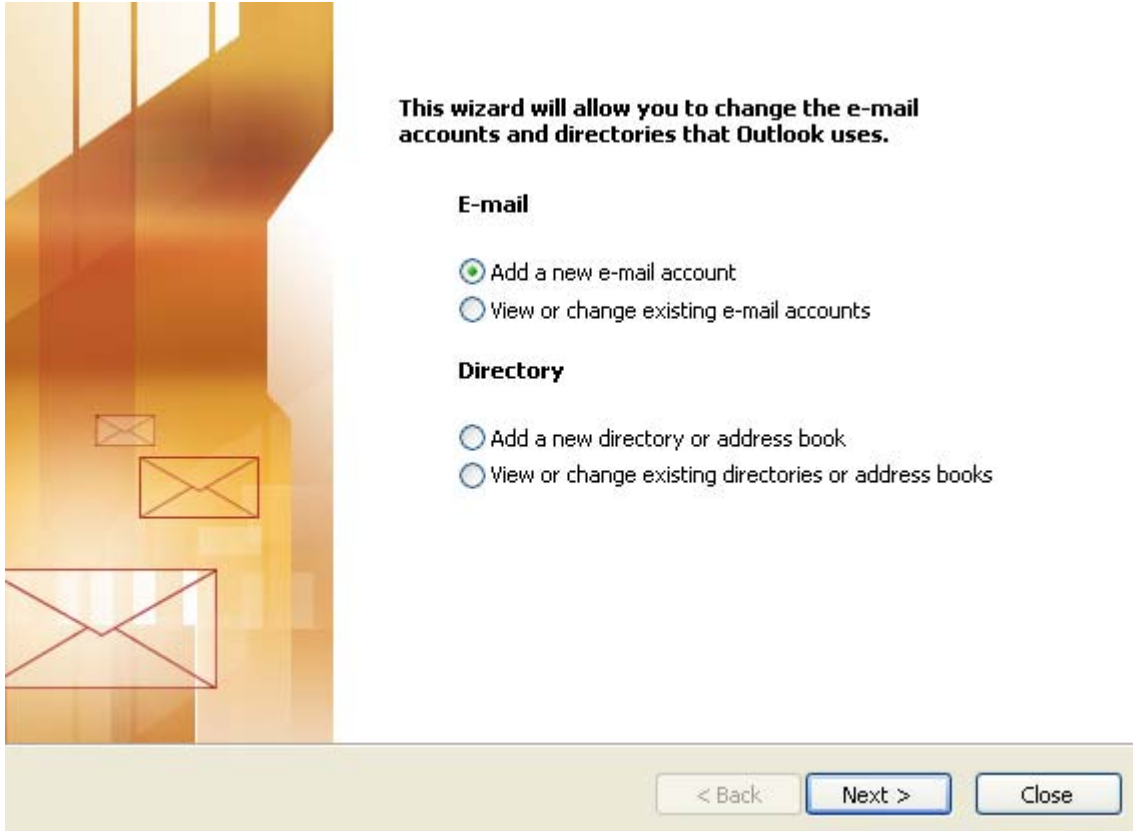


Creating Outlook account for OWA with IMAP

First start Outlook and create a new profile. Select “Add a new e-mail account” and click Next.



Creating Outlook account for OWA with IMAP

Server Type

You can choose the type of server your new e-mail account will work with.



- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back

Next >

Cancel

Select IMAP and click Next

Creating Outlook account for OWA with IMAP

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

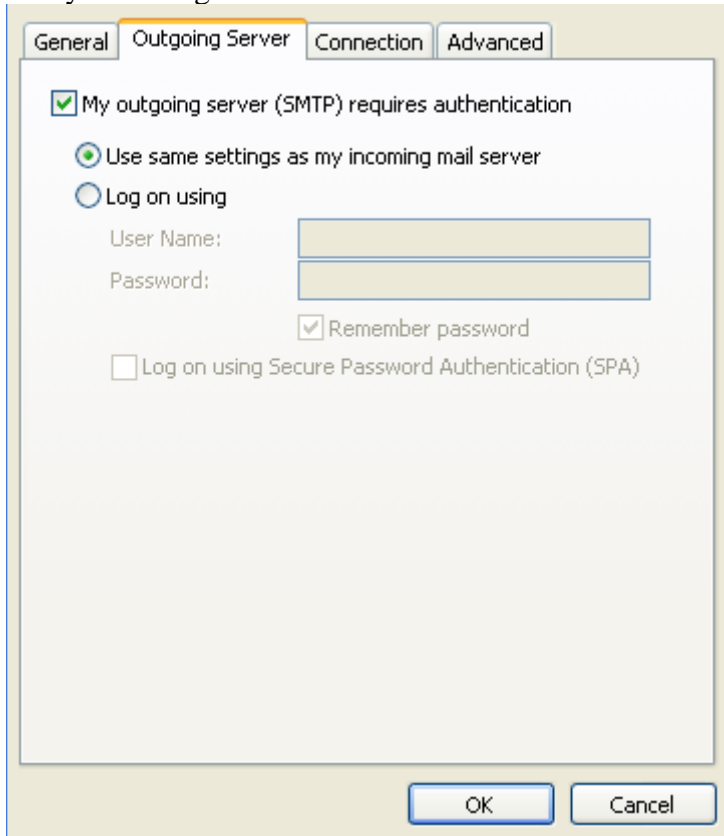
Remember password

Log on using Secure Password Authentication (SPA)

Fill in the fields as shown in the picture. The outgoing and incoming mail servers are outlook.cgu.edu (**for faculty and staff**) and cgumail.cgu.edu (**for students**). Make sure “Log in using SPA” is unchecked. Click the More Settings... button.

Creating Outlook account for OWA with IMAP

Check “My outgoing server (SMTP) requires authentication” and click “Use same setting as my incoming mail server”.



The screenshot shows the 'Outgoing Server' tab of an Outlook settings dialog box. The 'General' tab is selected. The following options are visible:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)

At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

Click OK then Finish.