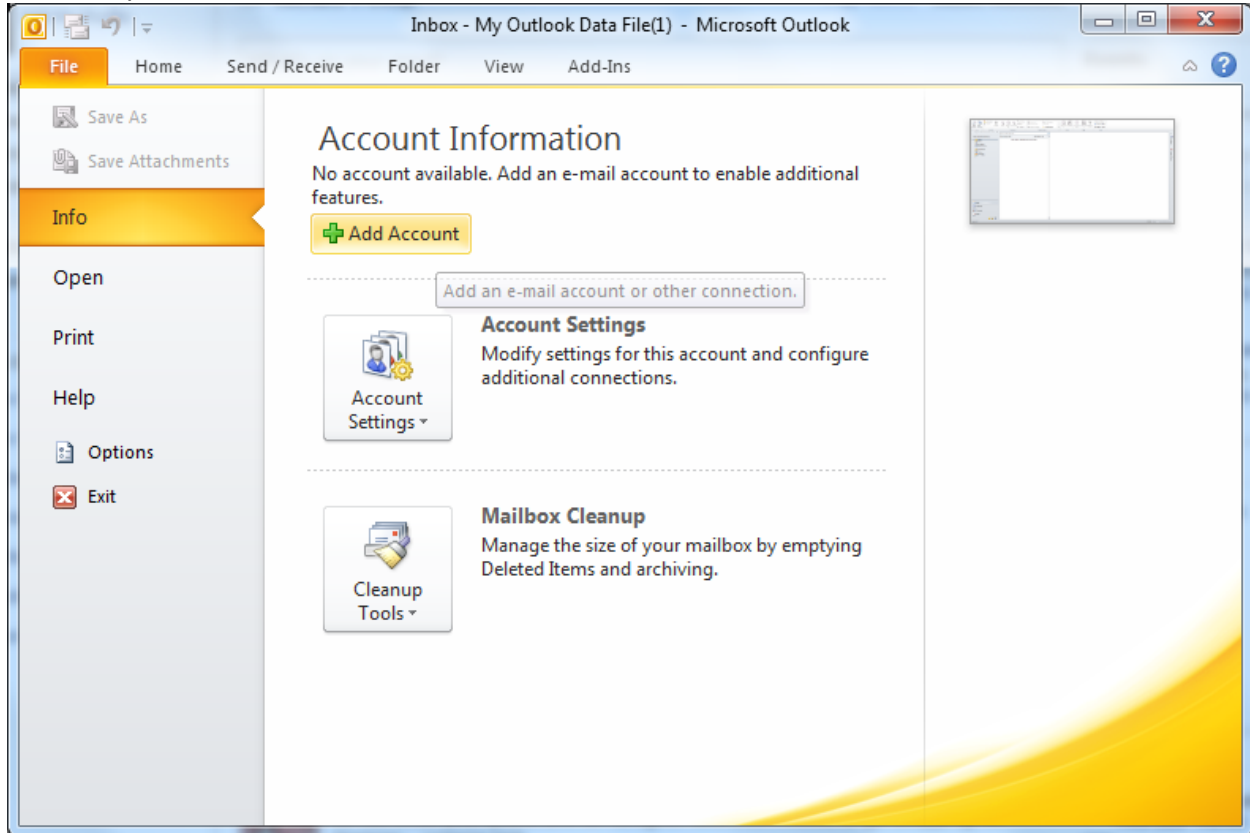


# Outlook 2010 IMAP Instructions - For Faculty/Staff

This guide will assist you in setting up Outlook 2010 to work with your faculty/staff email account using IMAP.

1) Open Outlook 2010 and click the “File” menu, then “Add Account”.



## Outlook 2010 IMAP Instructions - For Faculty/Staff

2) Select “Manually configure server settings” and 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)**

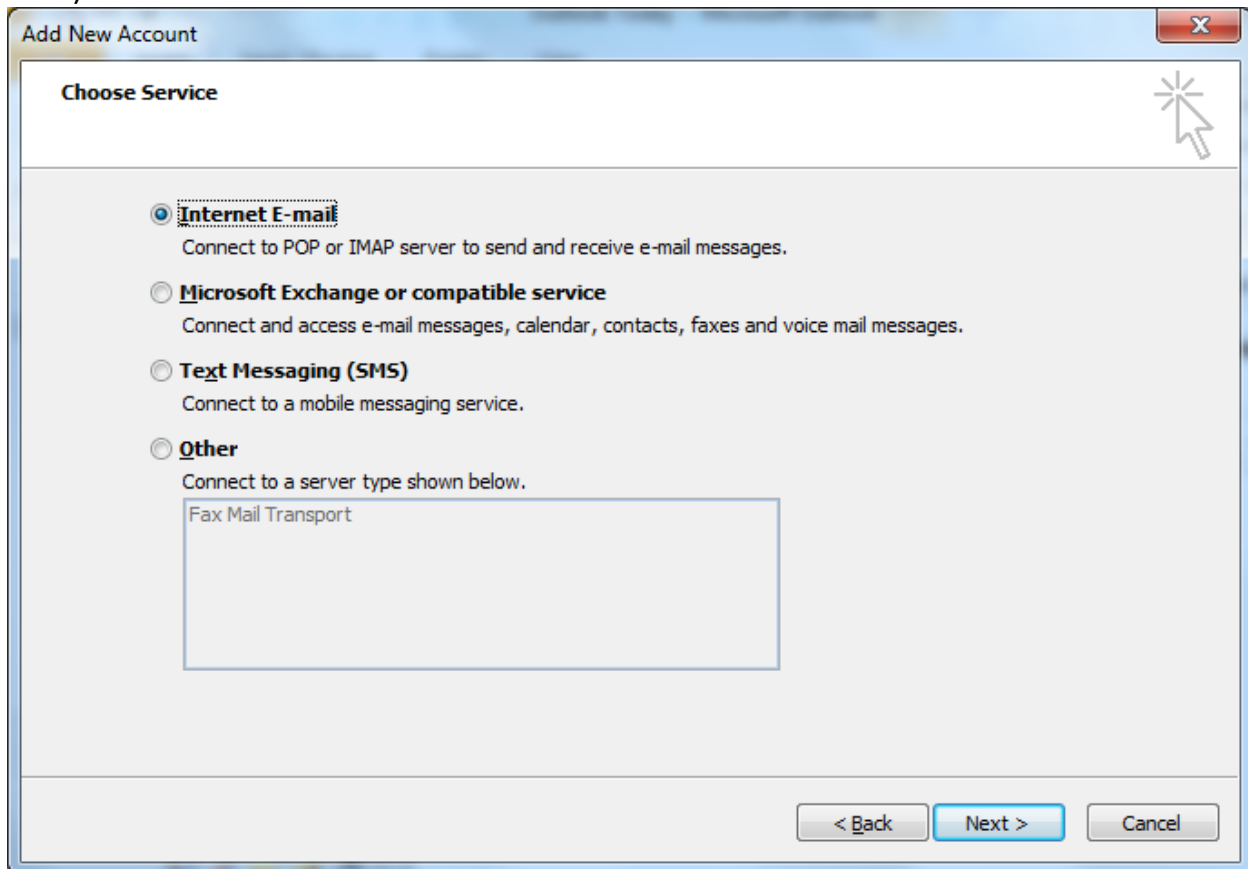
**Manually configure server settings or additional server types**

< Back   Next >   Cancel

## Outlook 2010 IMAP Instructions - For Faculty/Staff

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3) Select "Internet E-mail" and click "Next".



## Outlook 2010 IMAP Instructions - For Faculty/Staff

- 4) Enter your full name and your email address. For the account type, select "IMAP". For the incoming mail server, enter "webmail.bloomu.edu" and for the outgoing mail server, enter "webmail.bloomu.edu". Your username is the portion of your email address before the @ symbol, and then enter your password. We need to change a few additional settings, so click "More Settings".

**Add New Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: Mike Smith

E-mail Address: st...@bloomu.edu

**Server Information**

Account Type: IMAP

Incoming mail server: webmail.bloomu.edu

Outgoing mail server (SMTP): webmail.bloomu.edu

**Logon Information**

User Name: st...

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

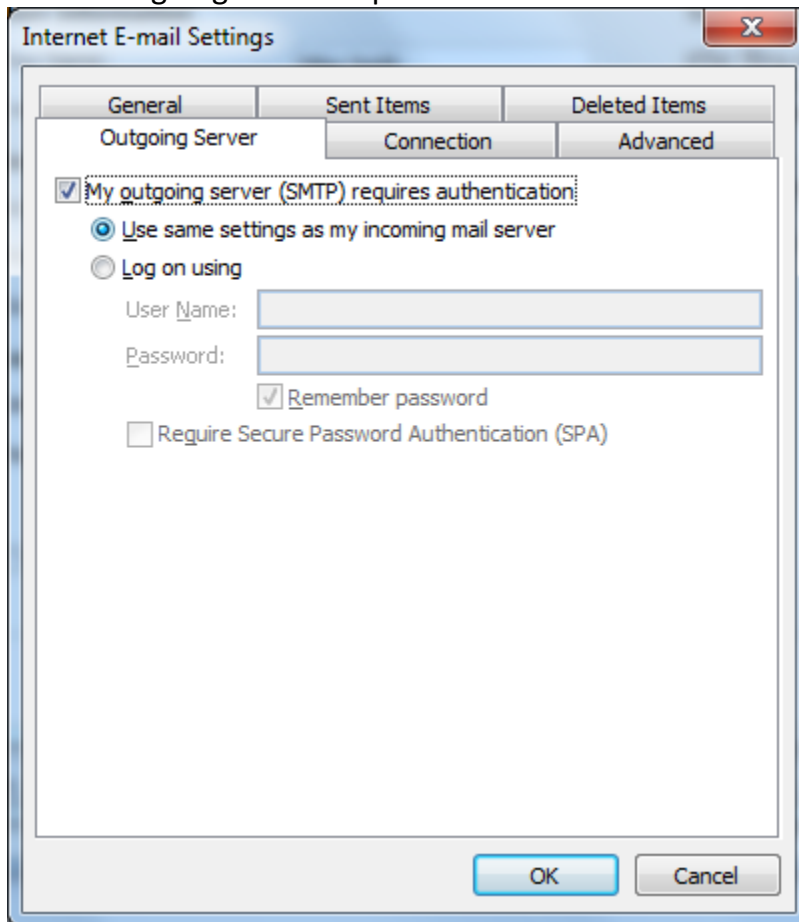
More Settings ...

< Back   Next >   Cancel

## Outlook 2010 IMAP Instructions - For Faculty/Staff

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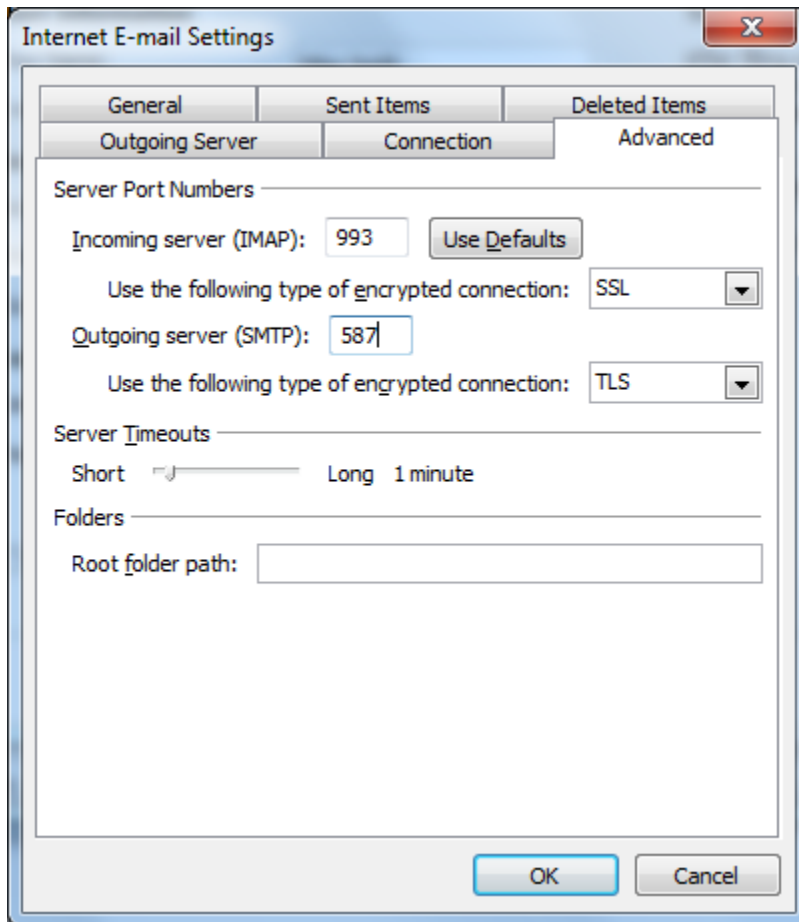
- 5) Click the “Outgoing Server” tab, then put a check in the box that says “My outgoing server requires authentication”.



## Outlook 2010 IMAP Instructions - For Faculty/Staff

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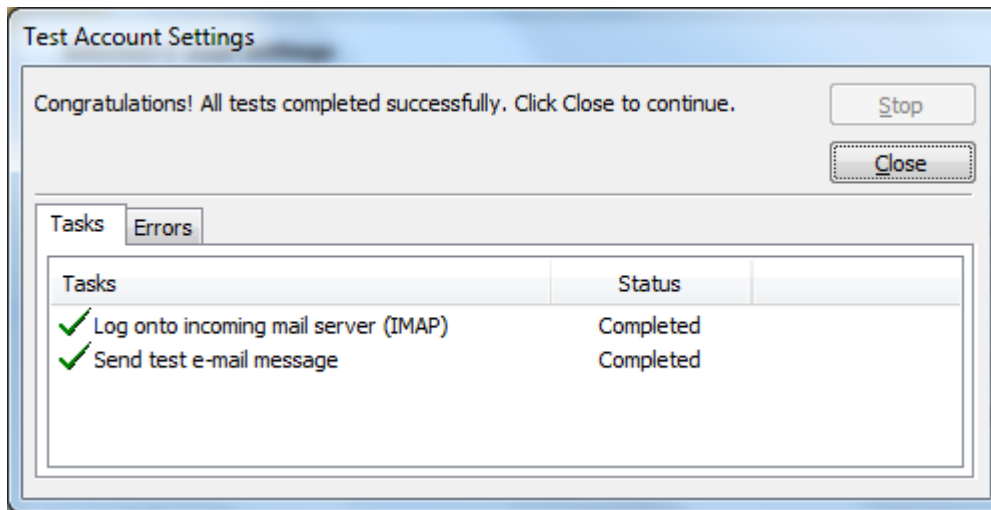
- 6) Click the “Advanced” tab, for the incoming server port, enter “993”. For the outgoing server port, enter “587”. For the incoming server encryption, choose “SSL” from the dropdown. For the outgoing server encryption, choose “TLS” from the dropdown. Ensure all the settings match the screenshot, then click “OK”, and “Next”.



## Outlook 2010 IMAP Instructions - For Faculty/Staff

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- 7) Outlook will test your settings just to make sure they all work. Once it's finished, click "Close".



- 8) You're finished. Click "Finish" to end the process.

