

Windows: Outlook 2007 (IMAP)

This article will assist you with setting up Outlook 2007, using IMAP, with 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. The Profile Name can be anything you would like. Click "**OK**" and select "**Manually configure server settings or additional server types**". Click "**Next**".

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

4. In the "Add New Account" window, input the following information:
 - a. "**Your Name**": The name email recipients will see in the "From" field.
 - b. "**Email Address**": **XXXXXX@salishmail.com**
 - **(Replace XXXXXX with your mailbox name)**
 - c. "**Account Type**": IMAP

5. "**Incoming mail server**": (We recommend secure.emailsrvr.com)

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	993
lmap.emailsrvr.com	No	143

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

Server	SSL	Port(s)
secure.emailsrvr.com	Yes	465
smtp.emailsrvr.com	No	25 or 2525 or 587 or 8025

7. "Logon Information":
- a. "Username": XXXXXX@salishmail.com (Should be the same as 4.b. above)
 - b. "Password": Your mailbox password

Add Account
POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Test Email
Email Address: mailtest@emailcompany.org

Server Information
Account Type: IMAP
Incoming mail server: secure.emailsvr.com
Outgoing mail server (SMTP): secure.emailsvr.com

Logon Information
User Name: mailtest@emailcompany.org
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Mail to keep offline: 1 month

More Settings ...

< Back Next > Cancel

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

Internet E-mail Settings

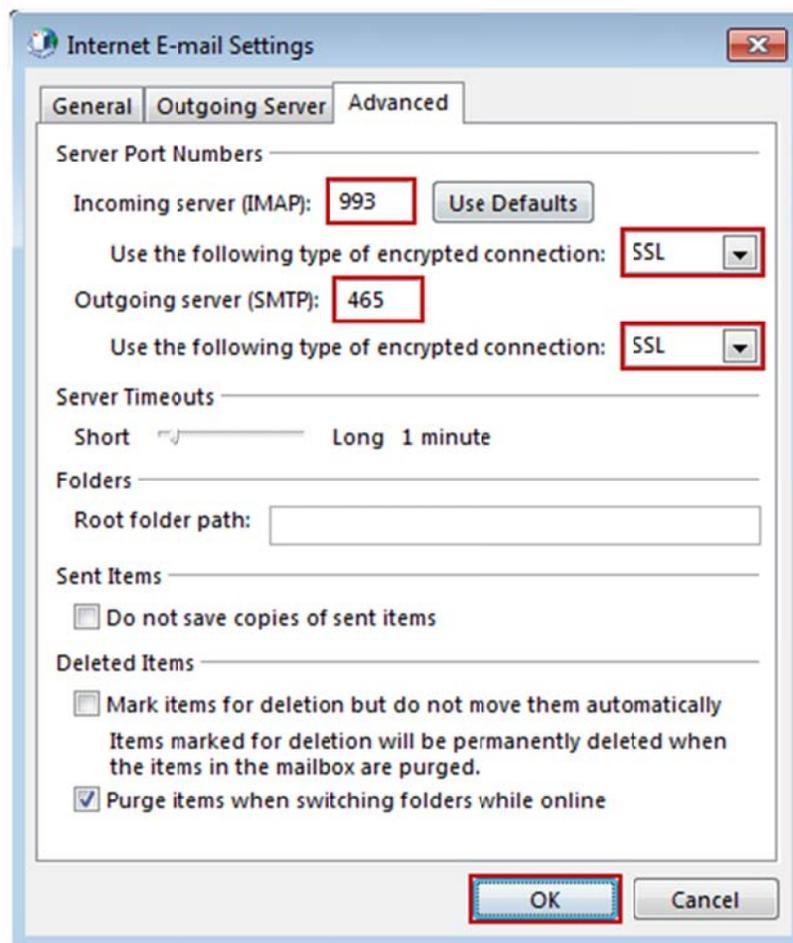
General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server

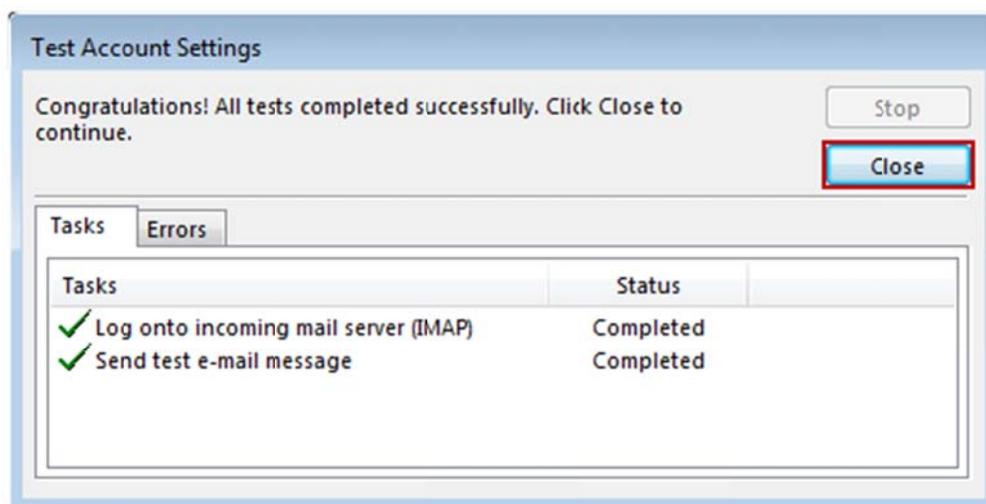
Log on using
User Name: _____
Password: _____
 Remember password
 Require Secure Password Authentication (SPA)

OK Cancel

9. If using "secure.emailsrvr.com": Click on the "Advanced" Tab
 - a. Change "Use the following type of encrypted connection" to "SSL".
 - b. Change the port numbers to match the chart on step 4.c. Click "OK".



10. 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.



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