Creating IMAP Account using Outlook 2011

1. Start Microsoft Outlook 2011. Click **Outlook** on the menu bar and select **Preferences**. Then, select **Accounts**.
2. In the **Accounts** window, click the icon next to **E-mail Account**.
3. Enter your email address in the format of username@uno.edu and then your password. Check **override default port** for both incoming and outgoing servers. Check **Use SSL to connect ONLY** for the INCOMING SERVER.

- **Incoming Server:** cas.uno.edu : port 143
- **Outgoing server:** smtpa.uno.edu : port 587

Click **Add Account**.
4. Once you close this window, your mail should start to sync to the computer. Congratulations! You have successfully created your IMAP Account using Microsoft Outlook 2011. It will take approximately 10 minutes to completely sync depending on your internet connection speed.

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.