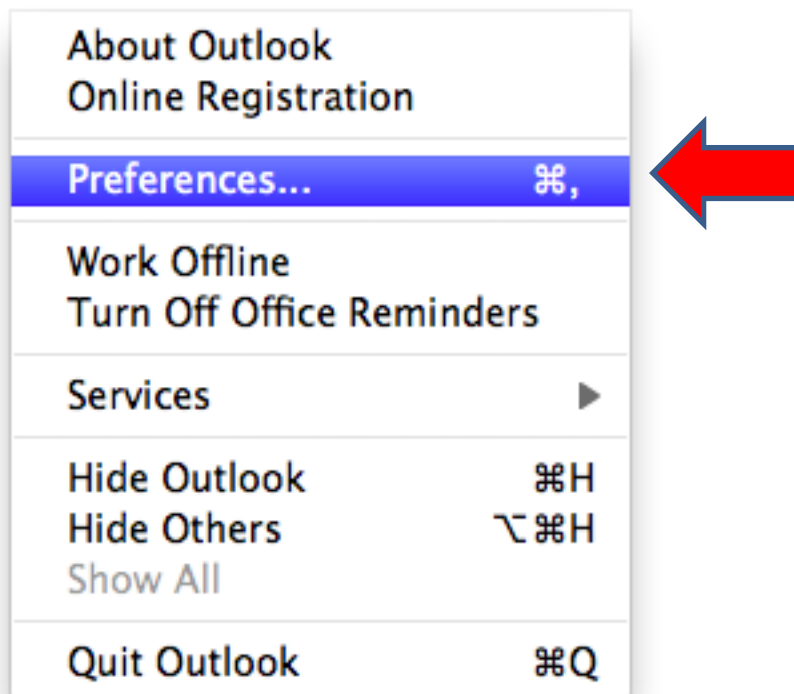
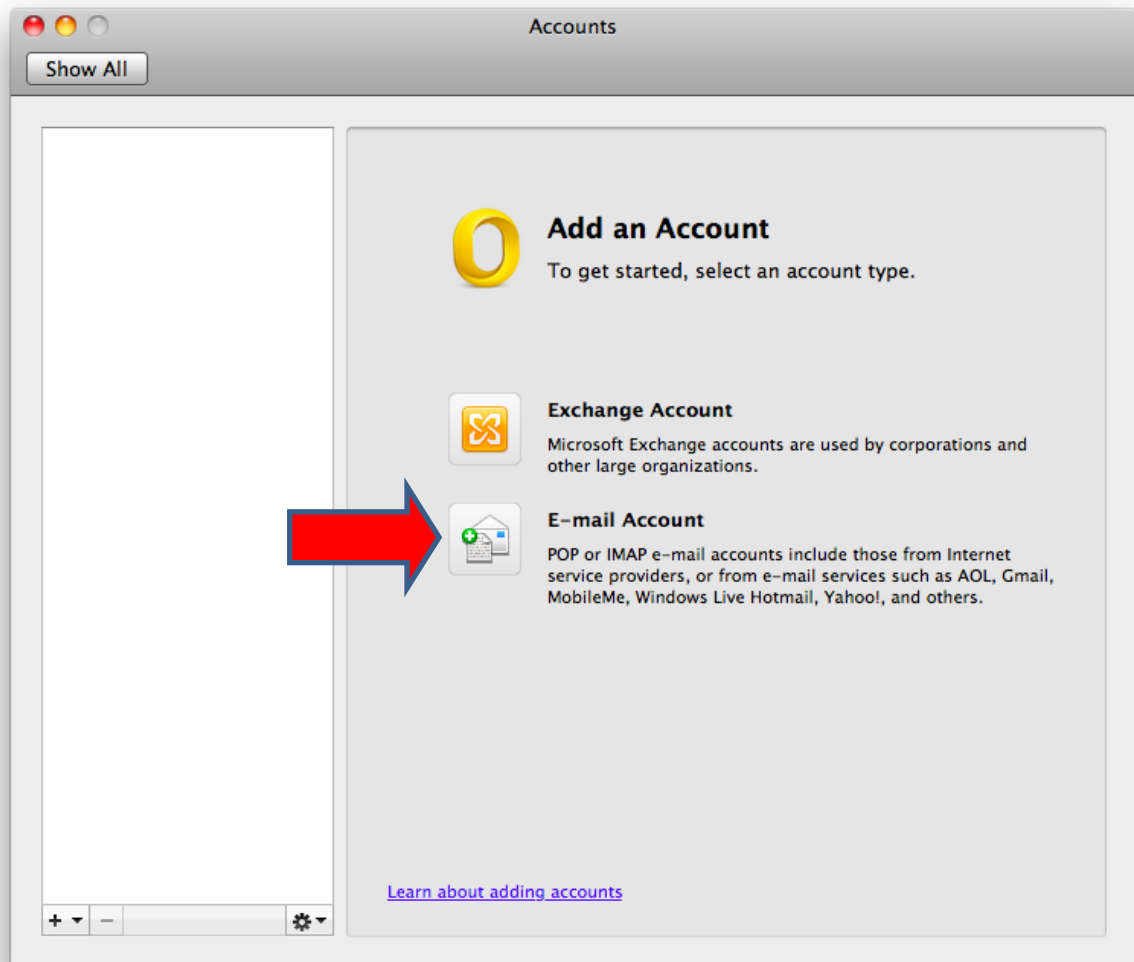


Creating an IMAP Account using Microsoft Outlook 2011

1. Start Microsoft Outlook 2011. Click **Outlook** on the menu bar and select **Preferences**. Select **Accounts**.



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**.

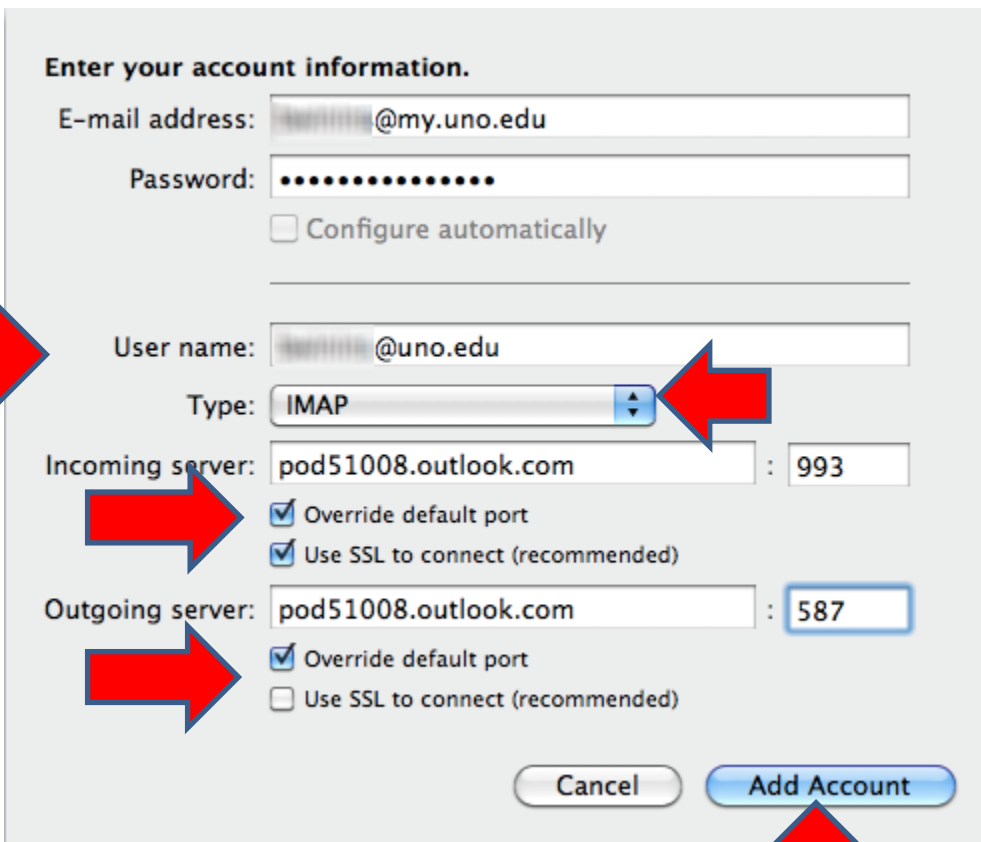
Incoming Server: **pod51008.outlook.com**

Port: **993**

Outgoing server: **pod51008.outlook.com**

Port: **587**

Click **Add Account**.



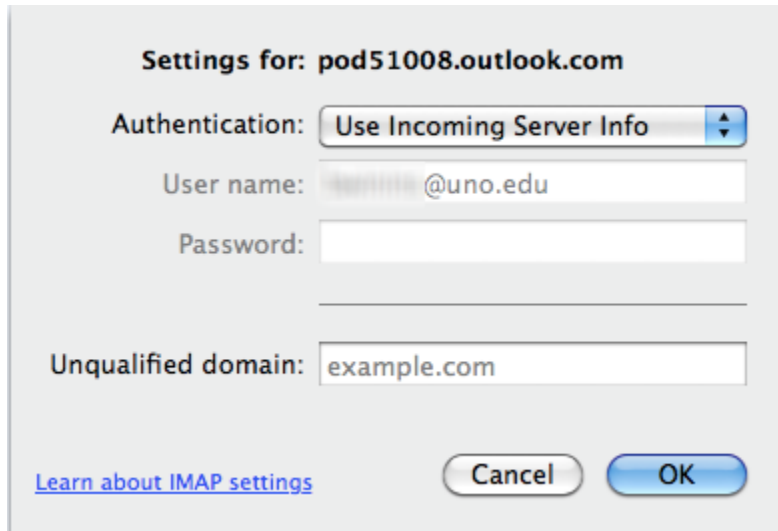
The screenshot shows an email account configuration window titled "Enter your account information." It contains the following fields and options:

- E-mail address: [username]@my.uno.edu
- Password: [masked]
- Configure automatically
- User name: [username]@uno.edu
- Type: IMAP
- Incoming server: pod51008.outlook.com : 993
 - Override default port
 - Use SSL to connect (recommended)
- Outgoing server: pod51008.outlook.com : 587
 - Override default port
 - Use SSL to connect (recommended)
- Buttons: Cancel, Add Account

Red arrows in the image point to the "User name" field, the "Type" dropdown menu, the "Override default port" checkboxes for both incoming and outgoing servers, and the "Add Account" button.

4. Click **More options**.

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



Settings for: pod51008.outlook.com

Authentication: Use Incoming Server Info

User name: [redacted]@uno.edu

Password: [redacted]

Unqualified domain: example.com

[Learn about IMAP settings](#) Cancel OK

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.