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 \rightarrow Add Account



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

Add New Account		×
Auto Account Setup Connect to other s	erver types.	×
🔵 E-mail <u>A</u> ccount		
Your Name;	Example: Ellen Adams	
E-mail Address;	Example; ellen@contoso.com	
<u>P</u> assword: Retype Password:		
	Type the password your Internet service provider has given you,	
◯ Te <u>x</u> t Messaging (S	SMS)	
⊙ <u>Manually configur</u>	e server settings or additional server types	
	< <u>B</u> ack Next >	Cancel

3. Select Internet E-mail then click Next.

Add New Account	\mathbf{X}
Choose Service	×
• Internet E-mail Connect to POP or IMAP server to send and receive e-mail message	s.
Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and	d voice mail messages.
Text Messaging (SMS) Connect to a mobile messaging service.	
O Other Connect to a server type shown below.	
Microsoft Outlook Hotmail Connector	
	< Back Next > Cancel

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: E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP): Logon Information User Name: Password: Reguire logon using Secure	John Smith John.Smith@Test.com IMAP wail.webserverlink.com mail.webserverlink.com John.Smith@Test.com *********	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
		< <u>B</u> ack <u>N</u> ext > Cancel

 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.

Internet E-mail Settings		
General	Sent Items	Deleted Items
Outgoing Server	Connection	Advanced
My outgoing server (SMT) requires authentic	ation
Our Description Settings as	my incoming mail serv	ver
○ Log on using		
User <u>N</u> ame:		
Password:		
<u> </u>	ember password	
Reguire Secure Pa	assword Authenticatio	on (SPA)
		OK Cancel

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

Incoming server (IMAP): 143

Outgoing server (SMTP): 25

Internet E-mail Settin	gs	
General Outgoing Server	Sent Items	Deleted Items Advanced
Server Port Numbers		
Incoming server (IMAP) Use the following ty	pe of encrypted connect	ults ion: None 🗸
Outgoing server (SMTP)); 25	
Use the following ty	pe of en <u>c</u> rypted connect	ion: None 💌
Short 🗸	Long 1 minute	
Folders Root <u>f</u> older path:		
		OK Cancel

. Click Next then click Finish

After the switch:

Click File \rightarrow Account Settings \rightarrow Account Settings \rightarrow double click on your newly created IMAP account \rightarrow 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**.

Internet E-mail Settings		
Outgoing Server General	Connection Sent Items	Advanced Deleted Items
 <u>D</u>o not save copie <u>S</u>ave sent items in 	s of sent items the following folder on th	e server:
Save sent items in the following folder on the f		More Folders
O Save sent items in the Sent Items folder on this computer		
		OK Cancel

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:

🖃 Date: '	festerday	
🖂 🖌	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.

Internet E-mail Set	tings		
Outgoing Server General	Connection Sent Items	Advanced Deleted Items	
General Sent Items Deleted Items • Move deleted items to the following folder on the server: • More Folders • Deleted Items • Deleted Items • Deleted Items • More Folders • Deleted Items • More Folders • Deleted Items • More Folders • More Folders • More Folders			
Mark items for deletion but do not move them automatically Items marked for deletion will be permanently deleted when the items in the mailbox are purged.			
Purge items when switching folders while online			
		OK Cancel	