Creating an IMAP Account using Microsoft Outlook 2011


![Preferences menu screenshot](image-url)
2. In the **Accounts** window, click the icon next to **E-mail Account**.
3. Enter your email address in the format (username@my.uno.edu) and your password. The username should be in the format username@uno.edu. Check **override default port** for both incoming and outgoing servers. Check **Use SSL to connect ONLY for the INCOMING SERVER.**

   Incoming Server: pod51008.outlook.com
   Port: 993

   Outgoing server: pod51008.outlook.com
   Port: 587

   Click **Add Account**.

4. Click **More options**.
5. Change Authentication from None to **Use Incoming Server Info**. Click **OK**.

![Settings for: pod51008.outlook.com](image)

6. 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.