1) Click Start, and ‘E-mail’.

![Image of Windows Mail IMAP Instructions for Faculty and Staff.](image-url)
2) Go to Tools and click Accounts.

3) You should now see this screen. Click on Add.
4. Click on Email Account. Click Next.
5) Enter your name on this screen. Click Next.
6) On the next screen enter your email address. Click Next.
7) On this screen make sure that ‘IMAP’ is selected as the type of server and ‘webmail.bloomu.edu’ is entered as the incoming and outgoing server. Verify that the ‘Outgoing server requires authentication’ is checked.

Click Next.
8) Enter your userID in the ‘Email Username’ field. For security reasons it is not recommended to enable the ‘remember password’ option when using a shared computer. Click Next.
9) Verify that the ‘Do not download my e-mail’ option is checked.

Click Finish.
10) At the internet accounts screen, click the account you just created, and click Properties.

Go to the ‘Advanced tab and select the ‘SSL’ option for both the incoming and outgoing servers. Change the Outgoing mail (SMTP) port number to 587, and verify that the Incoming mail (IMAP) port is 993. Click OK.

11) Click on the Send/Recv button to check your mail.