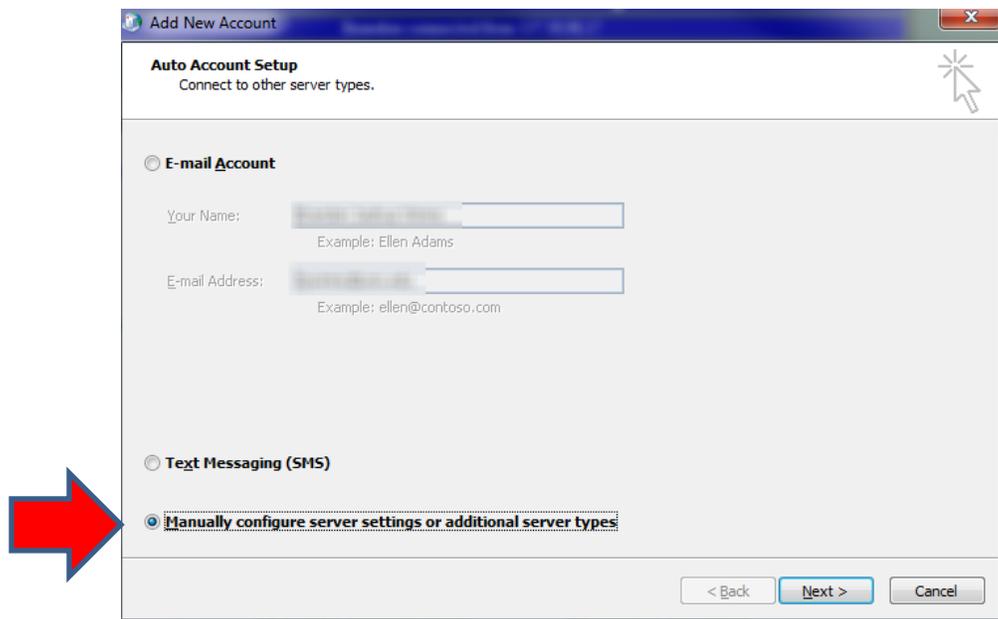
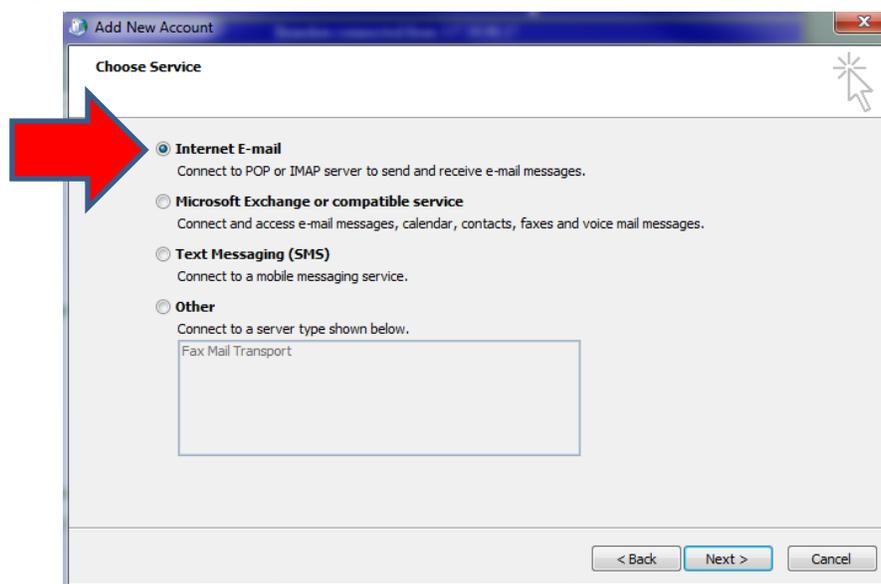


## Creating IMAP Accounts with Outlook 2010 & Earlier

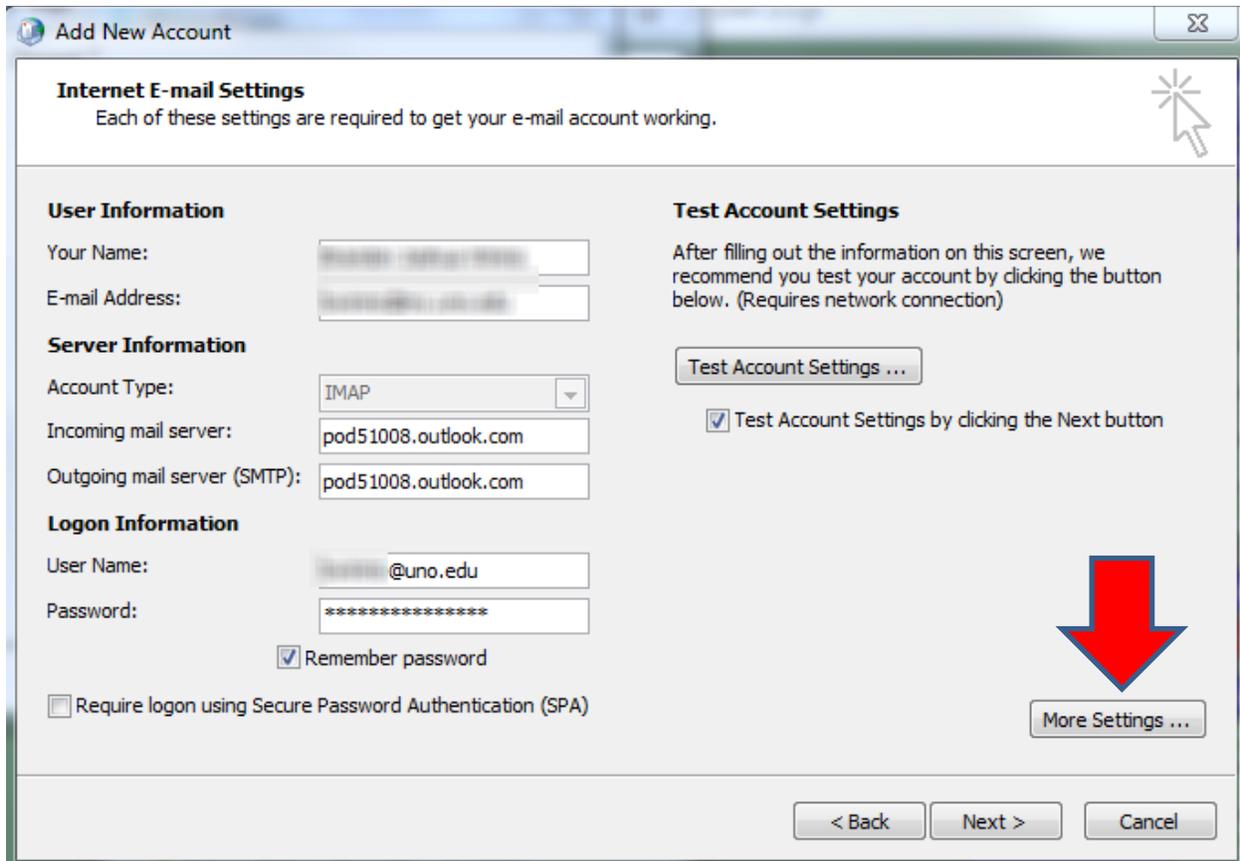
1. Open Microsoft Outlook. If this is not your first account in Outlook, go to **Add Account** under the **File** tap. Then, regardless if this is your first time, select **Manually configure server settings or additional server types**. Then, click **Next**.



2. Make sure **Internet E-mail** is selected and click **Next**.



- Fill in your information. Your email address should be in the format of **username@my.uno.edu**. The account type should be **IMAP**. The incoming and outgoing server names should be **pod51008.outlook.com**. Also, ensure that your username is in the format of [username@uno.edu](#). Check **remember password** and then click **More Settings**.



**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: [text box]  
E-mail Address: [text box]

**Server Information**

Account Type: IMAP [dropdown]  
Incoming mail server: pod51008.outlook.com [text box]  
Outgoing mail server (SMTP): pod51008.outlook.com [text box]

**Logon Information**

User Name: [text box] @uno.edu  
Password: [password box]  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ... [button]  
 Test Account Settings by clicking the Next button

More Settings ... [button]

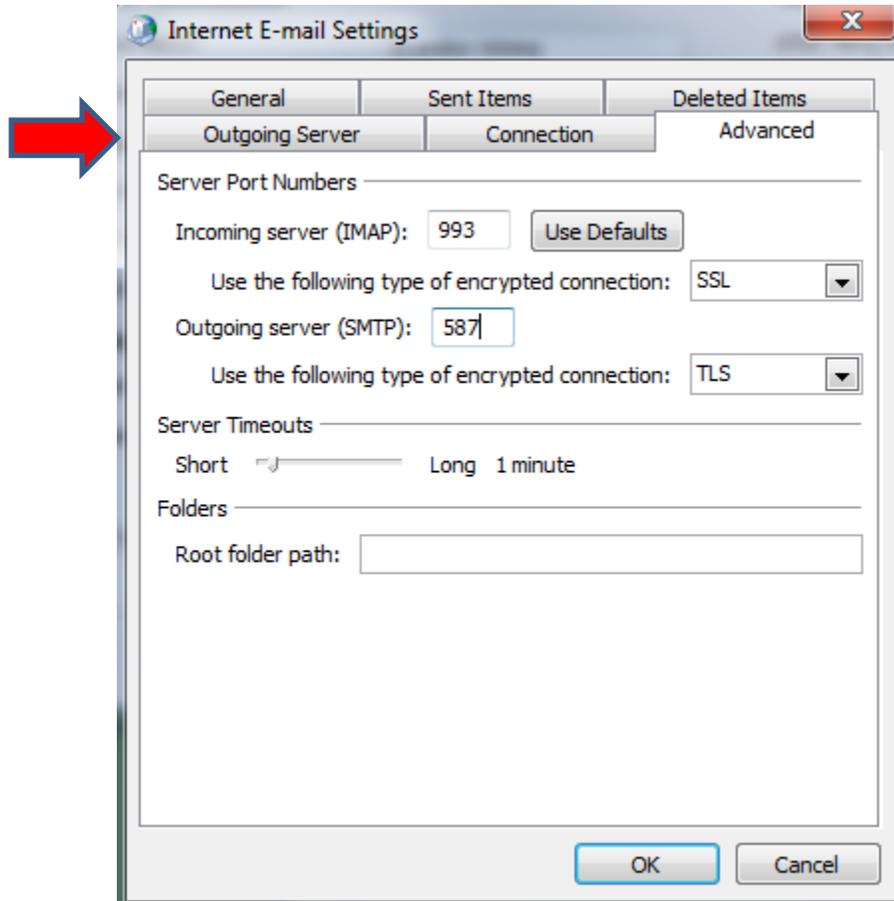
< Back   Next >   Cancel

4. Click the **Advanced Tab** and configure the Server Port numbers as follows:

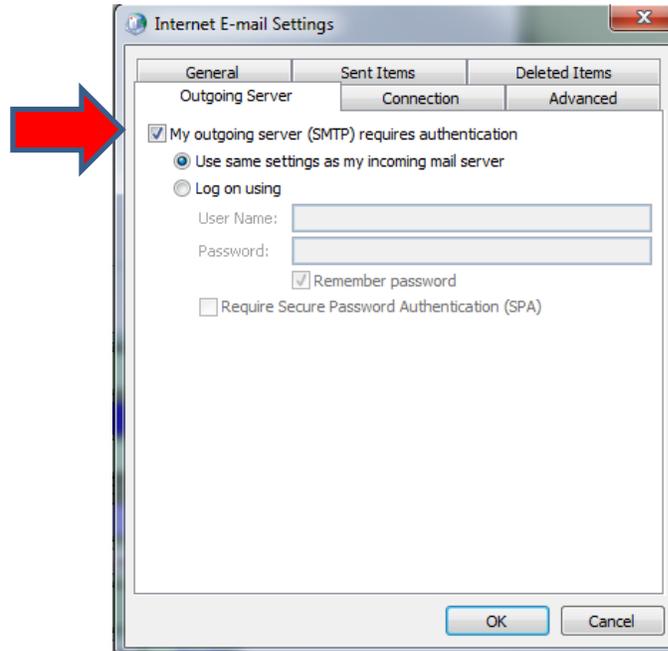
**Incoming Server: 993**      **Outgoing Server: 587**

**Incoming Encryption: SSL**      **Outgoing Encryption: TLS**

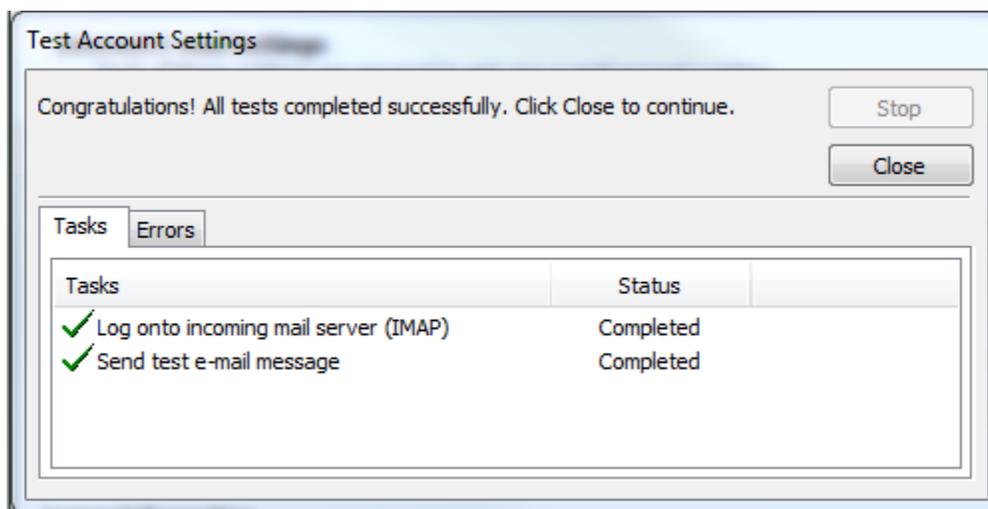
Click the **Outgoing Server** tab.



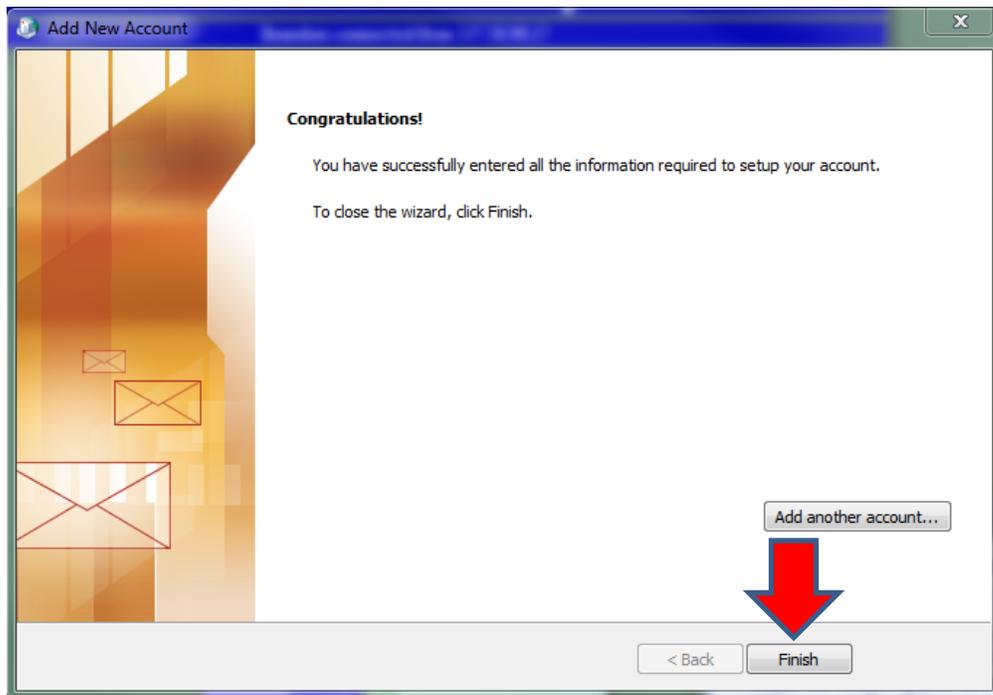
5. On the **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication** and select **Use the same settings as my incoming mail server**. Click **OK** to close this window and click **Next**.



6. Outlook is now verifying that all the settings are correct. Once both tasks are completed click **Close**.



7. 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](mailto:helpdesk@uno.edu). You may also stop by the Help Desk, located in the UCC Room 101.