

How to set up your IMAP/POP e-mail address with Outlook 2007

The following instruction will configure Outlook 2007 as an IMAP client.

This configuration will require your:

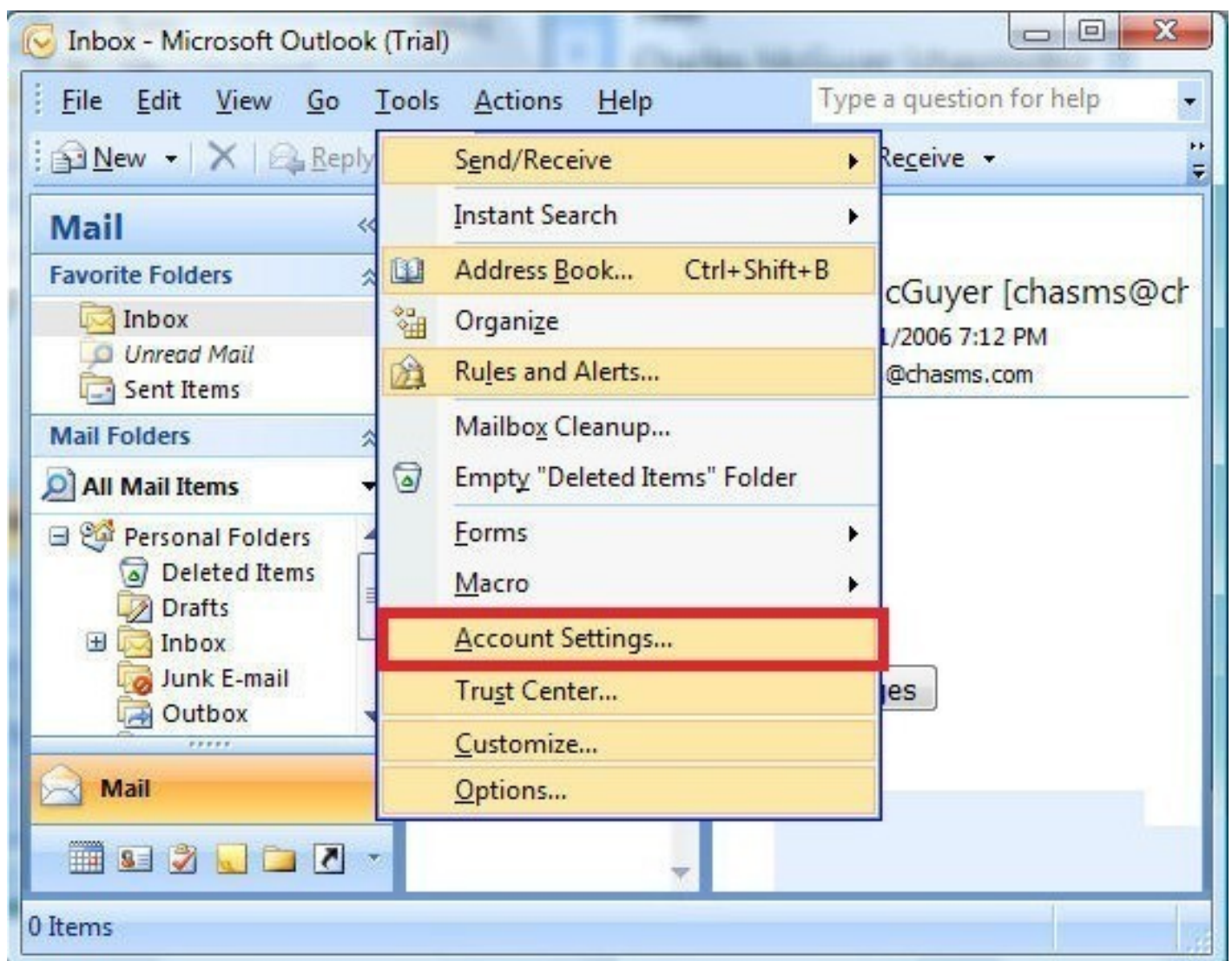
Username..... This is the same as your e-mail address (ex. example@pspinc.com)

Password..... The same password as your account

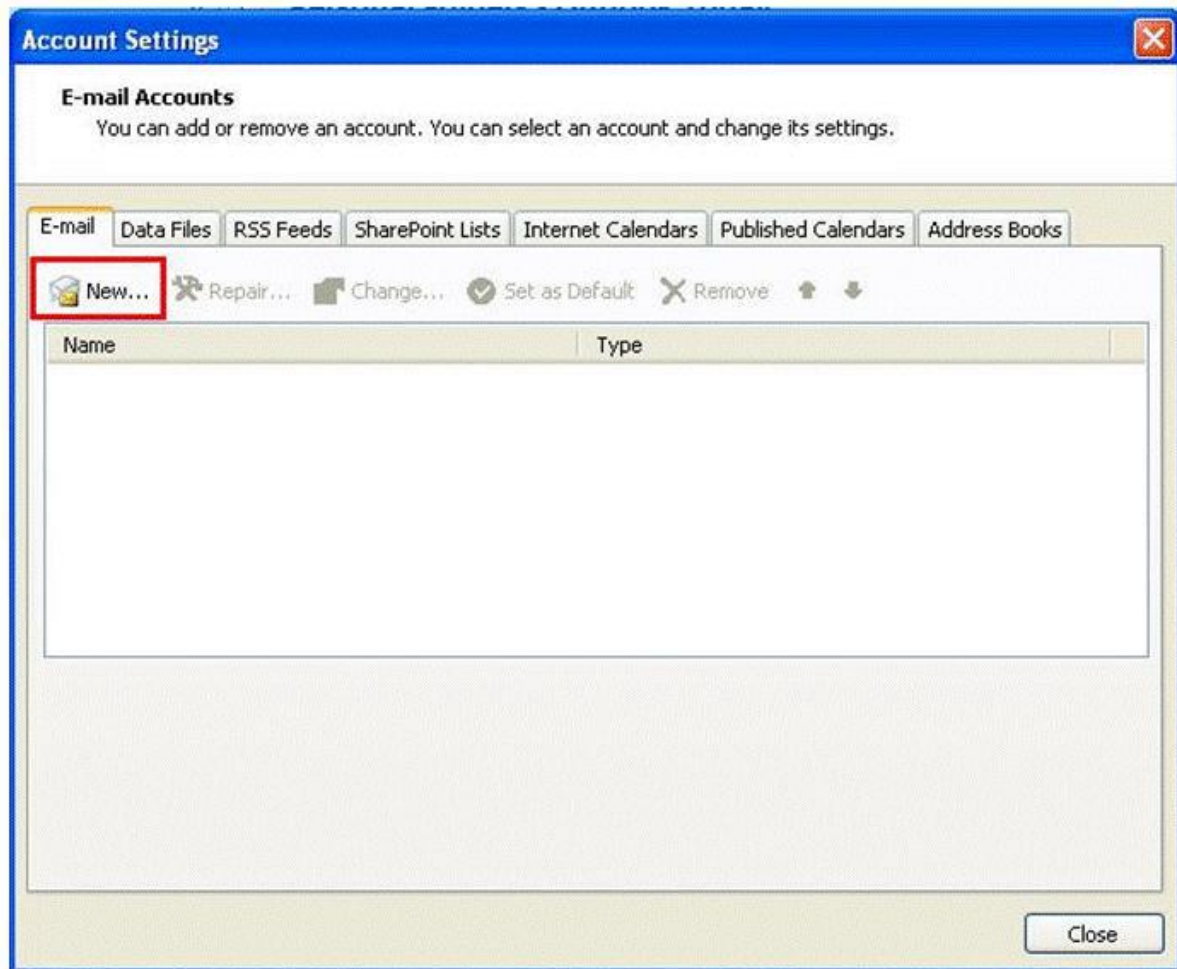
Incoming Server..... IMAP: **imap.dreamersi.net**

Outgoing Server (SMTP).. smtp.**dreamersi.net**

1. Open up Outlook 2007. Then click Tools → Account Settings



2. On the E-mail tab, click on New.



3. Select **Manually configure server settings or additional server types** then click **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

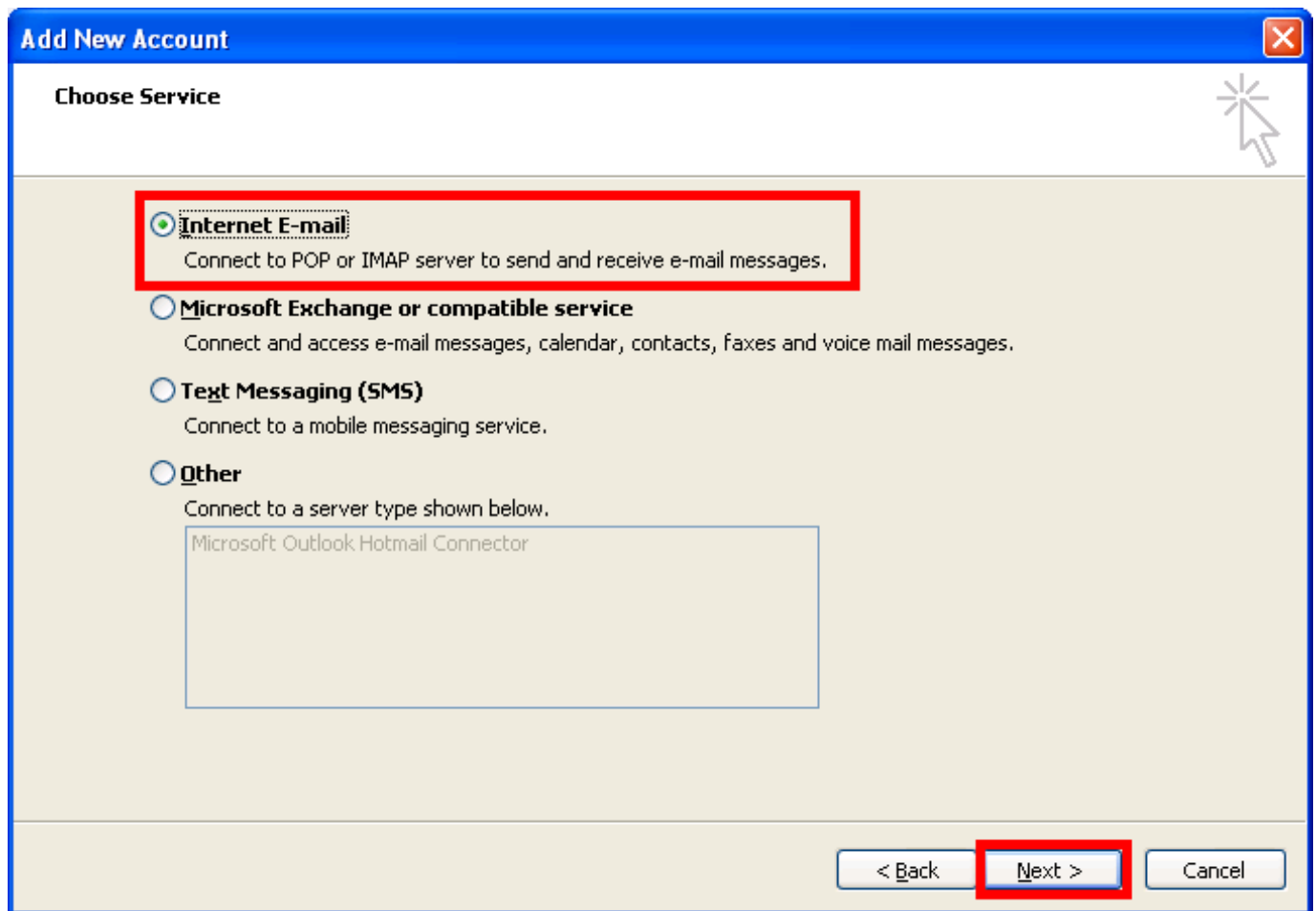
Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

4. Select Internet E-mail then click Next.



**5. Enter the following information This is just an example)
When you are done, click More Settings.**

Your Name..... John Doe
E-mail Address..... john_doe@pspinc.com
Account Type..... IMAP
Incoming mail server..... IMAP: imap.dreamersi.net
Outgoing mail server (SMTP). smtp.dreamersi.net
User Name..... john_doe@pspinc.com
Password..... The same password as your account

Add New Account

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

User Information

Your Name: John Doe

E-mail Address: john_doe@pspinc.com

Server Information

Account Type: IMAP

Incoming mail server: imap.dreamersi.net

Outgoing mail server (SMTP): smtp.dreamersi.net

Logon Information

User Name: john_doe@pspinc.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

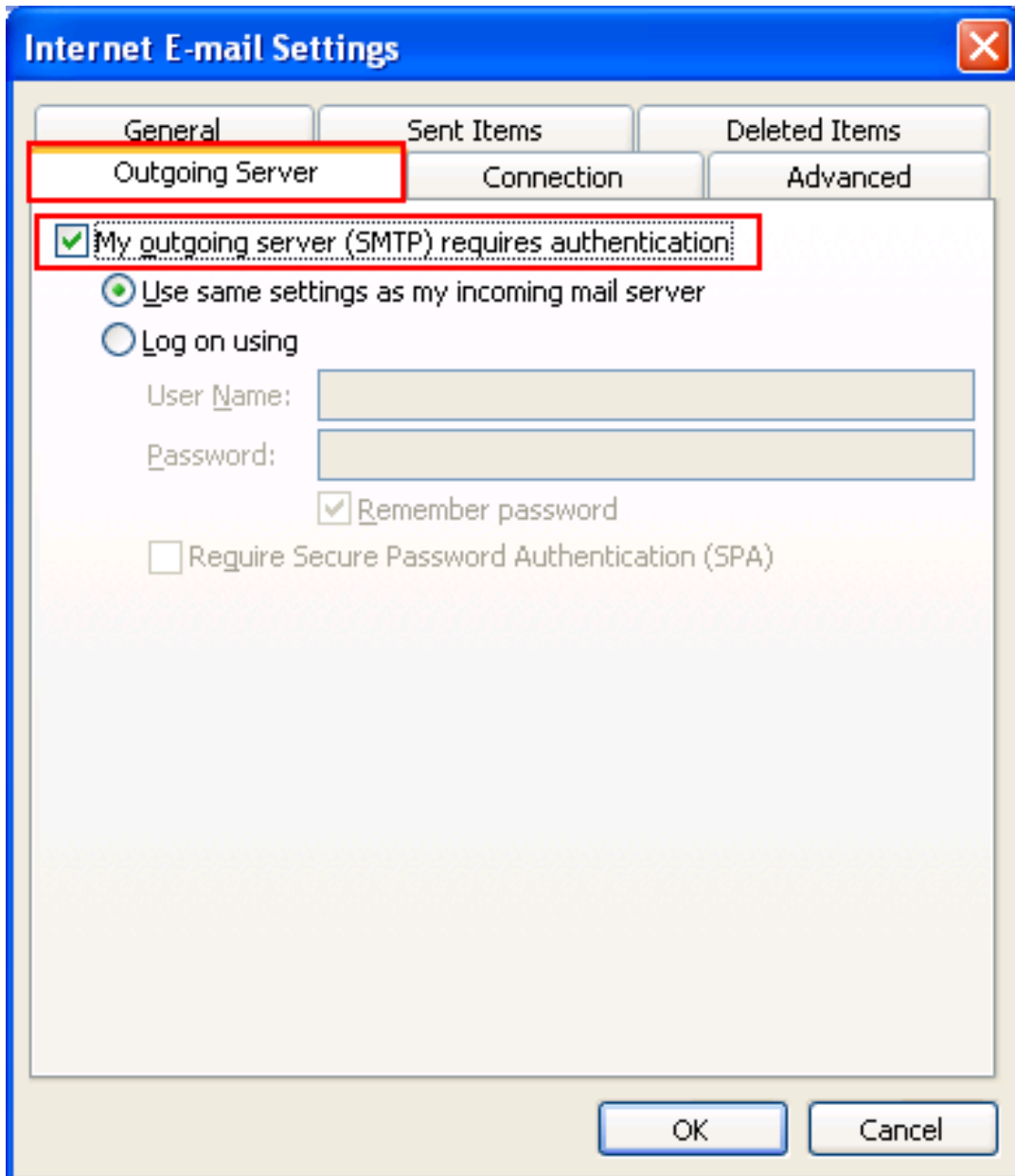
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

6. Click on the **Outgoing Server** tab then put a check mark on **My outgoing server (SMTP) requires authentication**. There should be a radio button for **Use same settings as my incoming mail server**.



7. Click on the Advanced tab and input:

Incoming server (IMAP): 993

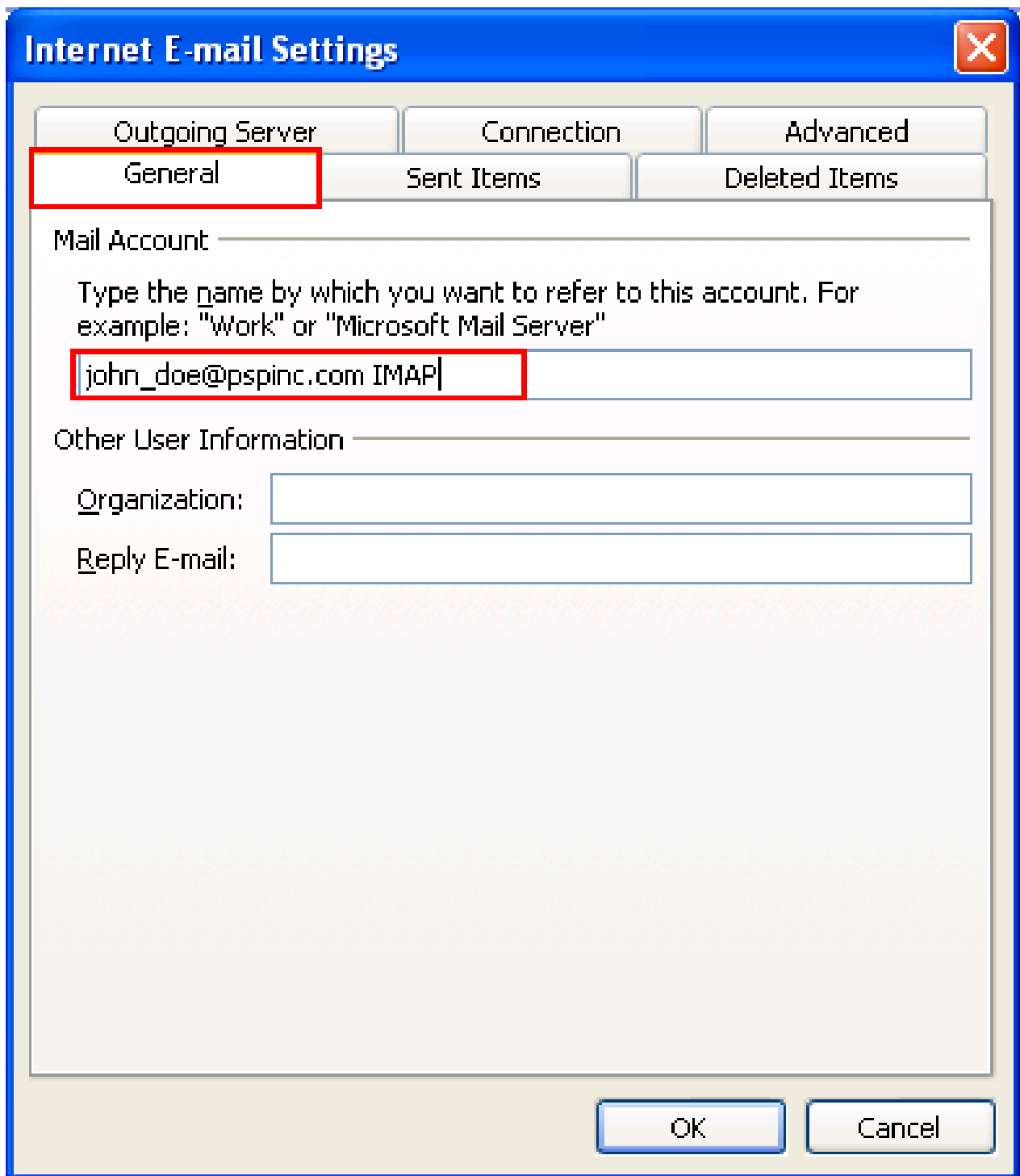
Outgoing server (SMTP): 465

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Advanced' tab is highlighted with a red border. The 'Server Port Numbers' section contains the following fields:

- Incoming server (IMAP): 993 (highlighted with a red box)
- Use the following type of encrypted connection: SSL (dropdown menu)
- Outgoing server (SMTP): 465 (highlighted with a red box)
- Use the following type of encrypted connection: SSL (dropdown menu)

The 'Server Timeouts' section shows a slider between 'Short' and 'Long 1 minute'. The 'Folders' section has a text box for 'Root folder path:'. At the bottom, there are 'OK' and 'Cancel' buttons.

8. Click on the General tab and insert "IMAP" or "POP" after your account name so you can easily distinguish between your old e-mail account and your new IMAP/POP account. Then click OK.



The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "General" tab is selected and highlighted with a red border. The "Mail Account" field contains the text "john_doe@pspinc.com IMAP", which is also highlighted with a red border. Below this, there are fields for "Organization:" and "Reply E-mail:". At the bottom of the dialog, there are "OK" and "Cancel" buttons.

Internet E-mail Settings

Outgoing Server Connection Advanced

General Sent Items Deleted Items

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

john_doe@pspinc.com IMAP

Other User Information

Organization:

Reply E-mail:

OK Cancel

9. Click Next then click Finish

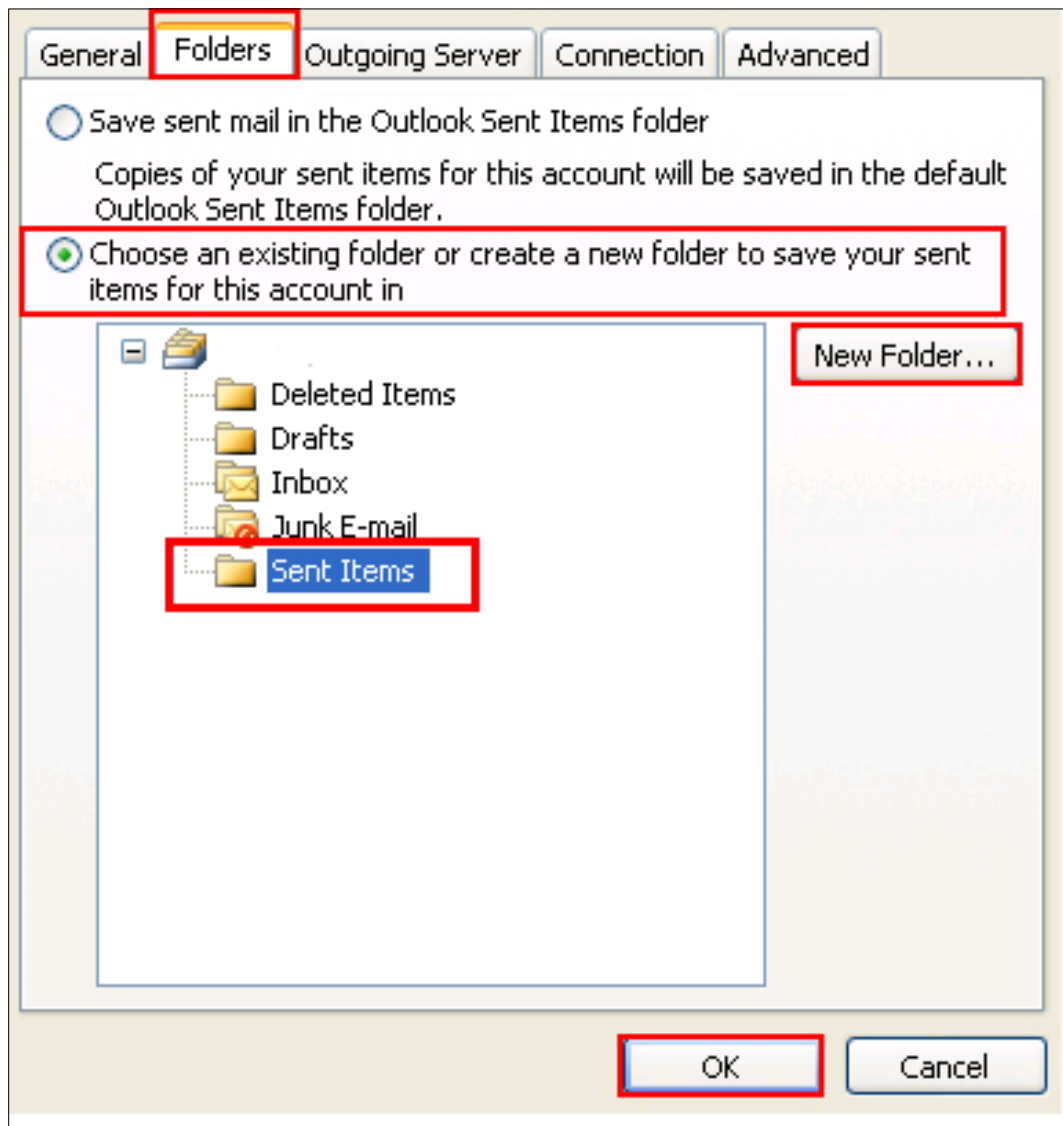
After the switch (Only for IMAP) :

Click Tools → Account Settings → double click on your newly created IMAP Account → More Settings

Creating an IMAP “Sent Items” folder:

By default, all sent items will be saved in your POP account’s “Sent Items” Folder, so if you would like a separate “Sent Items” folder, please do the following:

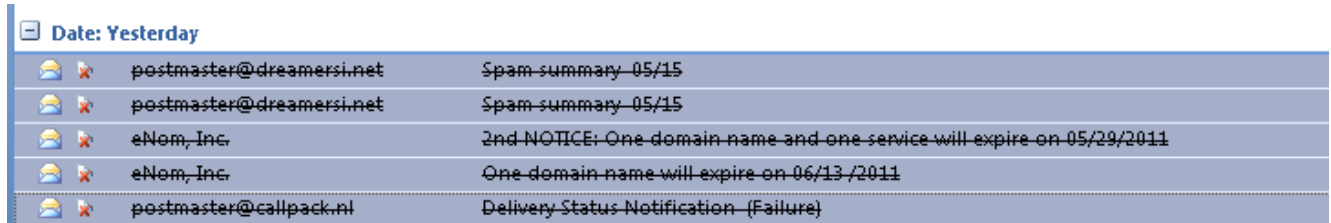
Click on the Folders tab, and select “Choose an existing folder or create a new folder to save your sent items for this account in”. If there is no folder called Sent Items, click “New Folder” and create a new folder called “Sent Items”. After you are done specifying the folder to Sent Items, click OK.



Automatically purge deleted items from the server:

By default, any mail that you delete will be marked for deletion and will not be deleted until you "purge" the items. If you would like the items permanently deleted after switching folders, please do the following.

Here is an example of items that were marked for deletion:



The screenshot shows an email list with a header "Date: Yesterday". The list contains five entries, each with a trash can icon in the left margin, indicating they are marked for deletion. The entries are:

Date	From	Subject
Yesterday	postmaster@dreamersi.net	Spam-summary_05/15
Yesterday	postmaster@dreamersi.net	Spam-summary_05/15
Yesterday	eNom, Inc.	2nd NOTICE: One domain name and one service will expire on 05/29/2011
Yesterday	eNom, Inc.	One domain name will expire on 06/13/2011
Yesterday	postmaster@callpack.nl	Delivery Status Notification (Failure)

Click on the "General" tab and select "Purge items when switching folders while online". This will make it so after deleting an item, all you have to do is click on a different folder and back to the folder where the original item was deleted.

You will notice the deleted item is gone. Note that you must be online for this to work.

