This article will assist you with setting up Outlook 2011, using IMAP, for your Hosted Mailbox.

- 1. Launch Outlook, if it's not already open.
- 2. From the upper menu, select "**Outlook**" -> "**Preferences**".



3. In the next prompt, select "Accounts".

Show All	Outlook Preferences					
Personal Sett	ings					
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General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	
E-mail						
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Reading	Composing	Signatures	Rules	Schedules		
Other						
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Calendar	Contacts	Sync Services	Feedback			

4. Within the Accounts dialog, select "Other Email".



- 5. The pop up dialog will require the following:
 - a. "Email Address": example@unifyamerica.com
 - b. "Password": Enter your mailbox password.
 - c. "User name": example@unifyamerica.com
 - d. "Type": IMAP
 - e. "Incoming Server": secure.emailsrvr.com

- f. "Override default port": Checked
- g. "Use SSL to connect (recommended)": Checked
- h. "Incoming Server Port": 993
- i. "Outgoing Server": secure.emailsrvr.com
- j. "Override default port": Checked
- k. "Use SSL to connect (recommended)": Checked
- 1. "Outgoing Server Port": 465

Show All		Accounts		
	Enter your accour E-mail address: Password:	nt information. demo@example.com		
	User name: Type: Incoming server:	demo@example.com IMAP secure.emailsrvr.com Override default port Use SSL to connect (recommended)	: 993	
	Outgoing server:	secure.emailsrvr.com Override default port Use SSL to connect (recommended) Cancel	: 465 Add Account	online email
+-	<u>↓</u>	earn about adding accounts		

- 6. Select "Add Account".
- 7. Within the Accounts dialog. Select "More Options..." under the "Outgoing server" section.

•••	Accounts			
Show All				
Default Account Example demo@example.com		John Doe's Email		
	Account description:	John Doe's Email		
	Personal information			
	Full name:	John Doe		
	E-mail address:	demo@example.com		
	Server information			
	User name:	demo@example.com		
	Password:	•••••		
	Incoming server:	secure.emailsrvr.com	: 993	
		Override default port		
		Use SSL to connect (recommended)		
		Always use secure password		
	Outgoing server:	secure.emailsrvr.com	: 465	
		Override default port		
	[Use SSL to connect (recommended) More Options		
	Learn about IMAP acco	ount settings	Advanced	
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- 8. Within the dialog, ensure the following:
 - a. "Authentication": Use Incoming Server Info
 - b. "Unqualified Domain": Leave Blank

		Accounts	
Show All			
Default Account Example demo@example.com	Settings for: Authentication: User name:	secure.emailsrvr.com Use Incoming Server Info	
	Password:		_
	Unqualified domain: Learn about IMAP settings	example.com Cancel OK	
	Pass	word:	
	Incoming s	erver: secure.emailsrvr.com Override default port Use SSL to connect (recommended) Always use secure password	: 993
	Outgoing s	erver: secure.emailsrvr.com Override default port Use SSL to connect (recommended) More Options	: 465
+	Learn about IM	AP account settings	Advanced

- 9. Click "**OK**".
- 10. Close the Accounts window.
- 11. Click "Send/Receive". Your email should begin syncing with the server.