

## **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.

Auto Account Setu Connect to other	p server types.	
© E-mail <u>A</u> ccount		
Your Name:	Room and The	
	Example: Ellen Adams	
E-mail Address:	Sectors (Rev. eds)	
	Example: ellen@contoso.com	
Text Messaging	(SMS)	
Manually configu	re server settings or additional server types	
Internationally configu	Te server settings of additional server types	

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

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.
Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.
Text Messaging (SMS)
Connect to a mobile messaging service.
O Other
Connect to a server type shown below.
Fax Mail Transport

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 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 <u>username@uno.edu</u>. Check remember password and then click More Settings.

Add New Account		2
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	ount working.
User Information		Test Account Settings
Your Name:	Handel - Miller - Miller	After filling out the information on this screen, we
E-mail Address:	Anno and a state of the	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		
Account Type:	IMAP 👻	Test Account Settings
Incoming mail server:	pod51008.outlook.com	Test Account Settings by clicking the Next button
Outgoing mail server (SMTP):	pod51008.outlook.com	
Logon Information		
User Name:	@uno.edu	_
Password:	*****	
A 💟	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

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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.

Internet E-mail Sett	ings	×
General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
Server Port Numbers -		
Incoming server (IM/	AP): 993 Use D	efaults
Use the following	type of encrypted conn	ection: SSL
Outgoing server (SM	TP): 587	
Use the following	type of encrypted conn	ection: TLS
Server Timeouts		
Short	Long 1 minute	
Folders		
Root folder path:		
		OK Cancel



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**.

ocheron	Sent Items	Deleted Items
Outgoing Server	Connection	Advance
My outgoing serve	r (SMTP) requires authen	tication
Ose same setti	ngs as my incoming mail s	erver
Log on using		
User Name:		
Password:		
	Remember password	
Require Se	cure Password Authentic	ation (SPA)

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

Test Account Settings		
Congratulations! All tests completed successfully. Cl	Stop	
		Close
Tasks Errors		
Tasks	Status	
✓ Log onto incoming mail server (IMAP)	Completed	
✓ Send test e-mail message	Completed	

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7. Congratulations! You have successfully created your IMAP email account using Microsoft Exchange 2010. Click **Finish**.

Add New Account	Inclusion of the local division of the local	×
	Congratulations! You have successfully entered all the information required to setup your account. To dose the wizard, click Finish.	
	< Back Finish	

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

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