

Smart IT Services

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How to configure Outlook 2007 for Imap or POP account.

For messages, users should set up an account within Outlook using either IMAP or POP3.

IMAP is a newer protocol that keeps all messages and folders on the server. In addition, IMAP idle is an optional feature of the IMAP protocol that pushes all new messages to Outlook as they are received by the mail server. Unlike POP, IMAP offers two-way communication between your SmarterMail mailbox and your email client(s). This means when you log in to the SmarterMail Web interface, actions you performed on email clients and mobile devices will automatically appear in the Web interface (and vice versa).

With POP3, your mail is saved in a mailbox on the remote server until you check your mail. When you check your mail, all of the mail is downloaded to your computer and is no longer maintained on the server. If you use POP3 and are traveling or check your mail from multiple locations, you will not be able to view any of your old mail because the messages only exist on the computer on which you originally received your mail. (Note: If you have enabled Outlook to keep messages on the server, you will be able to access your messages and folders from any computer via the SmarterMail Web interface or your mobile device.)

Additional information about IMAP and POP3 setup and configuration is available in the SmarterMail Online Help.

To Create an Outlook 2007 POP3 IMAP account:

1. Go to Tools and Account Settings – below the E-mail tab click **New**.
2. Choose the E-mail Service you wish to configure: Click on Microsoft Exchange, POP3, IMAP, or HTTP radio button.
3. Click “manually configure server settings or additional server types” check box. This will automatically enter in all of the required fields.
4. Click **Next**.
5. Click the **Internet E-mail** bubble.
6. Click **Next**.
7. Enter the following information:
 - o Your Name: <Display Name you want to use, i.e., Joe Smith>
 - o Email address: <Full email address, i.e., username@example.com>
 - o Incoming Server: mail.domainname.com – replace domainname.com with your domain name.
 - o Outgoing Mail server: mail.domainname.com – replace domainname.com with your domain name.

- User name: <Full email address, i.e., username@example.com>
- Password: <Your email account password>
- Click on **More Settings**.
- Navigate to **Outgoing Server** Tab
- Check "My Outgoing Server requires SMTP Authentication".
- Click **OK**.
- Click the advanced tab.
- Change outgoing SMTP port from 25 to 587

Click **Next**.

Click **Finish**.

Example on domainname.com

Cnn.com – use mail.cnn.com

Buy.com – use mail.buy.com

NOTE for IMAP users:

Imap leaves email on the server and will fill up your mail box.

Use the archive function to archive old email or just create a new PST file on your computer and move email there.