Outlook 2007 IMAP Instructions
For Faculty and Staff

/**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.
2) Double Click on Mail.

3) You should now be at a screen that looks like this. Click on ‘E-mail Accounts’.
4) Make sure that ‘Microsoft Exchange’ is selected and click next.
5) Click ‘manually configure’ then click next.
6) Choose ‘Internet E-mail’ then click next.
7) On this screen fill in ‘Your Name’, ‘E-mail Address’, and ‘User Name’. In the incoming mail sever 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…’.
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’.
8) Go to the ‘Advance 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.