

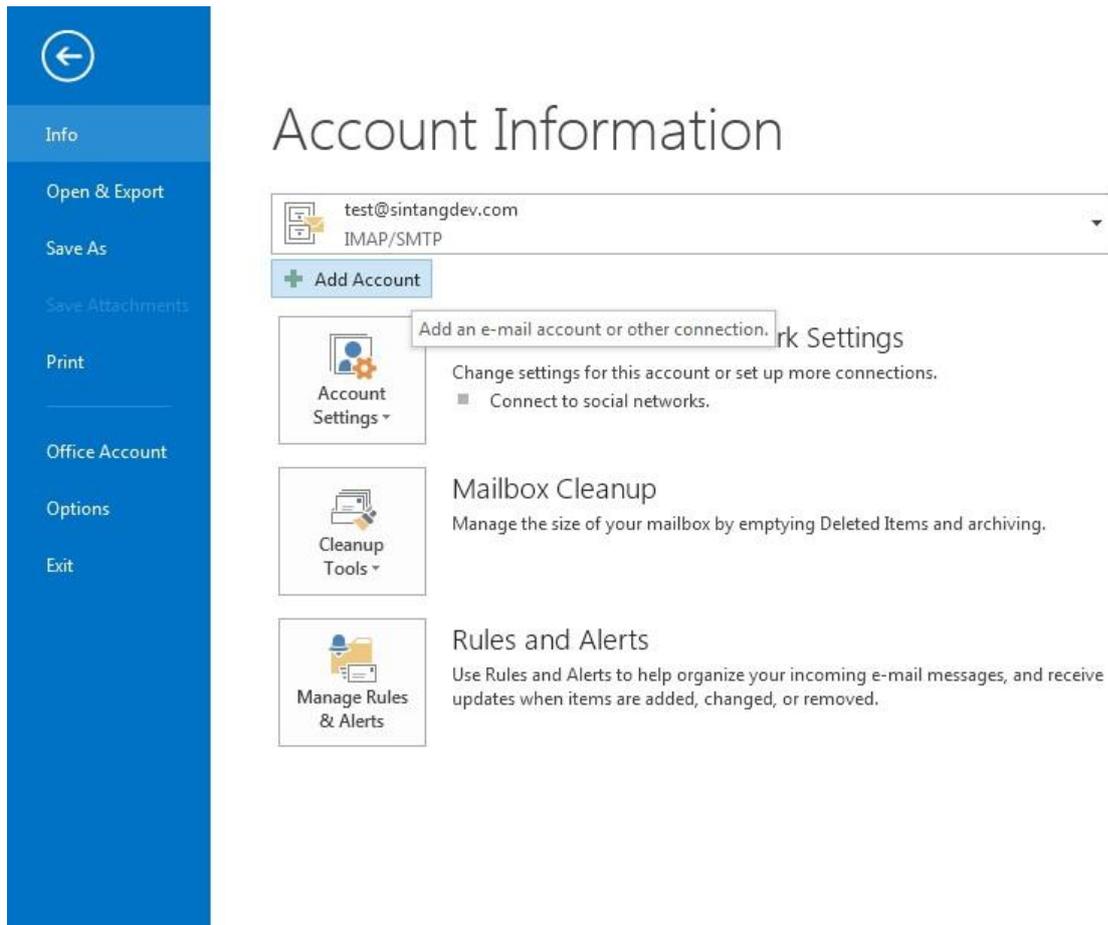
How to setup IMAP email with SSL in Outlook 2013

Date: July 2017. Documented by Stephen

Step 1: Launch Microsoft Outlook 2013. Click the **File** from the menu bar.



Step 2: In Account Information page, click the **Add Account** button.



Step 3: Select **Manual setup or additional server types**, and then click the **Next** button

Add Account

Auto Account Setup
Manual setup of an account or 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.

Manual setup or additional server types

< Back Next > Cancel

Step 4: Select **POP or IMAP**, and then click the Next button.

Add Account

Choose Service

Microsoft Exchange Server or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Other
Connect to a server type that is listed below
Outlook Connector for MDAemon 3.0

< Back Next > Cancel

Step 5: Fill in all the information required.

Account Type: **IMAP**

Incoming mail server: **mail.yourdomain.com** (your own domain mail name)

Outgoing mail server: **mail.yourdomain.com**

User Name: **xxxxxxx@yourdomain.com** (your email address)

Password: **xxxxxxxx** (Your own password)

After that, click on **More Settings ...** (*More setting allows you to change your port number)

The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, there is a section for "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." and a help icon. The dialog is divided into two main columns. The left column contains sections for "User Information", "Server Information", and "Logon Information". The right column contains "Test Account Settings" and a "Mail to keep offline" slider. At the bottom right, there is a "More Settings ..." button. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Add Account [X]

POP and IMAP Account Settings
Enter the mail server settings for your account. [Help icon]

User Information

Your Name: [Your name]

Email Address: [user@yourdomain.com]

Server Information

Account Type: [IMAP]

Incoming mail server: [mail.yourdomain.com]

Outgoing mail server (SMTP): [mail.yourdomain.com]

Logon Information

User Name: [user@yourdomain.com]

Password: [*****]

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

[Test Account Settings ...]

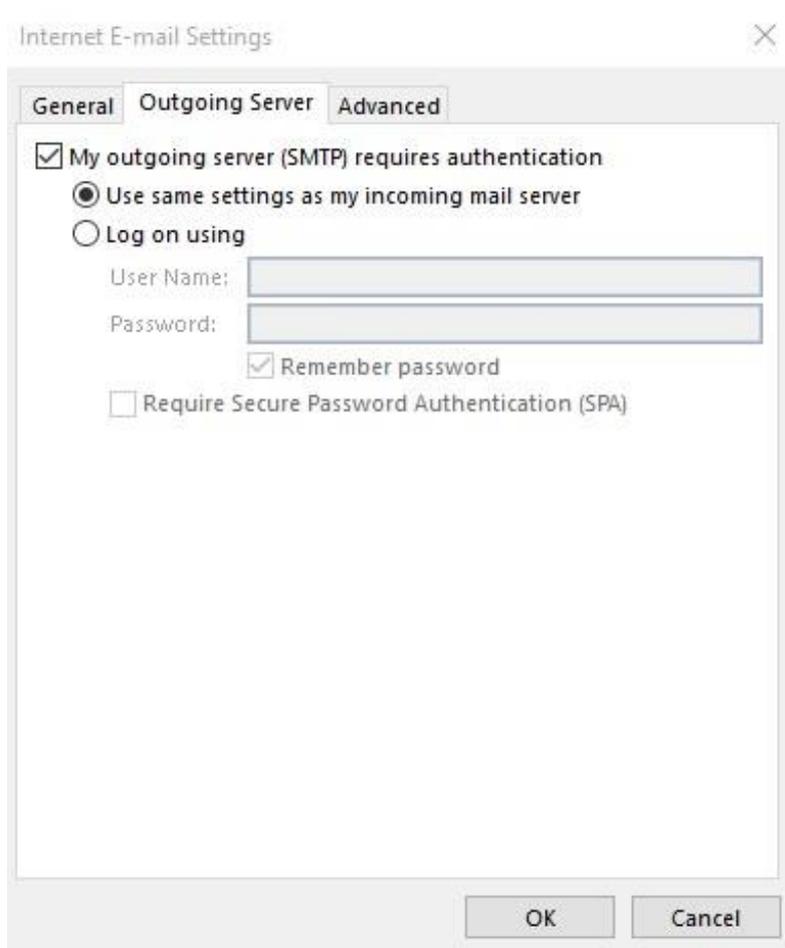
Automatically test account settings when Next is clicked

Mail to keep offline: All [Slider]

[More Settings ...]

[< Back] [Next >] [Cancel]

Step 6: Under **Outgoing Server** tab, Tick the checkbox – **My outgoing server (SMTP) requires authentication**. Then select **Use same settings as my incoming mail server**.



The image shows a screenshot of the "Internet E-mail Settings" dialog box, specifically the "Outgoing Server" tab. The dialog box has three tabs: "General", "Outgoing Server", and "Advanced". The "Outgoing Server" tab is selected. The settings are as follows:

- 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)

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Step 7: Under the **Advanced** tab, check for the port number.

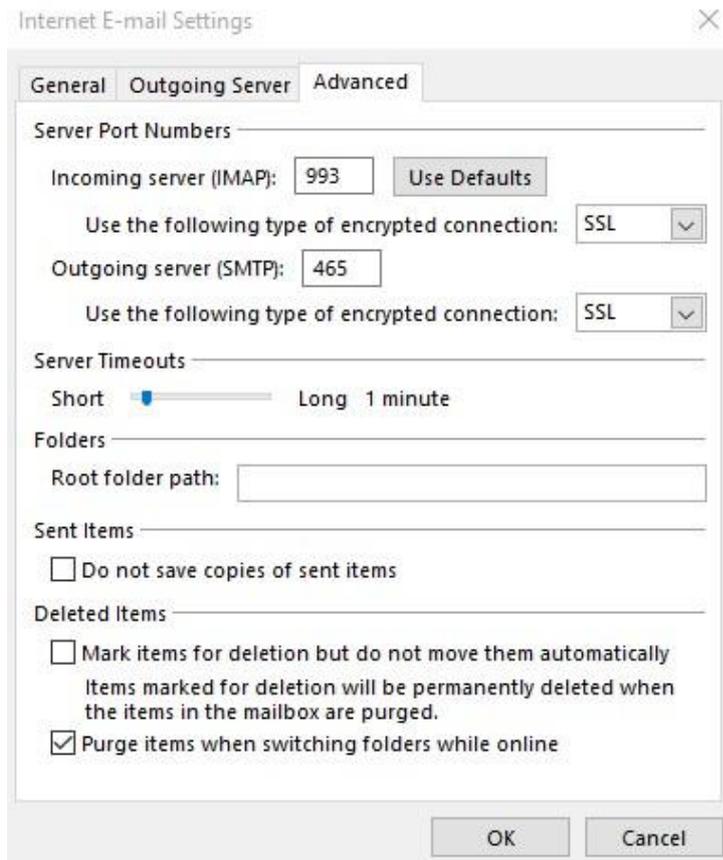
Incoming server (IMAP): 993

Use the following type of encrypted connection: SSL

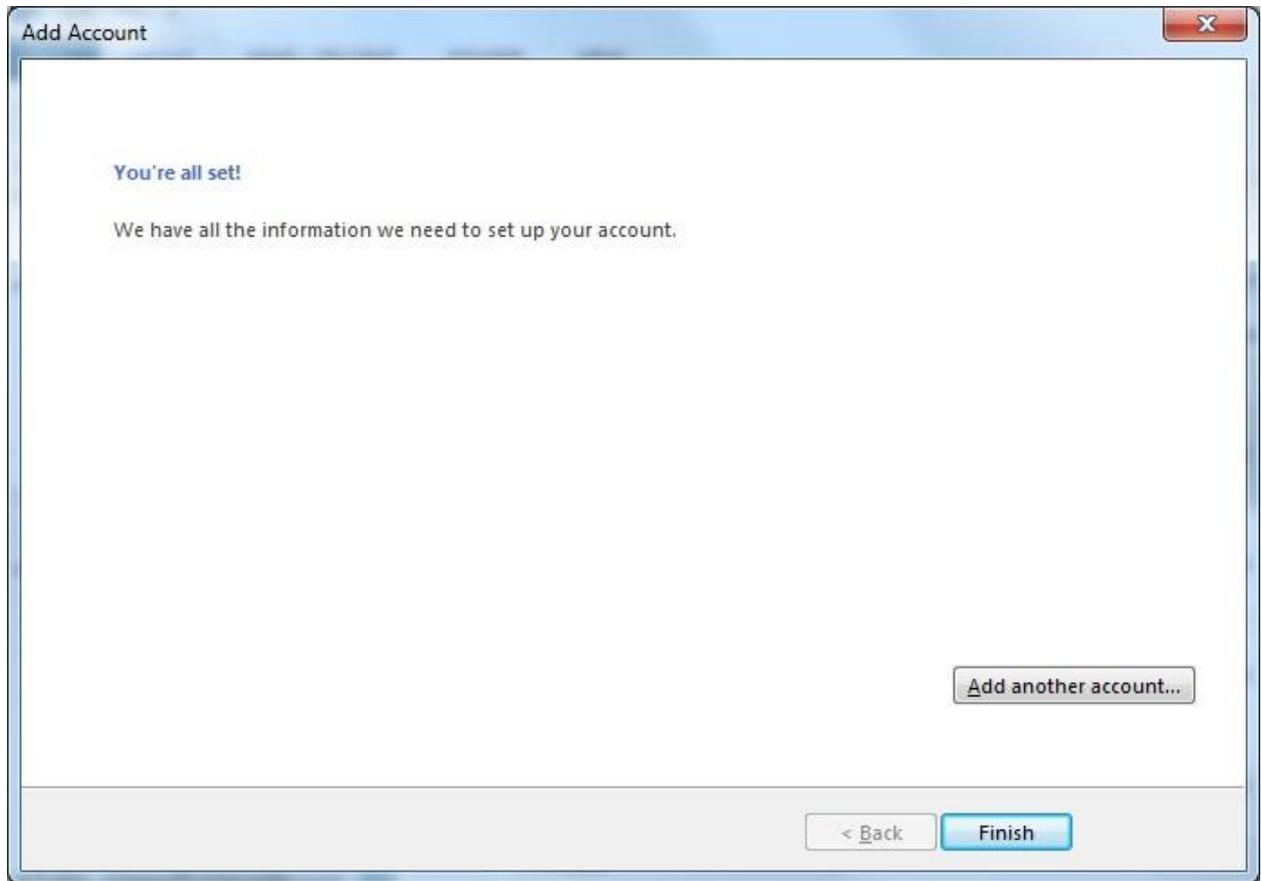
Outgoing Server (SMTP): 465

Use the following type of encrypted connection: SSL

After that, click the **OK** button



Step 8: After clicking the OK button. It will start to verify your account on the server. If the server detects your email account, it will successful verify your account and you need to click close or finish then it will prompt you a message saying “You’re all set”. Click **Finish** and you are ready to use your created email account in outlook.



Email encryption with SSL

Secure Sockets Layer (SSL) is a method to encrypt traffic from sender mail server to the recipient mail server during transmission.

This prevents sniffing on your email login credentials, email messages, and attachments sent and received on the internet.

Once the email reached its intended recipient, it will be decrypted for viewing automatically.