**Windows: Outlook 2010(IMAP)**

This article will assist you with setting up Outlook 2010, using IMAP, for your Hosted Mailbox.

1. Windows 7: Start Menu -> Search. (Search for "Mail")
Windows 8: Open the "Charms" by moving your mouse to the top right of your screen. Select Search. (Search for "Mail")
2. On the left side of the screen click on "**Mail**". Click on "**Show Profiles**" Then Click on "**Add**".
3. Enter a profile name. The Profile Name can be anything you would like. Click "**OK**".
4. On the next screen, Select "**Manually configure server settings or additional server types**". Click "**Next**".



1. Select "**Internet E-Mail**". Click "**Next**".



1. In the "**Add New Account**" window, input the following information:
	1. "**Your Name**": The name email recipients will see in the "From" field.
	2. "**Email Address**": -------------------------------
	3. "**Account Type**": IMAP
		1. "**Incoming mail server**": (We recommend secure.emailsrvr.com)

| **Server** | **SSL** | **Port** |
| --- | --- | --- |
| secure.emailsrvr.com | Yes | 993 |
| imap.emailsrvr.com | No | 143 |

* + 1. "**Outgoing mail server (SMTP)**": (We recommend secure.emailsrvr.com)

| **Server** | **SSL** | **Port** |
| --- | --- | --- |
| secure.emailsrvr.com | Yes | 465 |
| smtp.emailsrvr.com | No | 25, 2525, 587, 8025 |

* 1. "**Logon Information**":
		1. "**Username**": Your email address
		2. "**Password**": Your mailbox password



1. Click on "**More Settings**" then click the "**Outgoing Server**" Tab
	1. Check the box for "**My outgoing server (SMTP) requires authentication**".
	2. Check the button for "**Use same settings as my incoming mail server**".



1. If using "**secure.emailsrvr.com**": Click on the "**Advanced**" Tab
	1. Change "**Use the following type of encrypted connection**" to "**SSL**".
	2. Change the port numbers to match the chart on step 6.c.
	3. Click "**OK**".



1. Click "**Next**". Outlook will now attempt to send a test message using the settings we have just put in. If everything was entered correctly, the message will send out successfully.



1. Congratulations! You have now setup Outlook to work with your Mailbox!