

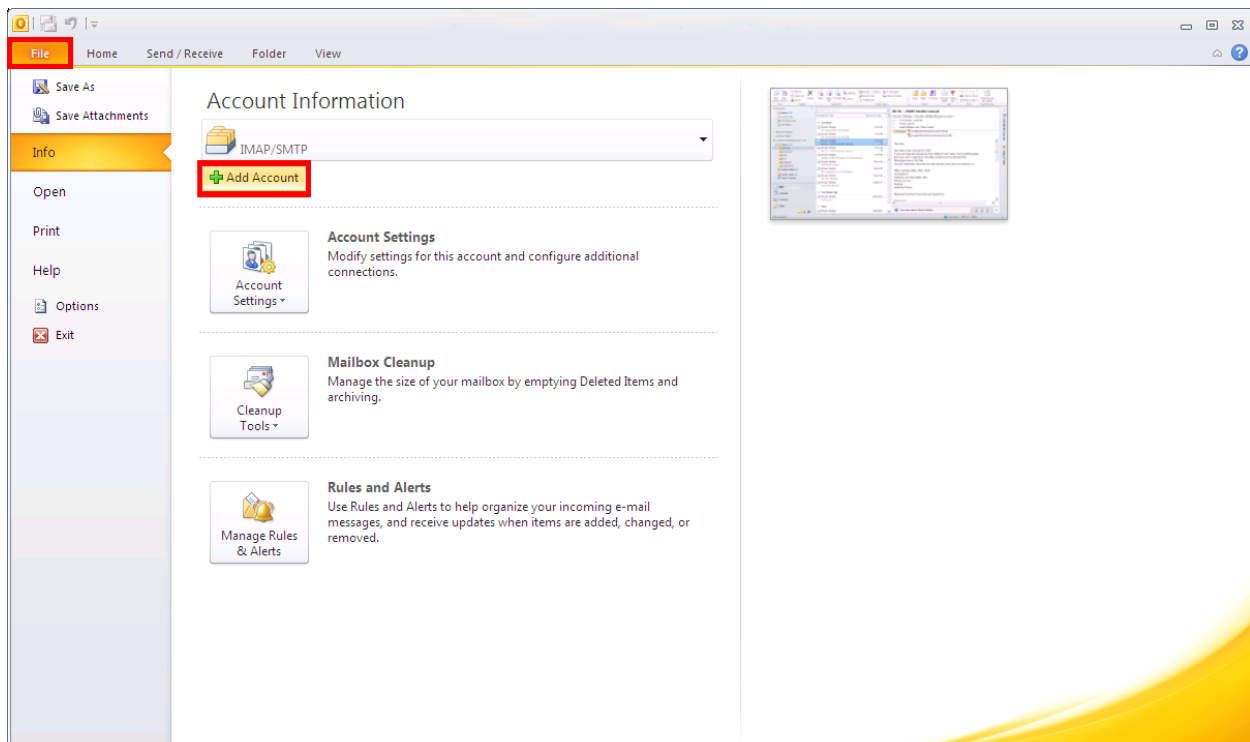
## How to set up your IMAP e-mail address with Outlook 2010

The following instructions will configure Outlook 2011 as an IMAP client.

This configuration will require your:

Username.....	This is the same as your e-mail address
Password.....	The same password as you use on www.ukmx.net
Incoming Server.....	mail.webserverlink.com
Outgoing Server (SMTP)..	mail.webserverlink.com

### 1. Open up Outlook 2010. Then click **File** → **Add Account**



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

**Add New Account**

**Auto Account Setup**  
Connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

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

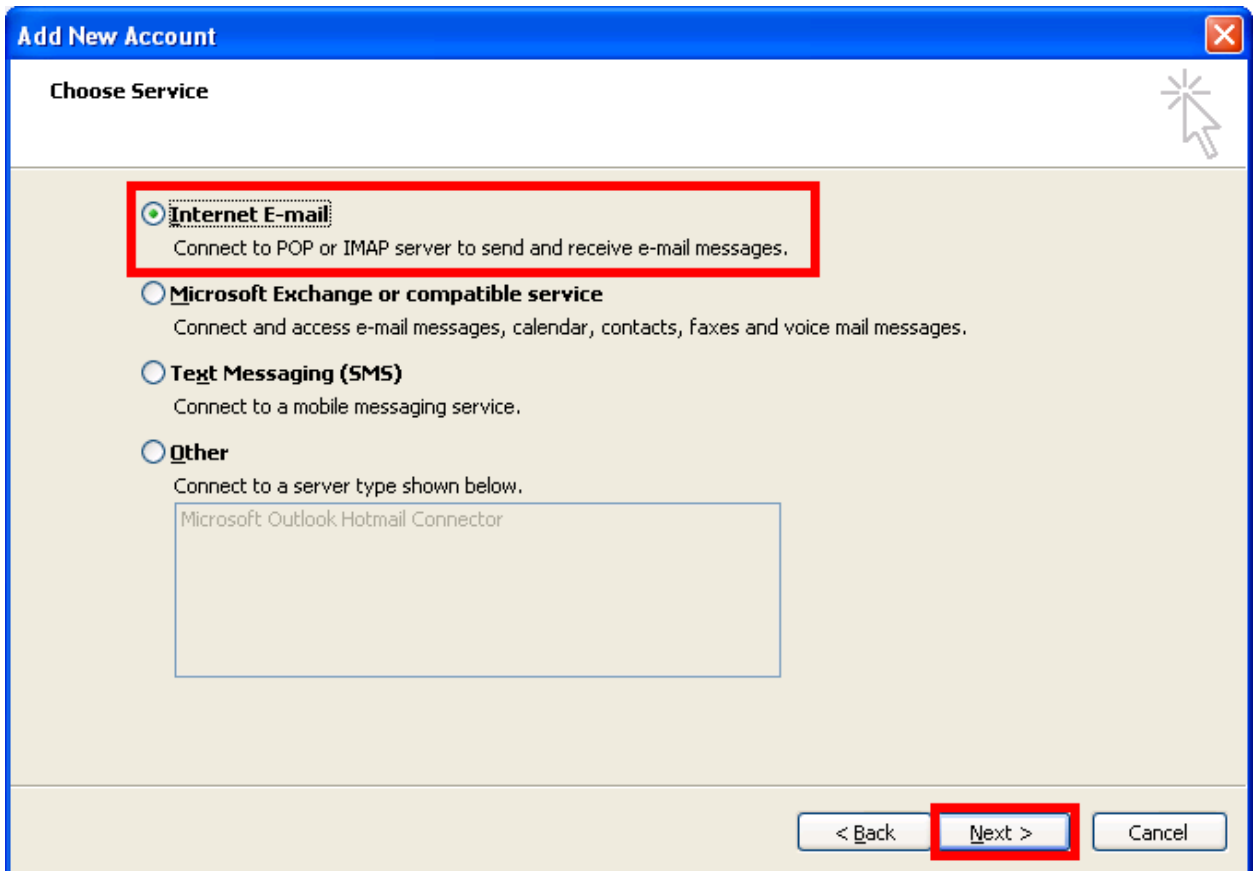
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Text Messaging (SMS)**

**Manually configure server settings or additional server types**

< Back **Next >** Cancel

3. Select **Internet E-mail** then click **Next**.



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

Account Type..... IMAP  
Incoming mail server..... mail.webserverlink.com

Outgoing mail server (SMTP). mail.webserverlink.com

User Name..... is your email address  
Password..... the same password as you use on www.ukmx.net

**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 Smith  
E-mail Address: John.Smith@Test.com

**Server Information**

Account Type: IMAP  
Incoming mail server: mail.webserverlink.com  
Outgoing mail server (SMTP): mail.webserverlink.com

**Logon Information**

User Name: John.Smith@Test.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)

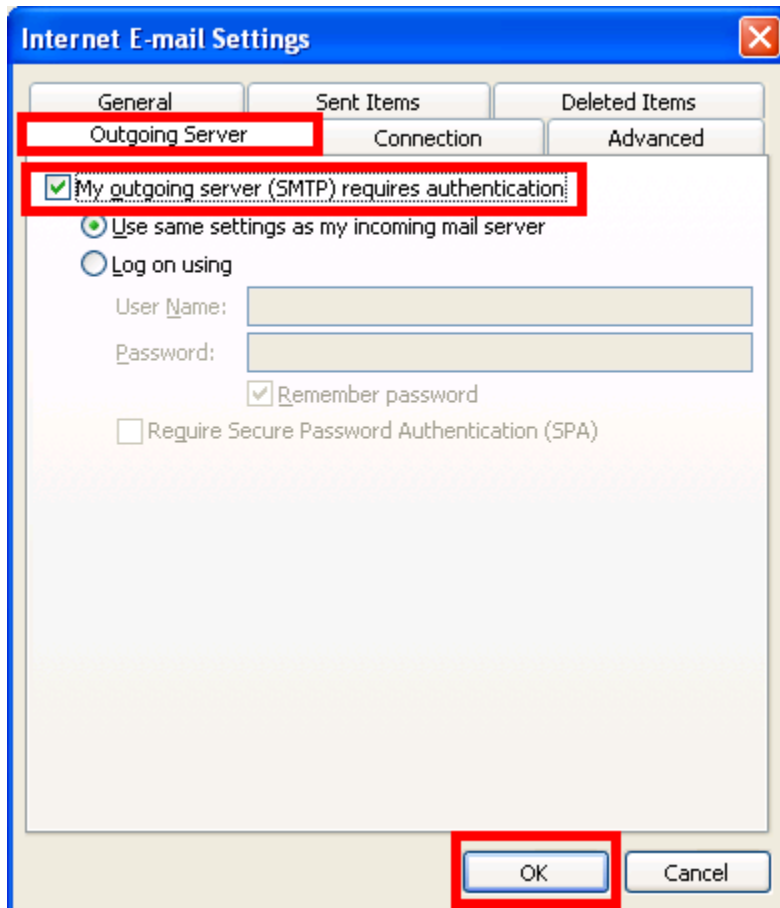
Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

< Back   Next >   Cancel

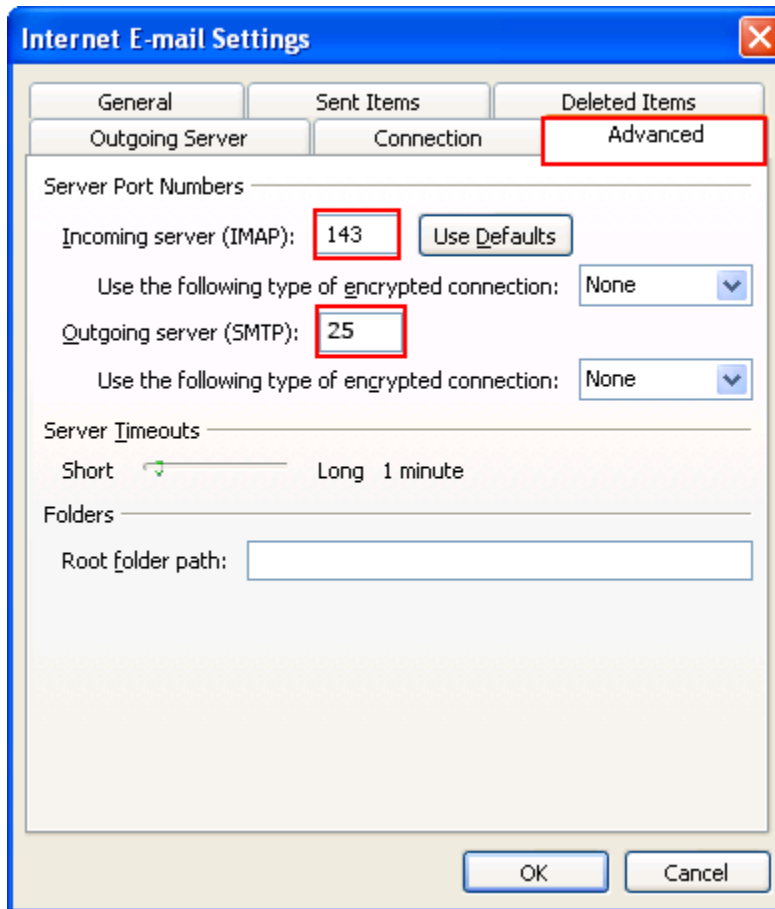
5. Click on the **Outgoing Server** tab then put a checkmark on **My outgoing server (SMTP) requires authentication**. There should be a radio button for **Use same settings as my incoming mail server**.



6. Click on the **Advanced** tab and input:

Incoming server (IMAP): **143**

Outgoing server (SMTP): **587**



- . Click **Next** then click **Finish**

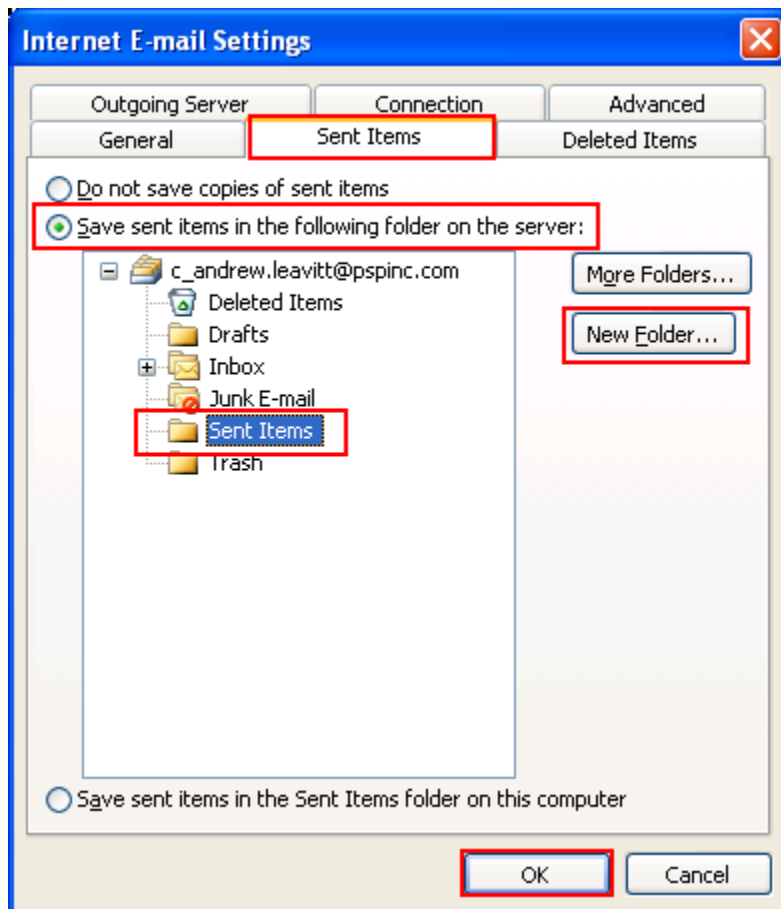
## **After the switch:**

Click **File** → **Account Settings** → **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:

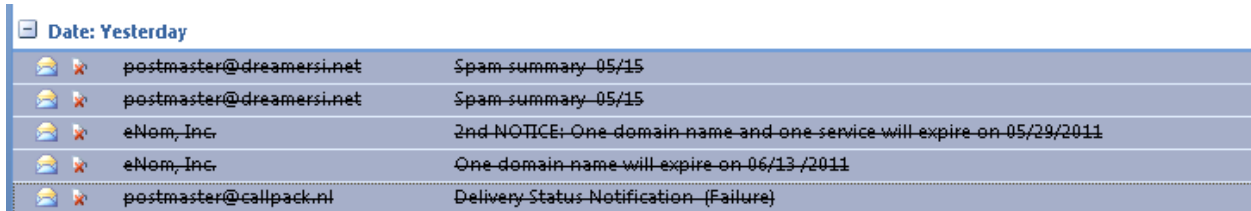
Click on the **Sent Items** tab, and select **“Save sent items in the following folder on the server”**. If there is no folder called **Sent Items**, click **“New Folder”** and create a new folder called **“Sent Items”**. After you are done specifying the folder to **Sent Items**, click **OK**.



## 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 a list of emails with a 'Date: Yesterday' header. The list contains five entries, each with a small icon of a person and a red 'X' in the corner, indicating they are marked for deletion. The entries are:

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

Click on the “**Deleted Items**” 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.

