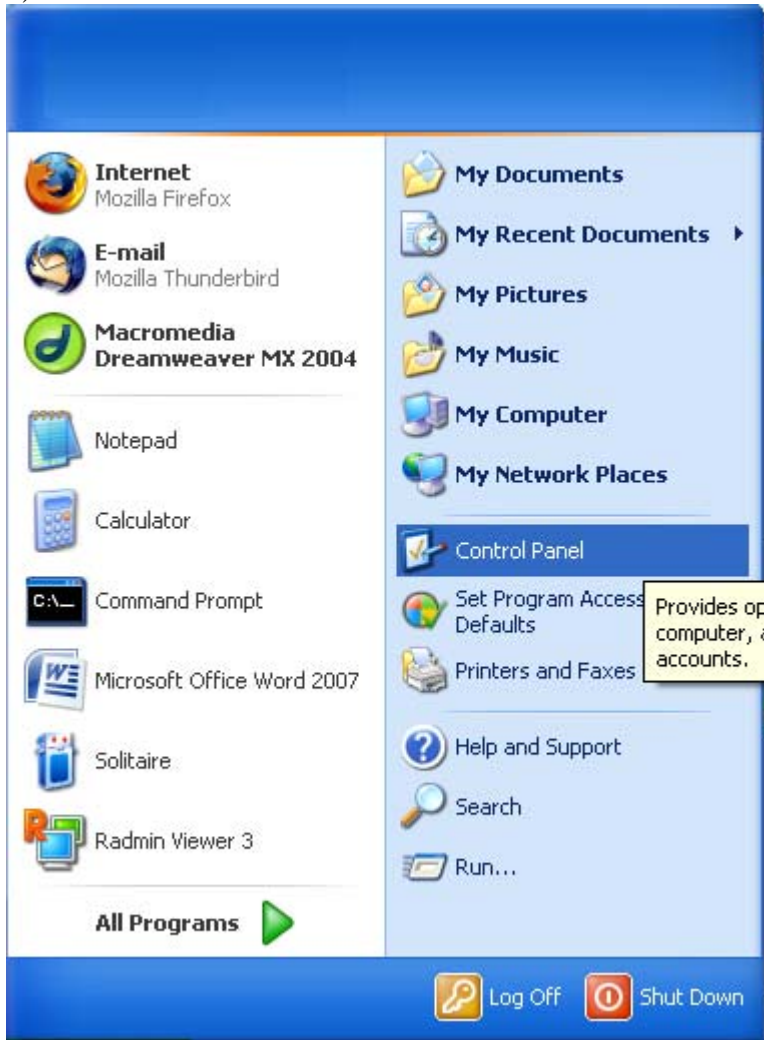


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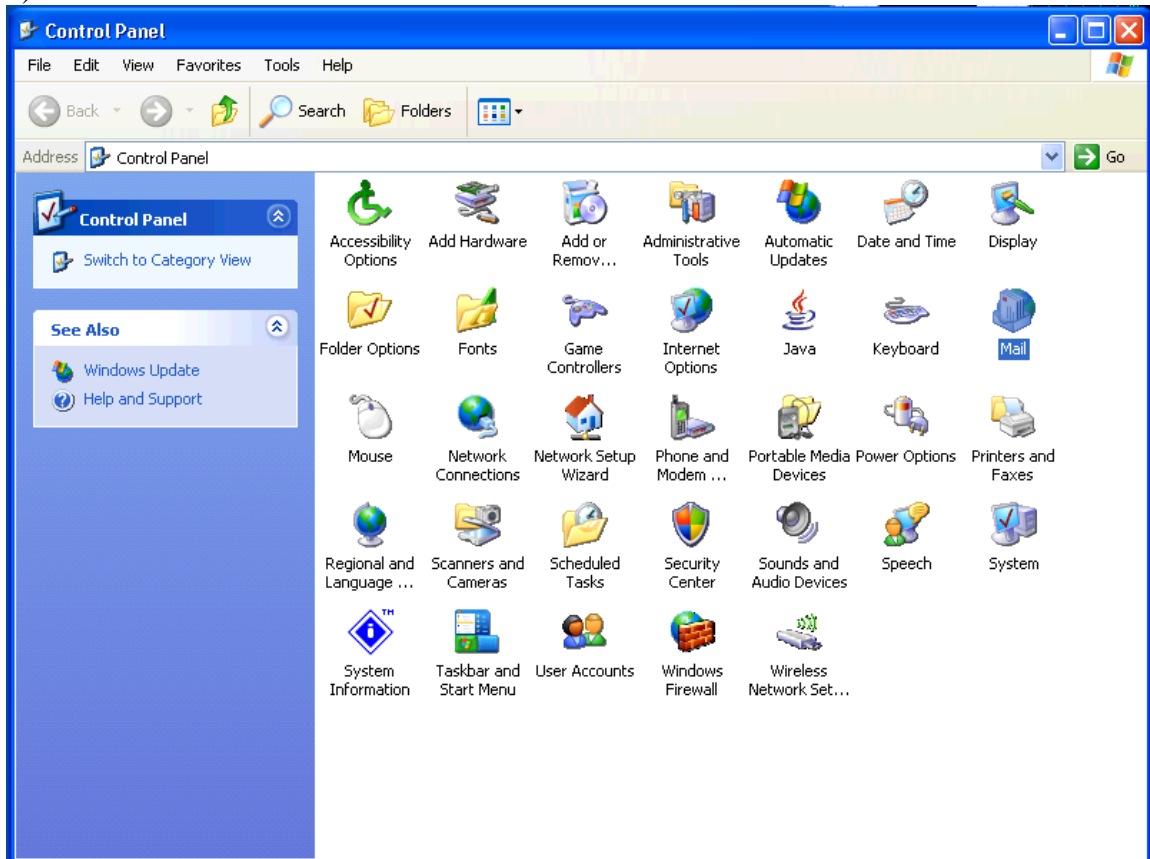
/\*\*Make sure Office 2007 is up to date. Visit the Microsoft Office update site at <http://officeupdate.microsoft.com> and check for updates.\*\*/

- 1) Go to Start and click Control Panel.

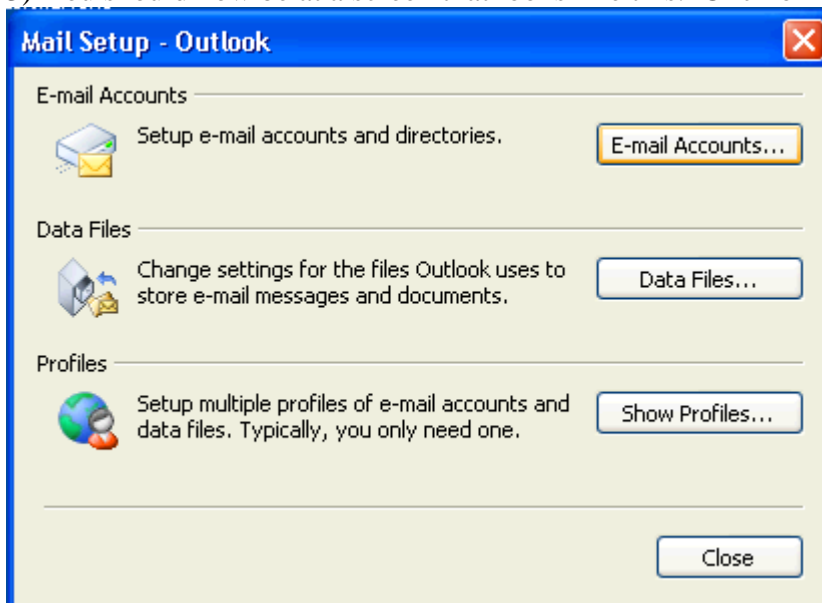


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2) Double Click on Mail.



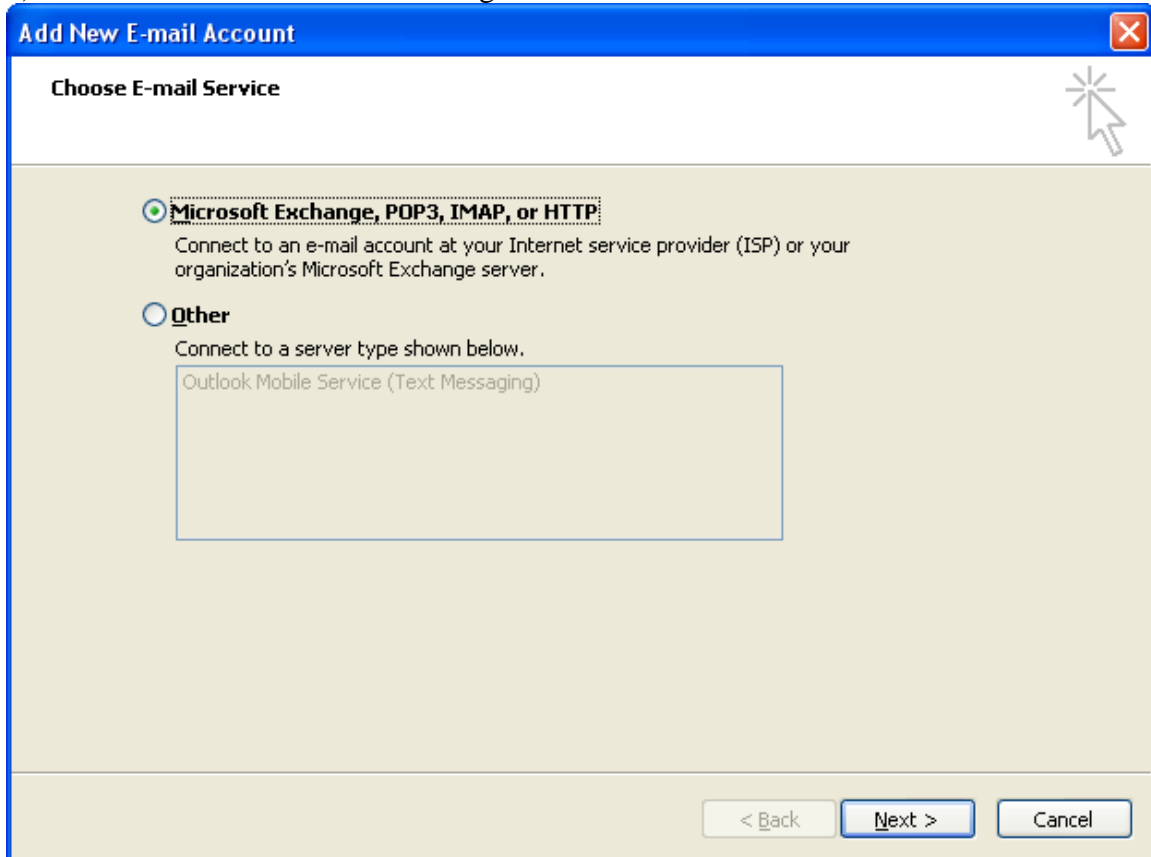
3) You should now be at a screen that looks like this. Click on 'E-mail Accounts'.



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4) Make sure that 'Microsoft Exchange' is selected and click next.



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5) Click 'manually configure' 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.

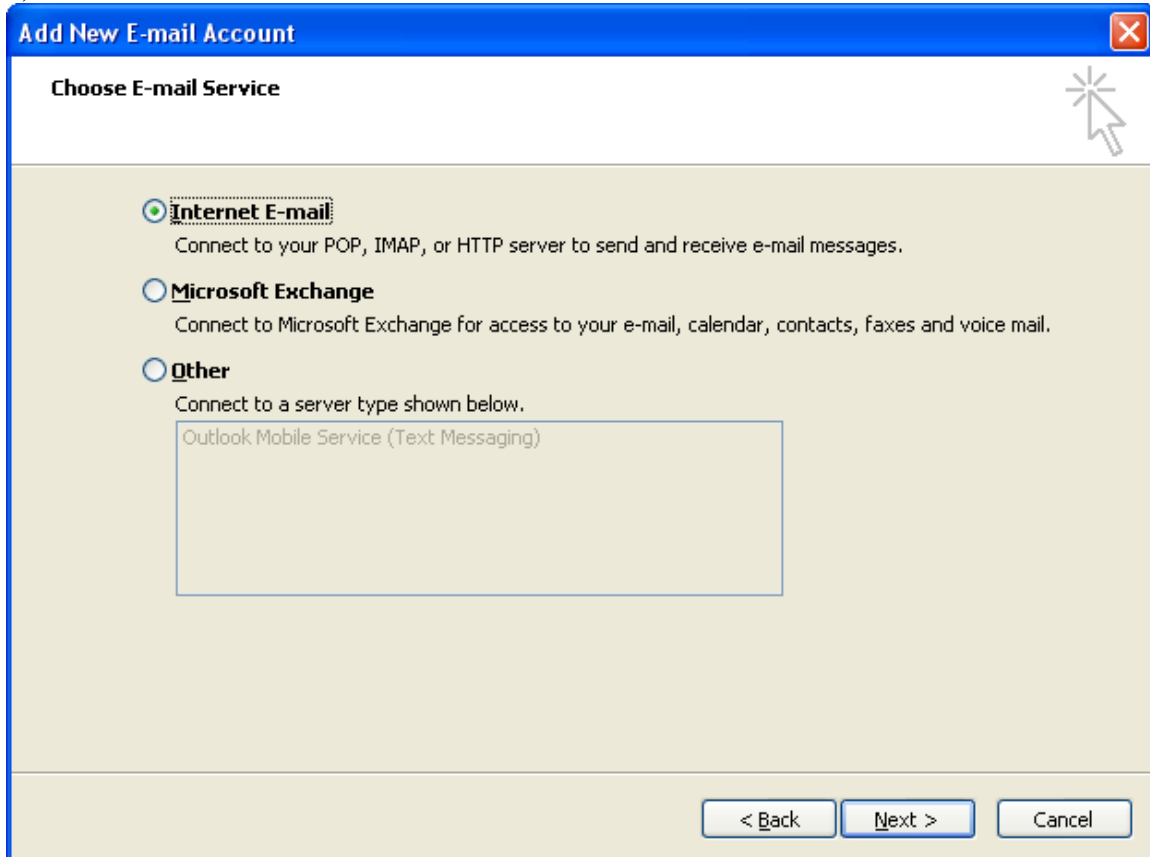
Manually configure server settings or additional server types

< Back   Next >   Cancel

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6) Choose 'Internet E-mail' then click next.



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7) On this screen fill in 'Your Name', 'E-mail Address', and 'User Name'. In the incoming mail servers field, enter 'webmail.bloomu.edu' In the outgoing mail server field, enter 'webmail.bloomu.edu'. It is recommended that you do not store your password for security reasons when using a shared computer. Click on 'More Settings...'

**Add New E-mail 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:

Remember password

Require logon using Secure Password Authentication (SPA)

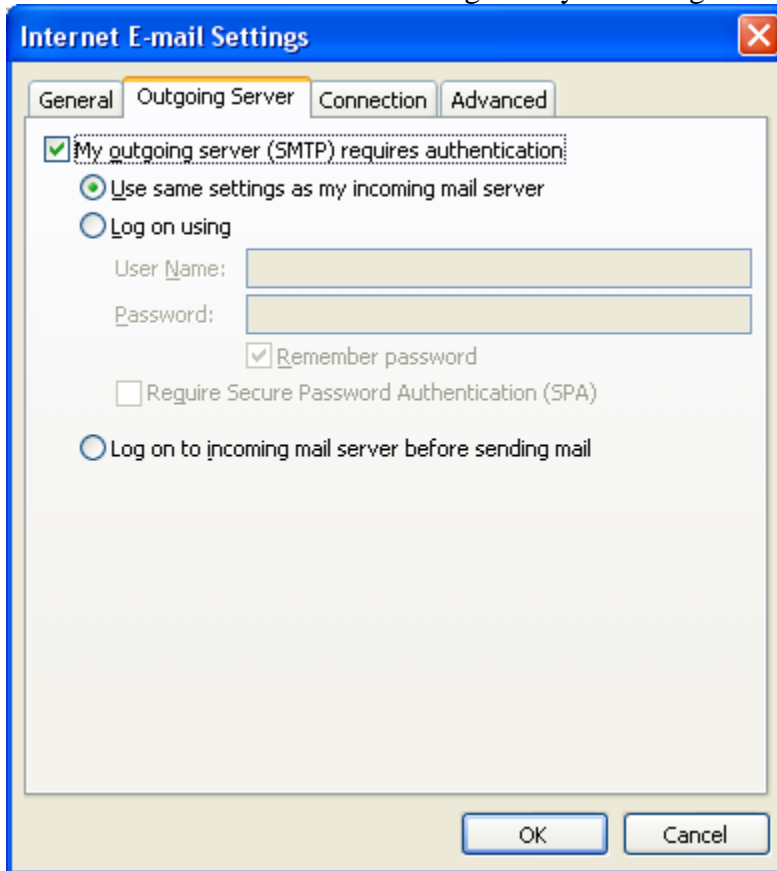
**Test Account Settings**

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

## Outlook 2007 IMAP Instructions For Faculty and Staff

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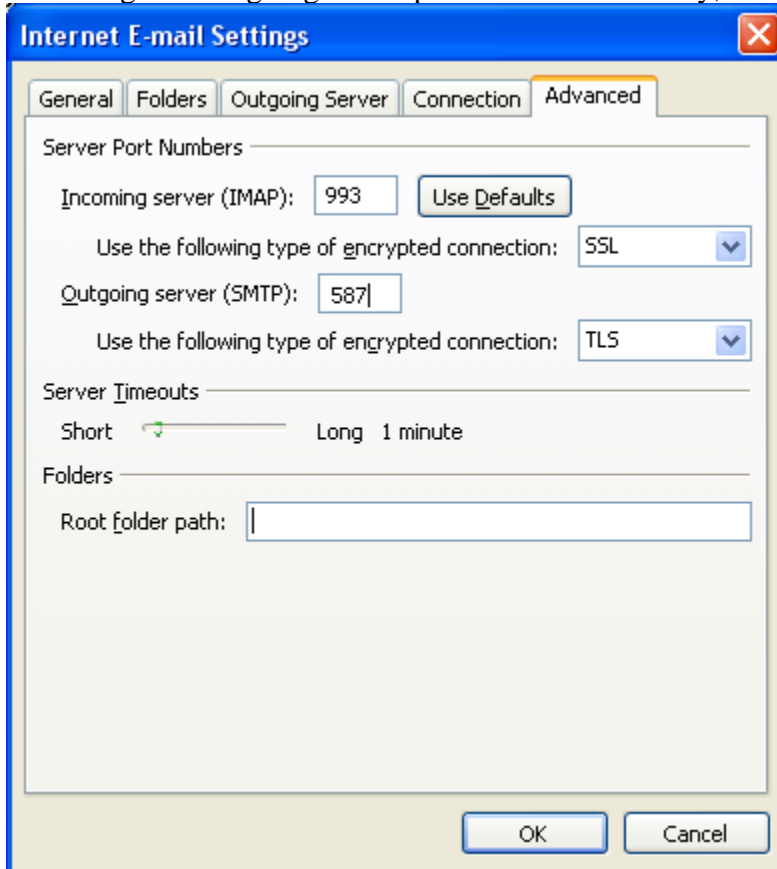
7) Go to the 'Outgoing Server' tab and check 'my outgoing mail server (smtp) requires authentication' and 'use same settings as my incoming mail server'.



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8) Go to the 'Advanced tab' and select 'SSL' for the incoming type of encryption and 'TLS' for the outgoing type of encryption. Ensure that the incoming server port is 993 and change the outgoing server port is 587. Click Okay, then Next.



10) Open outlook and click 'Send/Receive' to check your mail.

