Creating IMAP Account using Exchange 2010

1. Open Microsoft Exchange 2010 and select **Manually configure server settings or additional server types.** Then click **Next.**
2. Make sure **Internet E-mail** is selected, and then click **Next**.
3. Fill in your information. Your email address should be in the following format: username@uno.edu. The account type should be IMAP. The incoming server name should be cas.uno.edu and the outgoing server name should be smtpa.uno.edu. Check remember password and click more settings.
4. Click the **Advanced Tab** and configure the Server Port numbers as follows:

   **Incoming Server**: 143  
   **Outgoing Server**: 587  
   **Incoming Encryption**: None  
   **Outgoing Encryption**: None  

   Click the **Outgoing Server Tab**.
5. On the **Outgoing Server Tab**, check **My outgoing server (SMTP) requires authentication** and **Use the same settings as my incoming mail server**. Click **OK** to close this window and then click **Next**.
6. Outlook is now verifying that all the settings are correct. Once both tasks are completed click Close.
Congratulations! You have successfully created your IMAP email account using Microsoft Exchange 2010. Click **Finish**.

If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.