There are 'OK', 'Cancel', and 'Apply' buttons at the bottom.

- Click on the **IMAP** tab. Enter the word **INBOX** for the **“Root folder path”**.

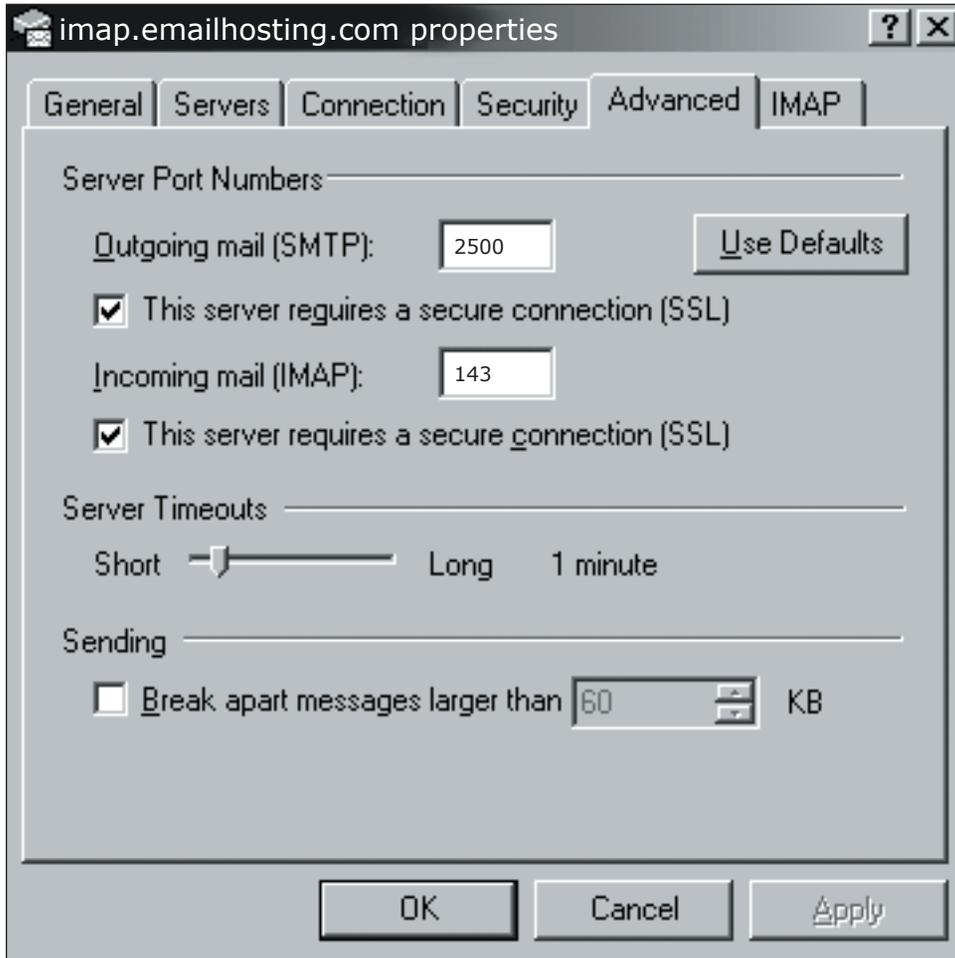


The screenshot shows the 'imap.emailhosting.com properties' dialog box with the 'IMAP' tab selected. The 'Folders' section has the 'Root folder path' set to 'INBOX'. The 'Check for new messages in all folders' checkbox is checked. The 'Special Folders' section has the 'Store special folders on IMAP server' checkbox checked. The 'Sent Items path' is 'Sent' and the 'Drafts path' is 'Drafts'. There are 'OK', 'Cancel', and 'Apply' buttons at the bottom.

# Setting Up Outlook Express®

## IMAP EMAIL ACCOUNT SETUP (cont.)

- Click on the **Advanced** tab.
  - Change the **Outgoing mail (SMTP)** to **2500** instead of 25.



- Your account is now setup.
  - Click **OK** and then close the **Internet Accounts** page.
  - You will be prompted to download your mail folders. Click **Yes**.
  - After your mail folders are downloaded, setup is complete. 